

Safeguarding Adults in Sport Framework

User Guide

Welcome to your Safeguarding Adults in Sport Framework.

This user guide provides you with the information and instructions needed to complete the framework via the online portal.

The purpose of the framework is to develop safeguarding adult's standards within the sport and activity sector, to establish and promote best practice and to support continual development. You will receive an email from The Ann Craft Trust that will provide you with your unique log in to the online portal. Once you receive the email, follow the link to the online portal. You can access the portal directly by going <https://www.anncrafttrust.org/> click on to 'reviews and audits' and select the link to the Safeguarding adults in sport framework. The system is designed to be easy to use and you will find prompts along the way, with clear descriptions of what to do next.

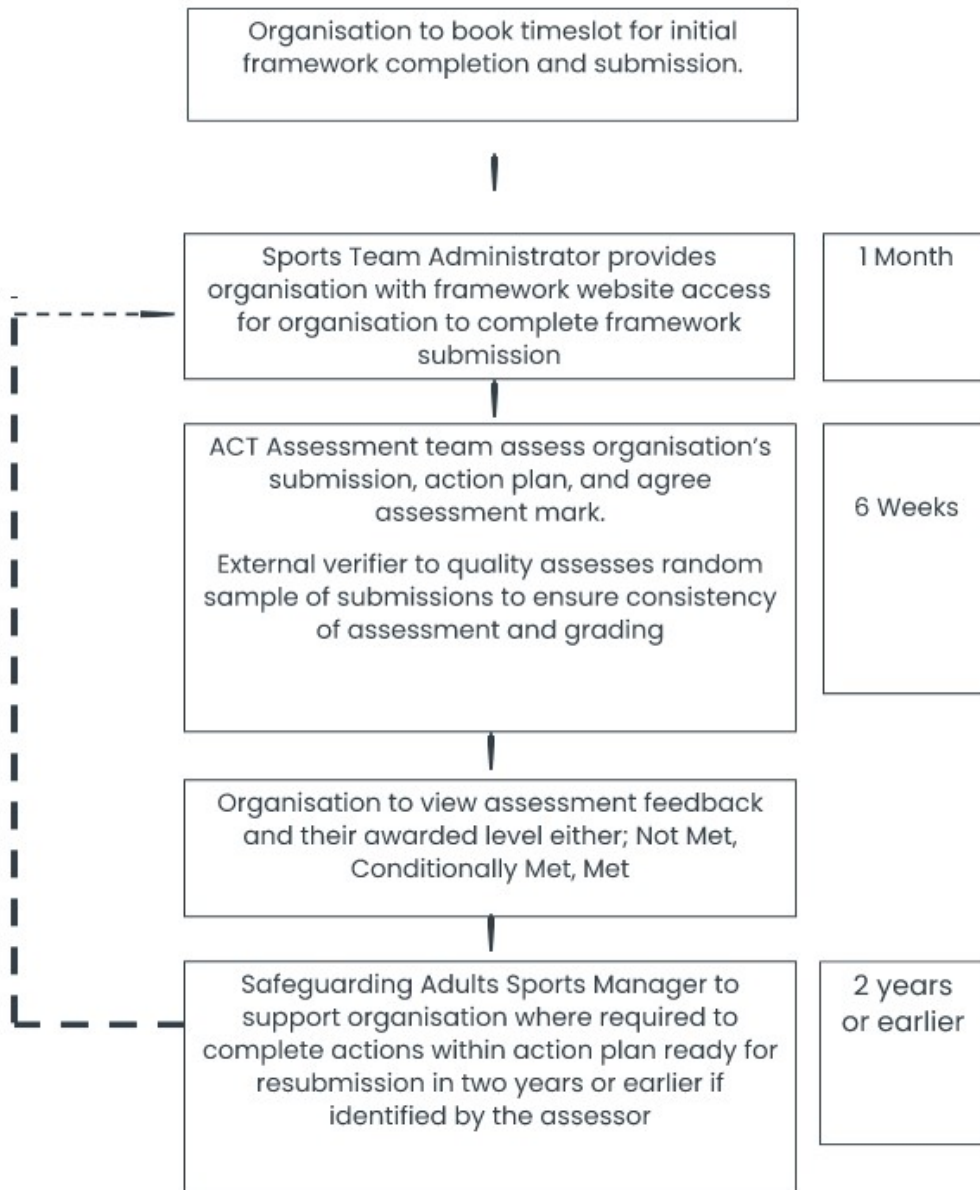
The portal is an online web application that can be used on any device with internet access, however, it is optimised for laptops and tablets. Therefore, we do not recommend completing a framework submission on a mobile device and as such we advise against it.

