

Safeguarding Adults in Sport Framework Submission – TOP TIPS

Planning

- ✓ Attend a **Framework Support Session**.
(various dates are scheduled through the year and free to book on to)
- ✓ Use the Excel **planning template** to help you prepare.
(you can request this from sarah.nolan@nottingham.ac.uk).
- ✓ **Identify who** in your organisation is going to be involved in **supporting you** and the submission.
- ✓ Contact an Ann Craft Trust Safeguarding Adults in Sport Manager to help **clarify any criteria or process you are unsure about**.

Evidence

- ✓ Read through the **evidence guidance** and **submission support** documents available on our website.
- ✓ Consider the variety of evidence you may have to support each criterion and to **showcase what your organisation has in place**.
- ✓ Provide **real examples/ case studies** where possible (redacted where appropriate).
- ✓ Ensure your evidence relates to **adults** and **adult safeguarding**.
- ✓ Ensure **all statements made** in the submission are **supported with evidence**.
- ✓ Ensure evidence submitted does not contain identifiable personal information- **redact where necessary**.

Criteria

- ✓ Describe **how you meet each criterion**- if you feel a criterion doesn't fit with your organisation explain why, and what you do instead. Try not to leave it blank.
- ✓ Take time to consider the **essential criteria** for each theme and how you meet these.
- ✓ Use the **'action plan' box** to explain actions you have already identified but not yet carried out.

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Criteria continued....

- ✓ **Clearly refer** to any **evidence** you have **provided** for each criterion.

Documents

- ✓ Think about how you will provide your documents – **consider a number/code system** to avoid having to duplicate uploads.
- ✓ Ensure your policies and procedures have **version control**, are **dated** and **branded** with your logo.
- ✓ Ensure your policy refers to **safeguarding all adults** and not just adults at risk.
- ✓ Ensure your implementation plan includes **actions relating to adult safeguarding**.
- ✓ Ensure **most recent versions** of documents are uploaded.
- ✓ **Remove tracked changes** and watermarks such as '**draft**' if no longer applicable.

Other

- ✓ It can be helpful to provide a brief document in the first section which **explains your organisation to the reviewer**.
- ✓ Make sure your **evidence relates to all adults**.
- ✓ Ensure **external links** in documents and your website are **working and up to date**.
- ✓ Check any **documents shared via links can be opened** by someone outside your organisation.
- ✓ **You don't need to upload the same document several times** as long as you are clear which document relates to the relevant criteria.
- ✓ If you experience any problems with your submission, contact the Ann Craft Trust as soon as possible so we can help.