# TAO INSTRUCTOR DBS AND COACHING REGISTRATION WITH BCCMA / SCIMA

#### The Safeguarding Code in Martial Arts - Why is this important?

A new Safeguarding Code for Martial Arts was introduced in 2018 in the UK. As a **Sport England** recognised National Governing Body (NGB), the **British Council for Chinese Martial Arts** (BCCMA) has pledged to follow this code. This pledge demonstrates the BCCMA takes child protection and safeguarding in martial arts seriously, and is committed to fulfilling its responsibility to safeguard all participants adequately.

The BCCMA endorses a safeguarding approach through **Safeguarding Children in Martial Arts** (SCiMA) and strongly encourages members to register with the Sport England Safeguarding Code in Martial Arts. Further information including the <u>BCCMA Safeguarding</u> <u>Update Sep 2019</u> can be found at <u>https://bccma.com/Safeguarding/</u>.

SCiMA welcomes all coaches (instructors) teaching martial arts in the United Kingdom to:

- Access the DBS checking service
- Access safeguarding online learning
- Develop understanding of safer recruitment, safer participation and first aid essentials, as a minimum operating standard

Achieving the Safeguarding Code in Martial Arts will recognise clubs and providers who have demonstrated that they have reached and maintained good safeguarding standards and will empower parents and carers to make informed decisions.

The **Taoist Arts Organisation** takes safeguarding children and vulnerable adults seriously and has committed to ensure all UK TAO Instructors are compliant with the Safeguarding Code of Martial Arts by registering with SCiMA.

Aligned with SCiMA registration, a First Aid Certificate for Martial Arts has been funded by the BCCMA and will be provided to all TAO instructors very soon. Further information and dates to follow. The BCCMA is also launching a coaching grading level registration (Bronze, Silver and Gold). Further information to follow.

Your Martial Arts First Aid qualification and BCCMA coaching level, together with SCiMA registration as a TAO instructor will demonstrate your ability to coach all martial arts participants, including children and vulnerable adults, and provide quality assurance of your professionalism, coaching credentials and competency at National level with Sports England and Sport UK.

#### **BCCMA Disclosure and Barring Service**

In line with the BCCMA policy to safeguard children and vulnerable adults, the BCCMA offers a DBS checking service to Chinese martial arts coaches teaching and practicing in the Great Britain and Northern Ireland with frequent and/or regular contact with children and/or vulnerable adults. The BCCMA (SCiMA) DBS checking service will enable you to obtain a DBS enhanced check.

#### What do I need to do now?

REGISTER online for the SCiMA service at: <u>https://membermojo.co.uk/scima</u>

#### What you will need for registration:

- Your BCCMA membership number
- Your BCCMA Coaching Level number
- A personal email address and telephone number
- Details of all home addresses in the last 5 years
- Details of types ID documents you will use for your ID check
- A recent colour passport quality photo to upload
- Details of DBS Certificate number and date *if* you have had one in the last 3 years
- DBS Update Service Checking Consent code *if* you already have one
- Method of payment

### What do I need to do after I register?

- Arrange for your identification documents to be validated by the BCCMA verification officers:
  - The TAO Technical Director Tony Swanson is a verification officer and will check you ID documents at Twyford (or a regional course if sooner).
  - There will be a DBS Checking Desk at BCCMA national events or documents can be sent by post.
- You can check the progress of your DBS certificate, using the DBS tracking service and register for DBS Updates here <u>https://www.gov.uk/dbs-update-service</u>

### What forms of identification do I need to meet DBS requirements?

• Three are 3 routes of ID checking- *ID documents required are listed in Appendix A.* **Route 1** - The applicant must be able to show:

- 1 document from Group 1
- 2 further documents from either Group 1, or Group 2a or 2b

At least one of the documents must show the applicant's current address.

**<u>Route 2</u>** - Only used if impossible to process via Route 1- applicant must be able to show:

- I document from Group 2a
- 2 further documents from either Group 2a or 2b

At least one of the documents must show the applicant's current address AND the organisation conducting their ID check must then also use an appropriate external ID validation service to check the application.

**<u>Route 3</u>** - Only used if impossible to process via Route 2- applicant must be able to show:

- a birth certificate issued after the time of birth (UK, Isle of Man and Channel Islands)
- one document from Group 2a
- 3 further documents from Group 2a or 2b

At least one of the documents must show the applicant's current address. If the applicant can't provide these documents they may need to be fingerprinted.

• **Note**: ID requirements for EEA nationals resident in the UK for 5 years or less, or non UK/ non-EEA Nationals under each route may vary.