Note: For the purpose of this document, a submission refers to your progression through the Framework themes and the criteria set, uploading evidence to support your compliance, and creating actions to be compliant, where you cannot show evidence before submitting this to ACT for assessment.

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Process Flowchart



Logging In

Once you have been registered, you will be emailed your username and password, along with a link to the Ann Craft Trust system. Click on the link to be directed to the screen below.

ann craft trust
acting against abuse

Email

Password

Keep me logged in

LOGIN

[Forgot Your Password?](#)

Once you have logged in, you will be greeted with a welcome screen. Click on the **Continue** button in the bottom right to move to the next page.

Ann Craft Trust

New User

Welcome New User

SPORT ENGLAND **ann craft trust**
acting against abuse

Safeguarding adults is a responsibility for every sport and physical activity organisation. Getting this right will ensure a wider participation in sport and activity and safer involvement for everyone.

The Ann Craft Trust has worked with Sport England and the sport and activity sector to develop the Safeguarding Adults in Sport Framework.

The Framework will provide safeguarding adults standards within the sport and activity sector which will:

- Demonstrate practical understanding of Adult Safeguarding
- Promote best practice
- Support ongoing development

The Safeguarding Adults in Sport Framework is endorsed by Sport England. It supports the vision set out in 'Towards an Active Nation' that everyone in England, regardless of age, background or ability, feels able to take part in sport or activity.

"Sport England is committed to safeguarding and is proud to support the Safeguarding Adults in Sport Framework. This framework provides a set of standards for everyone involved in sport to help develop a positive sporting culture that creates a safe sporting environment for adults, protecting them from harm. We welcome the opportunity to benchmark current practice against this framework and in doing so enabling challenge to current practice as well as an opportunity to share experiences."

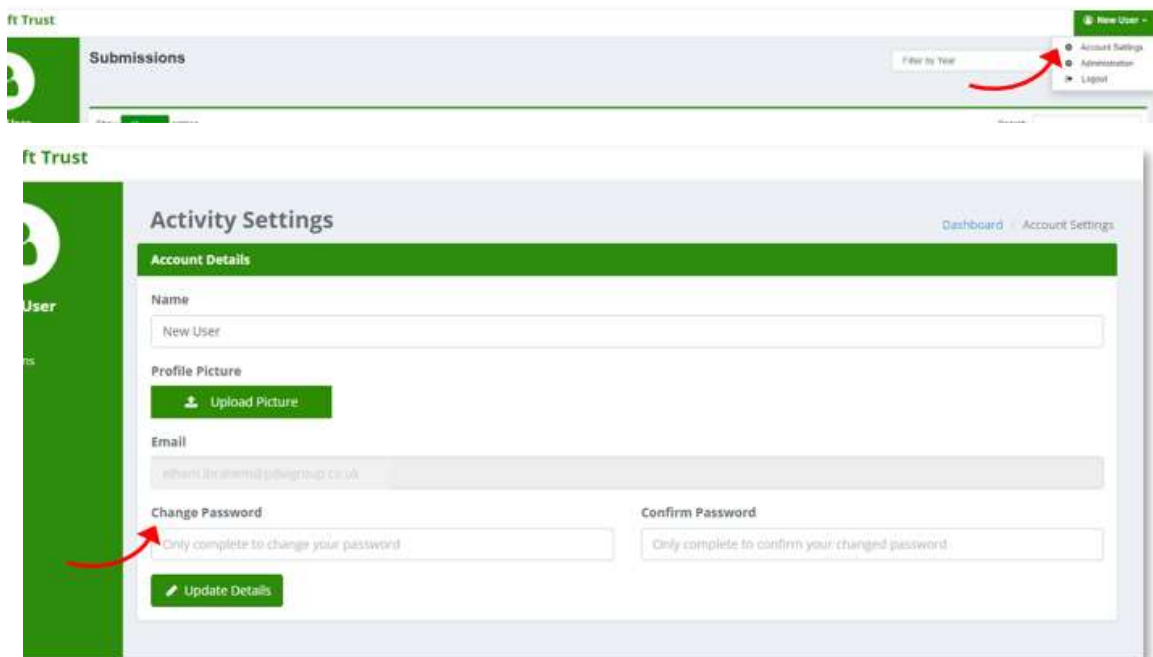
"The Safeguarding Adults in Sport Framework contributes to one of Sport England's strategic aims: that everyone taking part in sport and physical activity is safeguarded physically and mentally."

