

Safeguarding Adults in Sport Framework User Guide

ann craft trust
acting against abuse

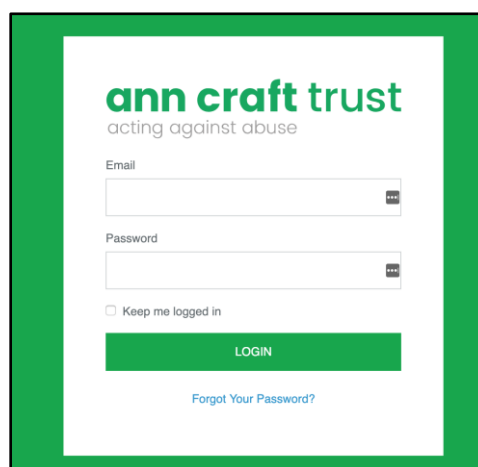
This user guide provides the information and instructions needed to complete the framework via an on-line portal.

Welcome to your Safeguarding Adults in Sport Framework

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 on-line 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.

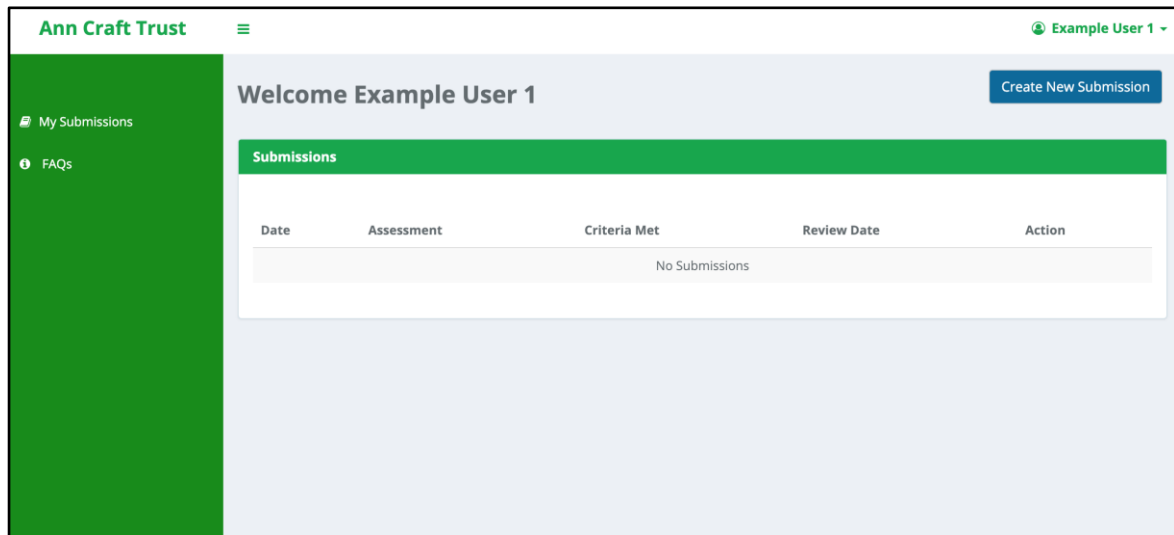
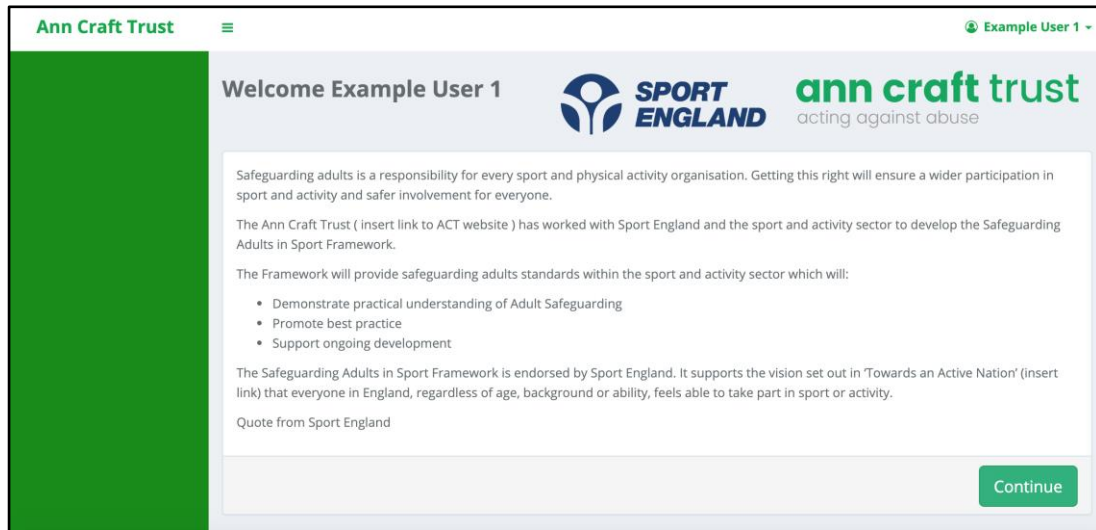
The system is designed to be easy to use and you will find prompts along the way, with clear descriptions of what to do next.