#### How long am I registered for DBS, what are the costs, and how do I update?

A fee applies of £16 for NGB Registration if you are a "volunteer" coach, or £61 if you are an "employed" coach. The fee is paid at registration with SCiMA. See page 6 for information on volunteer or employed status.

You can register online for the DBS Update service once you have your application reference number or DBS certificate number <u>https://www.gov.uk/dbs-update-service</u>. The DBS Update Service costs £13 per year and allows instant online checks, of your current DBS certificate, at no additional cost, with your permission. This allows a degree of portability between the places that you offer Chinese martial arts coaching where the same type and level of check is required.

#### Tell me more about SCiMA?

The sponsor NGB for SCiMA is the British Council for Chinese Martial Arts (BCCMA). The online learning offered by SCiMA is applicable to all martial arts. Further information about SCiMA can be found at <a href="http://www.scima.kuoshu.co.uk/">http://www.scima.kuoshu.co.uk/</a>

Safeguarding Children in Martial Arts (SCiMA) provides the following services:

- SCiMA registered martial arts coach database
- SCiMA Child Protection and Safeguarding online training
- SCiMA DBS checking service

SCiMA provides

 Advice, guidance, policy updates, professional services and signposting for learning and development activities for martial arts schools in the United Kingdom and partner schools in the Republic of Ireland

Is there a SCiMA fee?

 If you are a member of a Sport England recognised National Governing Body (eg BCCMA), and qualified as a Coach under your NGB then your SCiMA NGB Registration fee is £5/year (registration is included in your first DBS application fee).

What is the SCiMA Card?

The SCiMA Card is available to registered Coaches with NGB recognised coaching qualifications, who have successfully completed the SCiMA online learning and development modules and who have been SCiMA DBS checked. To know more about the SCiMA Card visit the <u>SCiMA website</u>.

# YOUR STEP BY STEP GUIDE TO SCIMA REGISTRATION

Click on link below:

https://membermojo.co.uk/scima

## Note:

This can also be found on <u>https://bccma.com</u>



#### BCCMA Disclosure and Barring Service

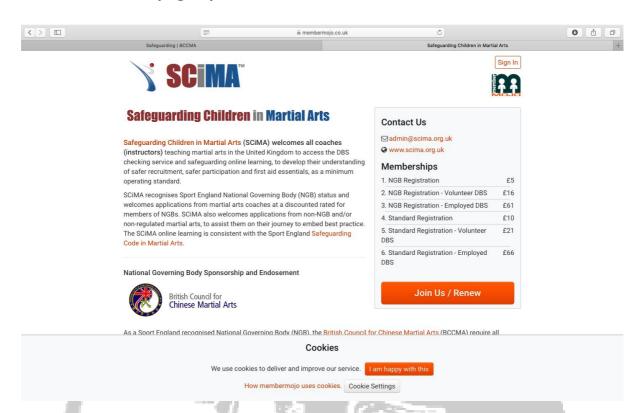
Aligned to our policy to safeguard children and vulnerable adults, the BCCMA offers a DBS c members who are engaged in frequent or regular contact with children and vulnerable adults setting. The service will enable members to obtain a DBS enhanced check.

BCCMA members can register for the service at: https://membermojo.co.uk/scima

You can register and then arrange for your identification documents to be validated by the Bt officers either by post or at the DBS Checking Desk at national events.

You will need to bring certain forms of identification which meet the DBS requirements which

#### The SCiMA page opens



- Scroll down and read the information on this page
- Click Join Us/ Renew
- See next pages on how to complete the registration form

# THE REGISTRATION FORM

- All asterixed \* fields MUST be completed
- If this is your first time registering, you will not have a SCiMA Registration Number – leave this field and date registered blank.
- Enter membership type (ie which registration) you are applying for
- Select no. 2 "NGB Registration Volunteer DBS" if you are an unpaid volunteer OR
- Select no. 3 "NGB Registration Employed DBS" if you are an instructor taking a salary/ income from your Martial Arts coaching/ teaching.
- The NGB Registration Volunteer/Employed DBS provides:
  - Registration for Sport England NGB Martial Arts Coaches (Instructors)
  - Access to SCiMA Online Learning
  - Your DBS Check

#### Note BCCMA guidance:

#### **Employee or Volunteer Status**

The DBS definition of a volunteer is defined in the **Police Act 1997** (criminal records) Regulations 2002 as:

 Any person engaged in an activity which involves spending, unpaid (except for travel and other approved out-of-pocket expenses), doing something which aims to benefit some third party and not a close relative.