Continue

1.1 Change Password

For security purposes, please change your password once you have logged in. You can do this by following the steps below:

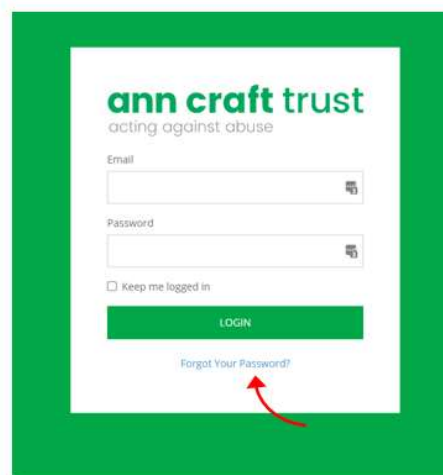
1. Click on your name in the top right corner, then click on **Account Settings**.
2. Enter your new password in the **Change Password** field and repeat on the **Confirm Password** field.
3. Click on **Update Details** to save your changes.



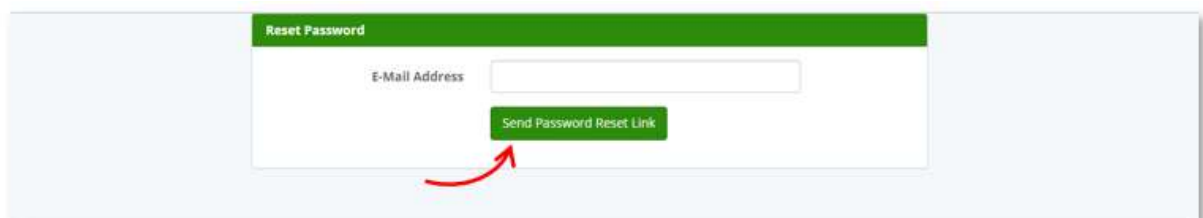
1.2 Forgot Password

If you forget your password, follow the steps below:

1. Click on the **Forgot Your Password?** link on the login page and enter your email address.
2. Click on **Send Password Reset Link** and you will receive an email with the link to reset your password.



The screenshot shows the Ann Craft Trust login page. At the top, it displays the logo 'ann craft trust' and the tagline 'acting against abuse'. Below the logo are two input fields: 'Email' and 'Password', each with a small icon to its right. Underneath these fields is a checkbox labeled 'Keep me logged in'. A green 'LOGIN' button is positioned below the checkbox. At the bottom of the form area, there is a link that says 'Forgot Your Password?'. A red arrow points to this link.



The screenshot shows the 'Reset Password' page. At the top, there is a green header with the text 'Reset Password'. Below the header is a form with a label 'E-Mail Address' and an input field. Below the input field is a green button labeled 'Send Password Reset Link'. A red arrow points to this button.

The Portal

The portal has been designed to be very minimal. Once logged in, you can:

- Manage your submissions
- View Frequently Asked Questions (FAQs)

2.1 Submissions

When you login, you will be taken to the Submissions page by default. This shows you all of your submissions.

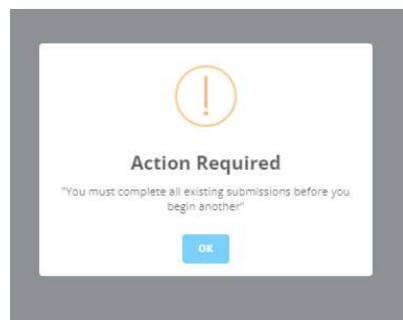
Note: Submissions can also be accessed via the **My Submissions** menu option on the left.

On the Submissions page, you will see the following:



1. The **Owner** who created the submission and the **Date** it was created.
2. The status of the submission under the **Assessment** column and the **Criteria Met** outcome of your submission, after being reviewed by ACT.
3. The **Due Date** for the submission after it has been created and when the next **Review Date** will be. This is every 2 years, from the date of the initial submission being created.
4. The **View** button will allow you to access your submission to complete and make changes where necessary before the final submission.
5. The **Create New Submission** button allows you to create a new submission.

Note: New submissions can only be made after any existing submissions have been completed.