The Portal is an online web application, so can be used on any internet device, but is optimised for Laptops and Tablets. It is not recommended to complete a framework submission on a mobile device, and we would advise against it. 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, creating actions to be compliant where you cannot show evidence before submitting this to ACT for assessment



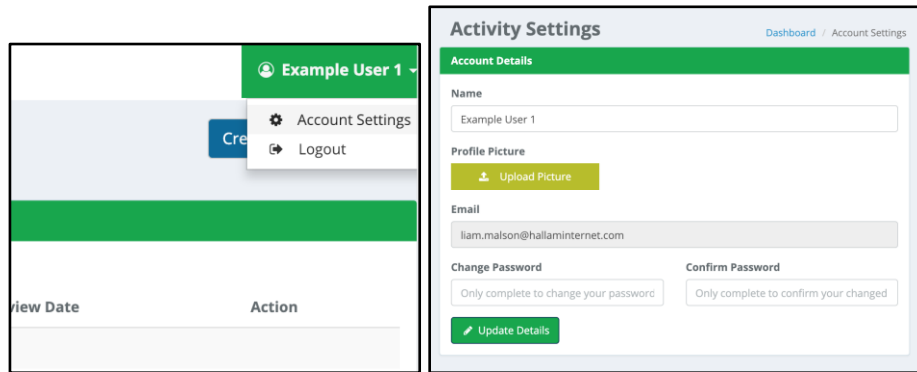
Logging In

Your username and password will be emailed to you by the Ann Craft Trust along with a link to the system. You will log in using the login screen as shown in the image above. You will then be greeted by a welcome screen as shown below. Click on the continue button in the bottom right to move to the next page.



Once you have logged in you can then change your password by following the links below:

1. Click on your name in the top right corner and then click on 'Account Settings'.
2. Enter your new password, then repeat that password in the next box to the right, then click on 'update details' and your password will be changed.



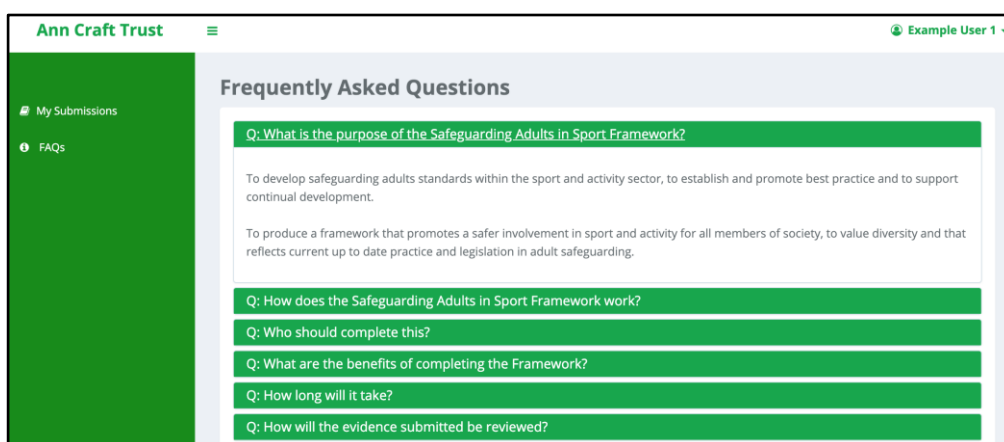
If you forget your password, click on the 'forgot password' link on the login page and enter your email address. You will then receive an email with the link to reset your password. You can do this at any time.