To qualify for a volunteer status DBS check, the applicant must not:

- benefit directly from the position for which the DBS application is being submitted
- receive any payment (except for travel and other approved out-of-pocket expenses)
- be on a work placement
- be on a course that requires them to do this job role
- be in a trainee position that will lead to a full time role/qualification.

# Enter your BCCMA coaching level (equivalent to NVQ)

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If you are renewing an existing or rece	ently expired membership plea	se <mark>Sign In</mark> . Signing in does	not require a passwo	rd.
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- Enter Your BCCMA Membership Number
- State your main Martial Arts Discipline in TAO eg Tai Chi

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* Nationality at Bir	th				
- select -		\$			
Select the country of you	r nationality at birth, which may be may be	different om your current nationality.			
Place of birth					
Flace of bit ut					
Enter the City or Town in	which you were born.				
* Gender					
Male					
Female					
* Ethnic group					
O White or White B	ritish				
<ul> <li>Arab or Arab Briti</li> </ul>	sh				
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O Black or Black Br	itish				
O Mixed					
O Other					
<ul> <li>Prefer not to say</li> </ul>					
* Disabled					
⊖ Yes					
() No					
<ul> <li>Prefer not to say</li> </ul>					
Current Addres	S				
* House name/num	nber and street * Town	* County			

You MUST provide an address history of at least 5 years

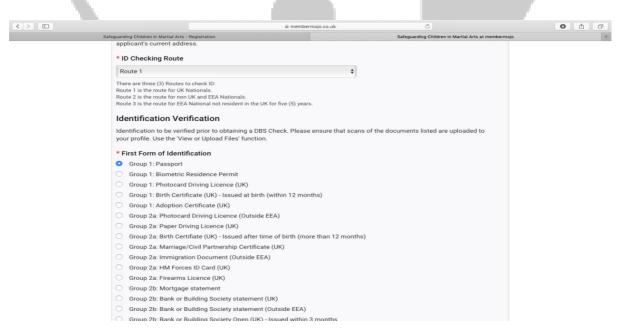
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Sa	feguarding Children in Martial Arts - Registration		Safeguarding Children in Martial Arts at mem	permojo +
	Current Address			
	* House name/number and street	* Town	* County	
	* Postcode			
	Current Address Occupancy Date			
	dd/mm/yyyy	<b>m</b>		
	You must provide an address history for at leas	st five (5). If your current address is less than th	at then please enter your previous address(es).	
	Previous Address(es)			
	Previous Address (1)			
	If you have lived at your address for less than f		dress.	
	Previous Address (1) Occupancy Da	te		
	dd/mm/yyyy	<b>Ô</b>		
	Previous Address (2)			
	If you have lived at your address for less than f	ive (5) years then please enter your previous ad	dress.	
	Previous Address (2) Occupancy Da	te		
	dd/mm/yyyy	1		

• Enter your contact details

- You must provide a telephone number and an email address
- Check the box for Supervision of Martial Arts Activity
- DBS Checking process- if you are not using any DBS checking process currently, click none, otherwise select from the options

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Safeguarding Children in Martial Arts - Registra		Safeguarding Children in Martial Arts at member	ermojo
* Contact number	Mobile number	* Email	
Disclosure and Barring	g Service (DBS)		
Service (DBS) enhanced check		rable adults you will require a Disclosure and Barring then you may obtain one through the SCIMA DBS	
Supervision of Martial	Arts Activity		
Check this box if you have regular of more about Supervision of Activity		ble adults, in your martial arts setting. Click on the link to find out	
* Current DBS Checking Pr	ocess		
SCiMA DBS Checking Service	vice		
<ul> <li>DBS Update Service</li> </ul>			
<ul> <li>Other DBS Checking Service</li> </ul>	ce		
<ul> <li>None</li> </ul>			
State the DBS checking process th	at you currently use.		
ID checking guidelines for DBS	check applications		
You require three (3) forms of	identification to be appropriately verified.		
	how one (1) document from Group 1 and show the applicant's current address.	two (2) further documents from Group 1, 2a or 2b. At	
	lationals ONLY. If the applicant does not I t from Group 2a and two (2) further docu	nave any Group 1 documents then the applicant must be ments from Group 2a or 2b.	
		he applicant must show a Birth Certificate, one (1) a or 2b. At least one (1) document must include the	
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- Select your ID Checking route this is usually via Route 1:
  - The applicant must show one (1) document from Group 1 and two (2) further documents from Group 1, 2a or 2b
  - At least one (1) document must show the your current address
- FOR EXAMPLE as below



