

18/08/2023



Safeguarding Code
Step by Step Guide for Clubs

KGB Executive Committee



IN MARTIAL ARTS

Easy Step by Step Instructions for applying for the
'Safeguarding Code in Martial Arts'

Start by going to www.safeguardingcode.com

Register using your email and a unique password of your choice.

Please complete all boxes on the registration page

In further details section you will be asked whether you are a Governing body/Franchise or Other please state Other

In the next box Franchise/Other please state WAKO

What type of applicant are you – please choose from the drop-down box – if you are the only instructor even if you have a number of different locations you are classed as an individual as far as the application is concerned.

Ensure you spell your club name correctly as this will appear on your certificate.

Remember to use your club venue as the main account address **not your home** as this is what will appear on the map. Also add any additional venues that you operate from so that these will also appear on the map.

While you are on your profile page please make sure that your website details are correct and that they include the prefix <http://> or <https://> This will ensure that your website automatically hyperlinks from our map to your website/social media.

Once all boxes are complete click **Create my New Account**

You will then receive an email registering your account, normally this happens quickly so check spam.

Please note that all documents required for this application can be found on the Kickboxing GB website <http://www.kickboxinggb.com/Education/Safeguarding/>

Ensure you have read them and are adhering to them.

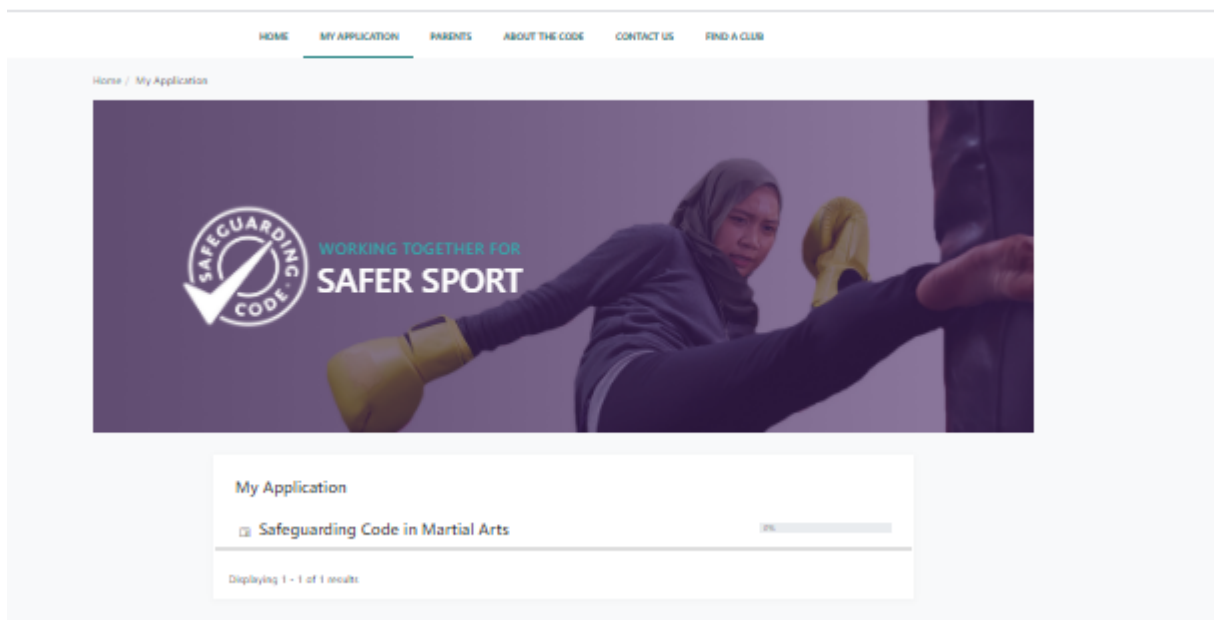
When ready log back into www.safeguardingcode.com using your newly registered account.

You will then see this screen



Click on **MY APPLICATION** in the top browser bar

You will then see this screen, or this may be the screen you already see after logging on



Click on **Safeguarding Code in Martial Arts**.


You will then see this menu list which is the start of the application process.

HOME MY APPLICATION PARENTS ABOUT THE CODE CONTACT US FIND A CLUB

Safeguarding Code

0 of 20 Activities Completed

Home / My courses / Safeguarding Code



You are now required to demonstrate, declare and upload a selection of policies and procedures in evidence to secure the Safeguarding Code in Martial Arts "mark". Your application can be saved along the way and you can come back to update it until you are ready to submit when 100% complete.

- Getting Started
- Policies
- Procedures
- Practices
- Education and Training
- Implementing and Monitoring
- Submit Application

Once you have completed all of the activities within the Safeguarding Code, you can click on the "Submit Application" button below. (This will only appear when you have completed all topic areas)

You will receive notification upon receipt and we will respond to your submission within 10 working days, unless notified otherwise.

Please note that random external verification visits will be conducted to ensure quality and standards are maintained and that those granted use of the safeguarding Code in Martial Arts "mark" are delivering as declared in this submission process.

Course completion status

Status: Not yet started

All criteria below are required:

Required criteria	Status
Trainer	No
Activity completion	0 of 20

More details

Once you have completed 19/20 activities you will be able to submit. Upon submission, your assessor will then review and change the status to 20/20 (100% complete) if approved.