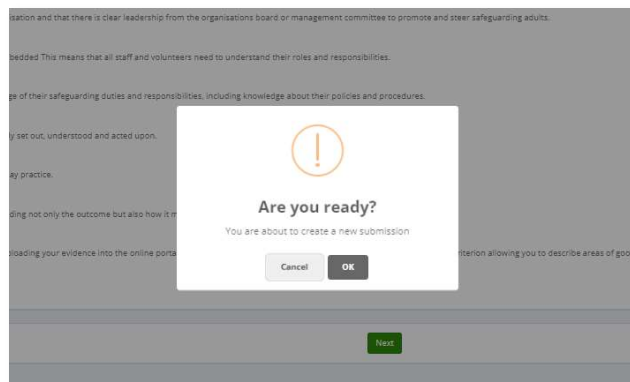
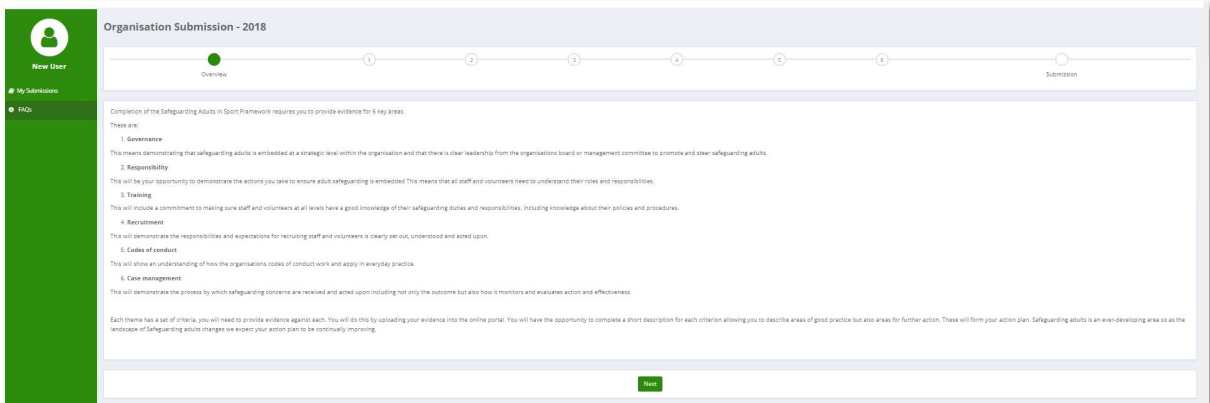
2.1.1 Create a new submission

The first thing you will need to do when you log into the system is create a new submission. Submissions need to be completed in full every 2 years (from the date of initial submission).

To create a new submission, click on the **Create New Submission** button on the top-right of the **Submissions** page.



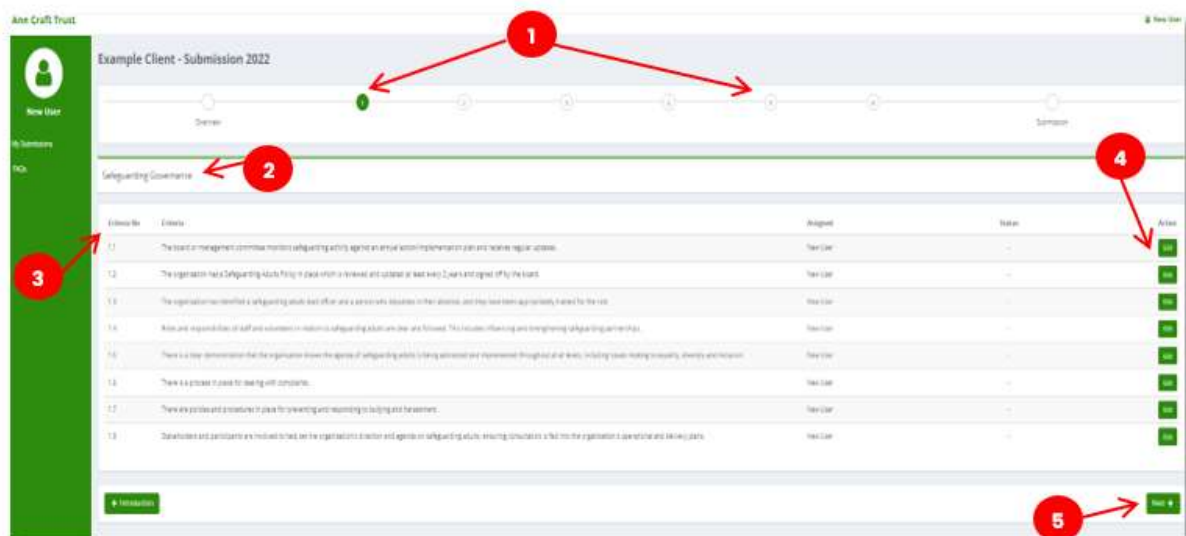
Then, read through the overview page. Please read this carefully before continuing, then click on the **Next** button when you're ready to start. You will get a modal window to confirm you are ready to create a new submission. Click **Yes** to continue.