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	Safeguarding Children in Martial Arts - Registration Group 1: Primary identity documents	Safeguarding Children in Martial Arts at memberm	ojo
	Group 2a: Trusted government documents		
	Group 2b: Financial and social history documents		
	* Second Form of Identification		
	Group 1: Passport		
	Group 1: Biometric Residence Permit		
	<ul> <li>Group 1: Photocard Driving Licence (UK)</li> </ul>		
	<ul> <li>Group 1: Birth Certificate (UK) - Issued at birth (within 12 months)</li> </ul>		
	Group 1: Adoption Certificate (UK)		
	Group 2a: Photocard Driving Licence (Outside EEA)		
	Group 2a: Paper Driving Licence (UK)		
	Group 2a: Birth Certifiate (UK) - Issued after time of birth (more than 12 months)		
	Group 2a: Marriage/Civil Partnership Certificate (UK)		
	Group 2a: Immigration Document (Outside EEA)		
	Group 2a: HM Forces ID Card (UK)		
	<ul> <li>Group 2a: Firearms Licence (UK)</li> </ul>		
	O Group 2b: Mortgage statement		
	Group 2b: Bank or Building Society statement (UK)		
	O Group 2b: Bank or Building Society statement (Outside EEA)		
	<ul> <li>Group 2b: Bank or Building Society Open (UK) - Issued within 3 months</li> </ul>		
	Group 2b: Credit card statement (UK or EEA)		
	<ul> <li>Group 2b: Financial statement (UK) - Pension or Endowment</li> </ul>		
	Group 2b: P45 or P60 (UK)		
	<ul> <li>Group 2b: Council Tax statement (UK)</li> </ul>		
	O Group 2b: Letter of Sponsorship for future employment (Outside UK and EEA)		
	O Group 2b: Utility Bill (UK) - Issued within 3 months but NOT a mobile telephone bill		
	Group 2b: Benefits statement (UK)		
	Group 2b: Benefits statement (UK)     Group 2b: Central or local government entitlement document (UK)		
1	Group 2h: Central or local government entitlement document (UK)		
>	Group 2h: Central or local government entitlement document (UK)	c	•
	Group 2h: Central or local government entitlement document (LIK)  i membermojo.co.uk  Safeguarding Children in Martial Arts - Registration  oroup sati movem up sociemente	ی Safeguarding Children in Martial Arts at memberm	
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	Group 2h: Financial and social history documents		
	Group 2h: Central or local government entitlement document (UK)		
	Group 2b: Financial and social history documents  Third Form of Identification  Group 1: Passport		
	Group 2h: Financial and social history documents     Group 1: Passport     Group 1: Biometric Residence Permit		
	Group 2h: Central or local government entitlement document (IIK)     a membernojo.co.uk      a me		
	Group 2b: Financial and social history documents     Group 2b: Financial and social history documents     Third Form of Identification     Group 1: Photocard Driving Licence (UK)     Group 1: Birth Certificate (UK) - Issued at birth (within 12 months)     Group 1: Adoption Certificate (UK)		

- If you have previously subscribed to DBS updates enter your consent code- if you are new applicant leave DBS Update section blank
- If you have completed a DBS check in the last 3 years, check the box, enter your certificate number and date DBS checked- otherwise leave DBS section blank
- Select the box for SCiMA Online Learning and Development access
- You now have access to start the online training

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	Safeguarding Children in Martial Arts - F	Registration			Safeguarding Childre	n in Martial Arts at memberm	nojo	
	DBS Update Service							
	The online Disclosure and Ba	arring Service (DB	S) update service allows:					
	* applicants to keep their DB		o date					
	* employers to check a DBS (	certificate.						
	If you have a basic check, yo	u'll need to <mark>regist</mark> e	er an online services acco	unt instead.				
	Consent Code							
	ONLY IF PREV USED DB	S UPDATE						
	Enter your DBS Update Service							
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For the National Qualification Level section enter EITHER your highest single Teng grading number OR your BCCMA coaching level number OR your nationally recognized qualification level

 (https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels), whichever is the highest. E.g. If your highest Teng Grading in any one TAO discipline is 1, you have Level 2 BCCMA coaching, and level 1 NVQ, enter 2.