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

- Create a submission
- Edit a submission
- Complete a submission
- View Frequently Asked Questions (FAQs)
- Reset your password
- Log out

View Frequently Asked Questions (FAQs)

To view the frequently asked questions, click on the FAQs menu item on the left of the homepage, then select the FAQ question to expand and see the response. Select the My Submissions button to return to the main submissions page.



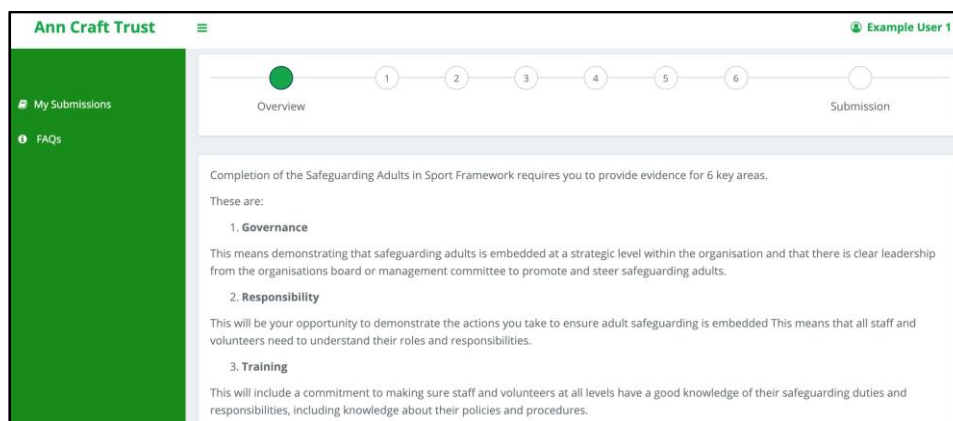
Create a submission

The first thing you will need to do when you log into the system is create a new submission. Your submission is what you will complete and add details to before submitting to the Ann Craft Trust. 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 a new submission' button (top right of screen) on the submissions page. This will create a submission which you can then use to work on. If you accidentally create multiple submissions, you will have to contact the Ann Craft Trust by email to have the additional submission(s) deleted.

Completing your submission

Once you create your first submission, the process will start straight away. The first page is a summary screen. Please read this carefully before continuing.



Once you have read through the overview, click next and a popup box will appear. Select 'yes' to confirm you want to create a submission.

The next page is the first theme of the safeguarding adult's framework and of your submission. There are 6 themes sections in total to complete, each with separate criteria that you will need to respond to. On this page, the top area shows you which theme you are in, from 1 through to 6. These are also link's so you can move between by selecting the numbers at the top of the page if you like.

The next area is the title for the theme, in this case 'Safeguarding Governance' which is the first theme.

The bottom table outlines all the criteria for that Each criteria shows you whether you are in progress, or have completed it as well as an edit button for you to edit your response to the criteria. When each criteria is completed tick the small box titles ' criteria completed'

Hallam - Submission 2019

Overview **1** 2 3 4 5 6 Submission

Safeguarding Governance

Criteria	Assessment	Action
There is clear leadership from the organisations board or management committee to promote and steer safeguarding adults.	In Progress	<input type="button" value="Edit"/>
The board or management committee monitors safeguarding activity against an annual action/implementation plan and receives regular updates.	In Progress	<input type="button" value="Edit"/>
There is a communication strategy regarding the dissemination of safeguarding expectations and information.	In Progress	<input type="button" value="Edit"/>

Click on the edit button for the first criteria and it will open a new page. Here you will find the title of the criteria at the top of the page, along with a link to the 'Selected Evidence' that is suggested for you to include for each theme Click on 'Selected Evidence' to open and close this section.

Overview **1** 2 3 4 5 6 Submission

There is clear leadership from the organisations board or management committee to promote and steer safeguarding adults.