- Help and Support
- Contact Us
- Home

Ignore the 'Getting started' box - you do not need it for this application as you are using this step-by-step guide.

Click on **POLICIES**

You will then see this page

Policies

The policies that you/your organisation abide to are vital to the safeguarding of your participants, staff and volunteers. In this section you are required to show us your Safeguarding Policy and demonstrate that it is effectively distributed. You will also need to show us your Safe Practice Policy and declare that you have appropriate insurance(s).

Safeguarding Policy

Open up the highlighted title "Safeguarding Policy" above and go to "Add Submission" at the bottom of the page to upload your policy.

Please demonstrate that you have the necessary provision in place for the safeguarding and welfare of your participants (adults and children) by uploading your Safeguarding Policy. This must include a safeguarding statement of intent (can be uploaded as a separate document), been reviewed in the last year, updated no later than within the last three years, and signed off by the management board/committee, where relevant.

Templates

Below you can download sample documents to amend to suit your needs.

PLEASE NOTE - the policy statement below is not sufficient for use as a Safeguarding Policy alone. You must upload a separate Safeguarding Policy along with a policy statement (or a policy that includes a statement)

- [Sample Policy Statement](#)
- [Safeguarding Policy Template - Adults](#)
- [Safeguarding Policy Template - Children](#)

Links

For further information on safeguarding you can visit the [CPSU website](#).

Or for guidance on adult safeguarding in sport from the [Ann Craft Trust](#).

Click on [Safeguarding Policy](#) in the first box on the screen

You will then see this screen

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Submission status

Attempt number	This is attempt 1.
Submission status	No attempt
Grading status	Not marked
Last modified	-

ADD SUBMISSION

Make changes to your submission.

Scroll down and click the Add Submission button. Drag and drop the **WAKO Safeguarding Policy Adults and Safeguarding Policy Children** into the designated area and hit **SAVE CHANGES**

Once saved, click your back button. This will take you back to the main menu.

Safeguarding Policy Awareness- with this one you **DO NOT** need to download a document, just read the statement and tick the square box to declare you meet the standard.

Safe Practice Policy, click **UPLOAD YOUR DOCUMENT**, scroll down and drag and drop the **WAKO Safe Practice Policy** into the designated area and hit **SAVE CHANGES**

Insurance with this one you **DO NOT** need to download a document, just read the statement and tick the square box to declare you meet the standard.

Now open **PROCEDURES**

- [Reporting Concerns](#)
- [Designated WO Internal](#)
- [Designated WO External](#)
- [Complaints Procedure](#)
- [DBS Checks](#)

All are completed by ticking the boxes, but **you need to read them to make sure you are abiding by them**. If you are following all of the WAKO Safeguarding Code of Practice you will automatically be abiding by these.

NB - In order to comply with the Designated Safeguarding/Welfare section If you are applying as an individual you must have a direct and clear link to <http://www.kickboxinggb.com/Education/Safeguarding/> or you can put the DSL headshot and contact details on your webpage and social media. Please remember a headshot for identification purposes along with a contact number or email is the criteria.

If you are applying as a club or organisation your Designated Safeguarding/Welfare Officer must have attended face to face training within the last 3 years and their photo together with contact details need to appear on your website and/or social media.

Click on [Individual Statement](#), scroll down and click on “Answer the questions”

You will see a question that if you are applying as an individual you need to select an answer either yes or no from the drop-down box. If you are applying as a club you need to select “this is not relevant to me” from the drop-down box. Once complete click submit your answers and then continue.

Now open **PRACTICES**

[Codes of Conduct](#)
[Practical Guidance](#)
[Sources of help](#)

All are completed by ticking the boxes, but you need to read them to make sure you are abiding by them. If you are following all of the WAKO Safeguarding Code of practice you will automatically be abiding by these.

NB - In order to comply with the ‘Sources of help’, display and make clear the Childline number and logo on your poster and social media. There are a lot of them, feel free to use the one that best fits with your advertising aesthetic. The one below is for illustration purposes.



Now open **EDUCATION AND TRAINING**

Some of the sections in EDUCATION AND TRAINING require a statement to be written.

[Safeguarding Training](#) please read declaration and if you are happy with statement tick box.

Click on [Recognised Qualifications](#) scroll down the page and click on add submission.

Scroll down to the online text box. Copy and paste your own instructor’s bio here. Click save changes

Click on [Specialist Training](#), scroll down to add submission. If you have received specialist training such as disability coaching etc please add it here and Save Changes. If NOT relevant, please write Not Applicable and Save Changes

Click on [Refresher Training](#) and click on add submission copy and paste this statement into the box.

This is monitored through my WAKO membership

Now open **IMPLEMENTING AND MONITORING**

Click on [Policies and Procedures](#), and click on add submission copy and paste this statement into the box

This is monitored through my WAKO membership

[Risk Assessments](#) please read statement and tick box.

If you have completed everything correctly on the right-hand side Application progress – activity completion should say 19/20

– if not, please just review your application to see what boxes are left unticked

Now hit **Submit Application**

Submit feedback if you would like to.

It might take up to 10 days to be successful, but it is normally faster than that. If more information is required for this application, you will be contacted directly.

If you have any problems with this application, please contact Sue.harrison@educare.co.uk 07931 365956 – Sue is very happy to talk to anyone who needs assistance.