If you accidentally create multiple submissions, you will have to contact the Ann Craft Trust team, by email, to have the additional submission(s) deleted.

2.1.2 Complete a submission

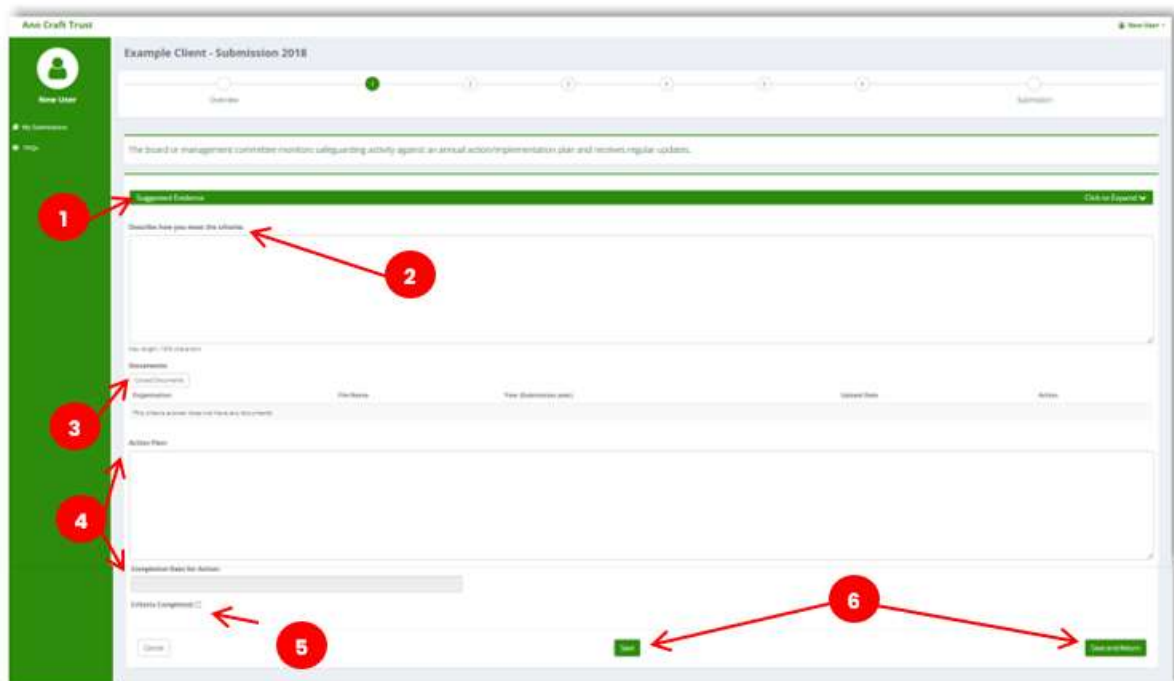
After you have created a submission, you will be directed to the first section of the framework. On every section page, you will see the following:



1. The sections are numbered at the top of the page, from 1 to 6. There are 6 sections in total to complete, separate set of criteria that you will need to respond to. The section which is currently displayed is highlighted in green. You can navigate through the sections by clicking on any of the numbers.
2. The title of the section is displayed next. For example, 'Safeguarding Governance'.
3. The list of criterions in this section are then displayed. This includes the **Criteria No.** and **Criteria** title. You will also see the progress **Status** of each criterion and who has been **Assigned** to complete it. This is always the user who has created the initial submission.
4. The **Edit** buttons in the **Action** column allows you to access each criterion to complete your response.
5. The **Next** button allows you to navigate to the next section.

To complete your submission, follow the steps below:

1. On the section page, click the **View** criterion button. You will be directed to the criterion page.
2. On the criterion page:
 - Click on **Suggested Evidence** to expand and read through it to guide you through the framework.
 - Complete the **Describe how you meet the criteria** section.
 - Upload any **Documents** (Ideally as PDFs) to provide evidence that will support your submission.
 - Complete the **Action Plan** (if you are working on an action plan towards achieving this criteria), along with the **Completion Date for Action** (when you expect to achieve the actions by).
 - Once completed, click on the **Criteria Completed** tick box.
 - Click the **Save** button to save your input and remain on the page or click on the **Save and Return** button to save your changes and return to the criteria menu.