Suggested Evidence

Describe how you meet the criteria:

Suggested Evidence

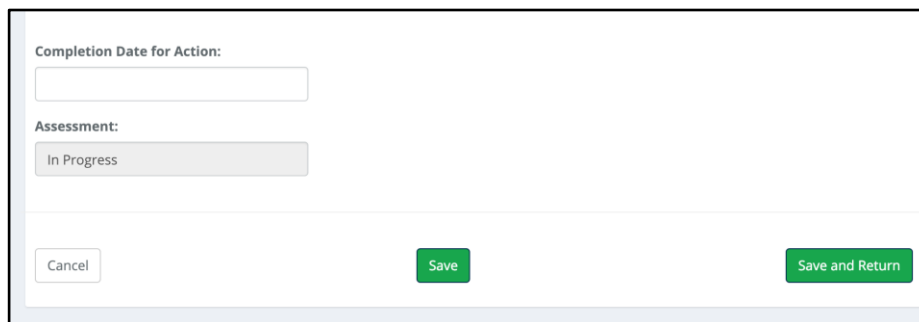
- Evidence showing the organisations board or management committee sign off for the safeguarding policy, procedures and action/implementation plans including allocation of required resources.
- A copy of the organisations operational and annual delivery plan which makes reference to the organisations work on safeguarding adults.
- Evidence showing that an organisational Safeguarding lead – and others with responsibility for safeguarding (paid or volunteers)- are in post at relevant levels across the organisation – and have clear/detailed job descriptions.
- Examples of methods used by an organisation's board or management committee to receive updates and monitor safeguarding adults.
- A copy of the organisation's Safeguarding Adults Policy and Procedures & safeguarding action/implementation plan.

To complete the criteria, fill in each of the boxes on the page form. These are:

- Describe how you meet the criteria (free text)
- Upload Documents (ideally as PDFs) in support as evidence to your explanation
- Action Plan (If you are working on an action plan towards achieving this criteria)
- Completion Date for Action (If you're working on actions for this criteria, when should these be completed by)
- Tick the box to indicate that your criteria is completed

- Assessment (This is the status of the criteria and you cannot change this) This will change once your submission has been assessed.

You can leave the page at any time, but you need to ensure you save what you input. To do this, click on the save button at the bottom of the page. You can do this at any point. Click Save and Return to return back to the theme home page you are working on.

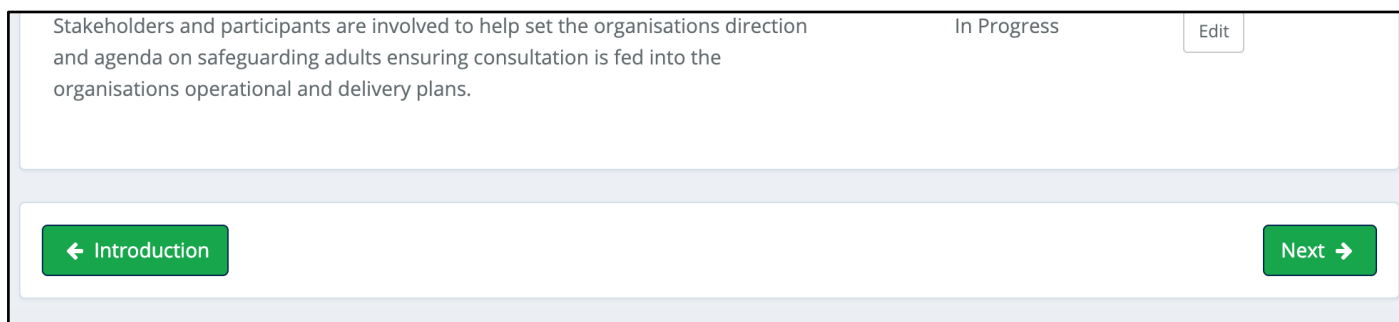


Completion Date for Action:

Assessment:
In Progress

Cancel Save Save and Return

Once you've completed the theme , navigate to the next section by clicking on the 'Next' button at the bottom of the section.



Stakeholders and participants are involved to help set the organisations direction and agenda on safeguarding adults ensuring consultation is fed into the organisations operational and delivery plans.

In Progress Edit

← Introduction Next →

You do not need to complete your submission in one go, so you can save your progress and come back to it whenever you like. Once you have completed your submission, on the final theme page number 6 the 'next' button has been replaced by 'submit for review'. Confirm you want to submit by clicking OK on the pop-up screen, and then the Ann Craft Trust will review your submission over the course of the next few weeks.

Safeguarding Adults in Sport Framework – Process Flowchart

