

## FALSIFIED APPLICATIONS

If evidence comes to light that during the initial application, applicants deliberately or inadvertently falsified their submission, any permission granted to use the SCiMA mark could be immediately removed along with their marker on the “Find a Club” map.



At the discretion of the Project Manager, if the issue can be rectified the applicant could be given a fixed period of time (typically no more than 4 weeks) for them to do so.



The SCiMA team will inform the applicant of the decision and the process.

### *Please Note:-*

A separate process exists for the handling of safeguarding concerns raised about an instructor/ club demonstrating the SCiMA “mark”. Please refer to our “Reporting a Concern” page in [www.safeguardingcode.com](http://www.safeguardingcode.com)

## ANNUAL HEALTH CHECKS (AHC)

The “recertification” window opens 4 weeks prior to a club’s anniversary date.



During the course of that period an applicant is sent 3 email reminders 4 weeks prior to the AHC due date, 2 weeks before the expiry date and 1 week prior to the expiry date.



If the AHC is not complete by the anniversary date, the club automatically “expires” on the system & loses all permissions granted by the SCiMA, incl featuring on the “Find a Club” map.



An email will be sent the day after the expiry date advising the applicant of their future options.



The club is eligible to reapply for the SCiMA after a period of 3 months from the date of expiry of permission. A Safeguarding Code in Martial Arts Review will be mandatory as part of the new application.

## SAFEGUARDING CODE IN MARTIAL ARTS REVIEW (SCiMA REVIEW)

Clubs can be randomly selected at any time for a Safeguarding Code in Martial Arts Review. Once selected, and informed, the applicant has 6 weeks to complete the Safeguarding Code in Martial Arts Review with the support of the SCiMA team.



If the applicant fails to complete the Safeguarding Code in Martial Arts Review in the allocated time period (by the end of these six weeks), permission for use of the mark and the marker on the “Find a Club” map could be immediately removed.



If there are mitigating circumstances, the deadline can be extended for one further calendar month, at the discretion of the Project Manager. If the Safeguarding Code in Martial Arts Review is still not complete, at the end of this period permission is withdrawn & the marker on the “Find a Club” map will be removed immediately.



The club is eligible to reapply for the SCiMA after a period of 3 months from the date of expiry of permission. A Safeguarding Code in Martial Arts Review will be mandatory as part of the new application.