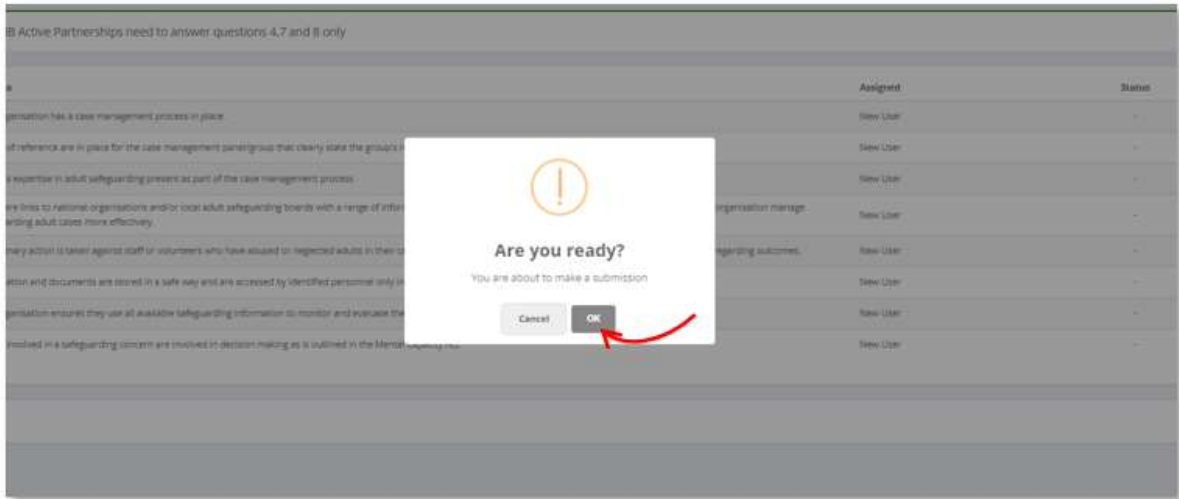
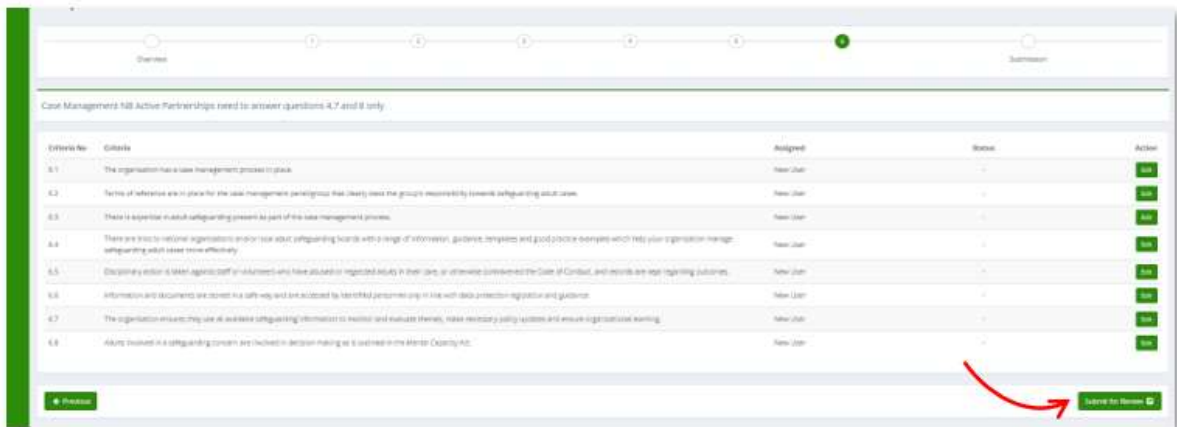
- Go through each criterion in the section, following the steps above.
- Click on the **Next** button, to continue to the next section.

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- Once you have completed all sections, you can submit your submission by clicking on the **'Submit for Review'** button on the last section page. Confirm you want to submit by clicking OK on the modal window, and the Ann Craft Trust will review your submission over the course of the next few weeks.

Note: You do not need to complete your submission in one go. You can save your progress and come back to it whenever you like.



2.1 FAQs

To view the FAQ's, click on the **FAQs** option on the left menu. Click on the FAQ to expand and see the answer.



Select the **My Submissions** option on the left menu, to return to the main submissions page.