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	take. Depending on your succes	tion is determined by the successful completion of the recommended training cousts you will be registered as qualified to teach one of the following groups: idults (including people with disabilities); idults;	irses that you have registered to

- Select Coaching Licence specification A Children, young people and adults (including people with disabilities)- to ensure you are enabled to teach all.
- Guidance from BCCMA:

4. Coaching Status

4.1 ..It is expected that coaches will undertake the appropriate training to coach: children; young people with disabilities; adults with disabilities; and adults, where applicable. When completing the Child Protection & Safegaurding process coaches will need to specify the groups that they have been trained (or intend to be trained as part of the process) to coach in one of the following coaching bands[as above on screen shot]

4.2 The coaching band can be endorsed by the BCCMA once the appropriate training has been undertaken and the appropriate DBS check made, where applicable.

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Required for Instructors/Coaches Only	y - Coaching Licence Specification	
The Coaching Licence Specification is determine take. Depending on your success you will be regi- A - Children, young people and adults (including p B - Children, young people and adults; C - Adults (including poeple with disabilities); or D - Adults.	stered as qualified to teach one of the following	
Or you may work under supervision with a qualifie E - Assistant Coach.	ed Coach and register as:	
Or you may not yet have completed your training U - Unqualified.	courses and be registered as:	
NB As part of SCIMA safer recruitment policy, co	aches working with children and young people N	IUST have an enhanced DBS check.
* Coaching Licence Specification		
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- Check the declaration box
- Enter Next of Kin details
- Upload a recent colour passport quality photograph
  - Your photo must be a close-up of your full head and upper shoulders, contain no other objects or people; and be taken against a plain background
- Click Next to complete your registration

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- Once your application is complete, you will need to:
  - Complete your SCiMA online training
  - Bring your ID documents on the specified day for checking
- You will be notified when your DBS check is complete and your SCiMA card is ready
- You will be sent notification when your SCiMA registration annual renewal is due.

# **APPENDIX A**

# Group 1: Primary identity documents

Document	Notes
Passport	Any current and valid passport
Biometric residence permit	UK
Current driving licence photocard - (full or provisional)	UK, Isle of Man, Channel Islands and EEA. From 8 June 2015, the paper counterpart to the photocard driving licence will not be valid and will no longer be issued by DVLA
Birth certificate - issued within 12 months of birth	UK, Isle of Man and Channel Islands - including those issued by UK authorities overseas, for example embassies, High Commissions and HM Forces
Adoption certificate	UK and Channel Islands

# Group 2a: Trusted government documents

Document	Notes	
Current driving licence	All countries outside the EEA (excluding Isle of	
photocard - (full or	Man and Channel Islands)	
provisional)		
Current driving licence (full or	UK, Isle of Man, Channel Islands and EEA	
provisional) - paper version (if	55 15	
issued before 1998)		
Birth certificate - issued after	UK, Isle of Man and Channel Islands	
time of birth		
Marriage/civil partnership	UK and Channel Islands	
certificate		
Immigration document, visa	Issued by a country outside the EEA. Valid only	
or work permit	for roles whereby the applicant is living and	
·	working outside of the UK. Visa/permit must	
	relate to the non EEA country in which the role is	
	based	
HM Forces ID card	UK	
Firearms licence	UK, Channel Islands and Isle of Man	

# Group 2b: Financial and social history documents

Document	Notes	Issue date and validity
Mortgage statement	UK or EEA	Issued in last 12 months
Bank or building society statement	UK and Channel Islands or EEA	Issued in last 3 months
Bank or building society statement	Countries outside the EEA	Issued in last 3 months - branch must be in the country where the applicant lives and works
Bank or building society account opening confirmation letter	UK	Issued in last 3 months
Credit card statement	UK or EEA	Issued in last 3 months
Financial statement, for example pension or endowment	UK	Issued in last 12 months
P45 or P60 statement	UK and Channel Islands	Issued in last 12 months
Council Tax statement	UK and Channel Islands	Issued in last 12 months
Letter of sponsorship from future employment provider	Non-UK or non-EEA only - valid only for applicants residing outside of the UK at time of application	Must still be valid
Utility bill	UK - not mobile telephone bill	Issued in last 3 months
Benefit statement, for example Child Benefit, Pension	UK	Issued in last 3 months
Central or local government, government agency, or local council document giving entitlement, for example from the Department for Work and Pensions, the Employment Service, HMRC	UK and Channel Islands	Issued in last 3 months
EEA National ID card		Must still be valid
Irish Passport Card	Cannot be used with an Irish passport	Must still be valid
Cards carrying the PASS accreditation logo	UK, Isle of Man and Channel Islands	Must still be valid
Letter from head teacher or college principal	UK - for 16 to 19 year olds in full time education - only used in exceptional circumstances if other documents cannot be provided	Must still be valid