

**ann craft trust**  
acting against abuse

THE **SAFEGUARDING ADULTS IN SPORT**  
**FRAMEWORK**

# User Guide

IN PARTNERSHIP WITH





# 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 support sport and activity organisations to develop and improve their practice in safeguarding adults.

The Framework will help to identify any gaps or areas of practice that need development, as well as supporting best practice and continued development in safeguarding adults.

## Getting Started

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 site.

You can also directly access the portal by going to [The Safeguarding Adults in Sport Framework](#) or visit [anncrafttrust.org](https://anncrafttrust.org) and 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.

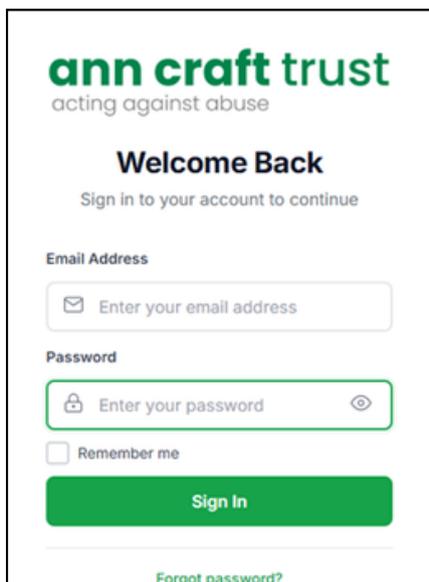
The Framework system is an online web application that can be used on any device with internet access; however, it is optimised for laptops and tablets.

Therefore, we do not recommend completing a framework submission on a mobile device and as such we advise against it.

# Logging In

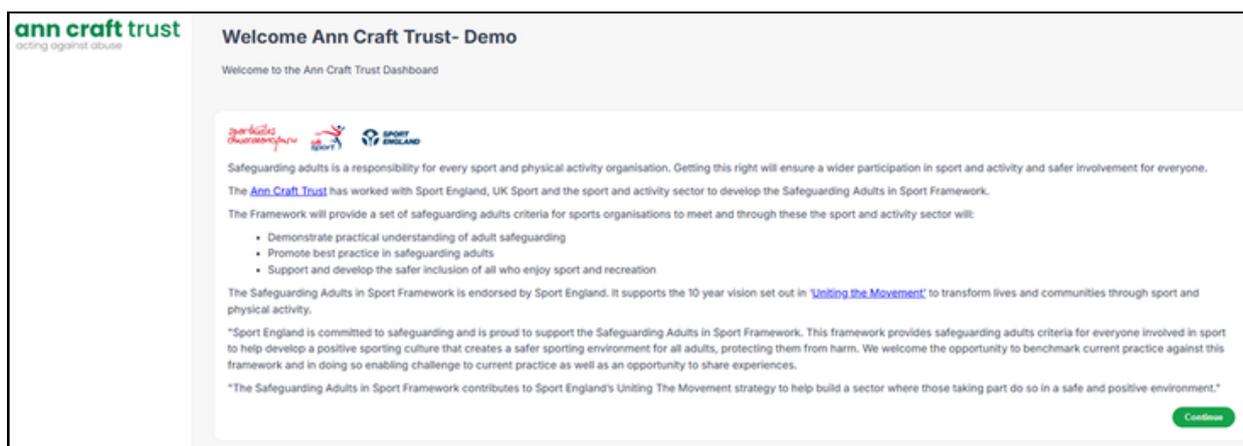
Once you have been registered, you will be emailed your username and password, along with a link to the Ann Craft Trust system.

Click on the link to be directed to the screen below.

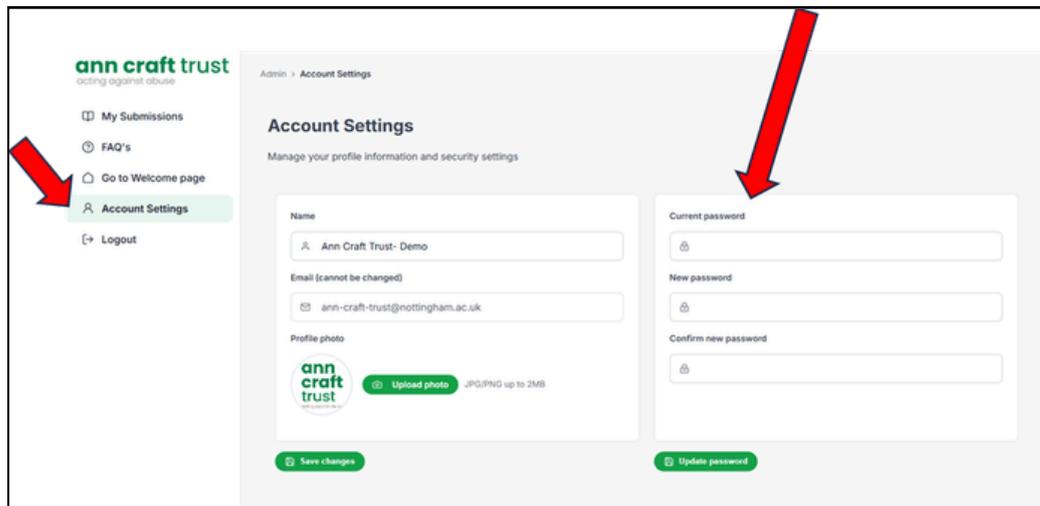


The image shows a login form for the Ann Craft Trust. At the top, the logo reads "ann craft trust" in green, with the tagline "acting against abuse" below it. The heading "Welcome Back" is centered, followed by the instruction "Sign in to your account to continue". There are two input fields: "Email Address" with a placeholder "Enter your email address" and "Password" with a placeholder "Enter your password" and a toggle icon. Below the password field is a "Remember me" checkbox. A large green "Sign In" button is at the bottom, with a "Forgot password?" link underneath.

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.



The image shows a welcome screen for the Ann Craft Trust. The header includes the logo and the text "Welcome Ann Craft Trust- Demo". Below this, it says "Welcome to the Ann Craft Trust Dashboard". There are logos for "Sport England", "UK Sport", and "Sport England". The main text reads: "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, UK Sport and the sport and activity sector to develop the Safeguarding Adults in Sport Framework. The Framework will provide a set of safeguarding adults criteria for sports organisations to meet and through these the sport and activity sector will:" followed by a bulleted list: "Demonstrate practical understanding of adult safeguarding", "Promote best practice in safeguarding adults", and "Support and develop the safer inclusion of all who enjoy sport and recreation". Below this, it says "The Safeguarding Adults in Sport Framework is endorsed by Sport England. It supports the 10 year vision set out in 'Uniting the Movement' to transform lives and communities through sport and physical activity." and "Sport England is committed to safeguarding and is proud to support the Safeguarding Adults in Sport Framework. This framework provides safeguarding adults criteria for everyone involved in sport to help develop a positive sporting culture that creates a safer sporting environment for all 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." and "The Safeguarding Adults in Sport Framework contributes to Sport England's Uniting The Movement strategy to help build a sector where those taking part do so in a safe and positive environment." A green "Continue" button is in the bottom right corner.



## 1.1 Change Password

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

1. Click on your Account Settings in the left menu.
2. Enter your new password in the New Change Password field and repeat on the Confirm New Password field.
3. Click on Update Password to save your changes.

## 1.2 Forgot Password

If you forget your password, follow the steps below:

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

# The Portal

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

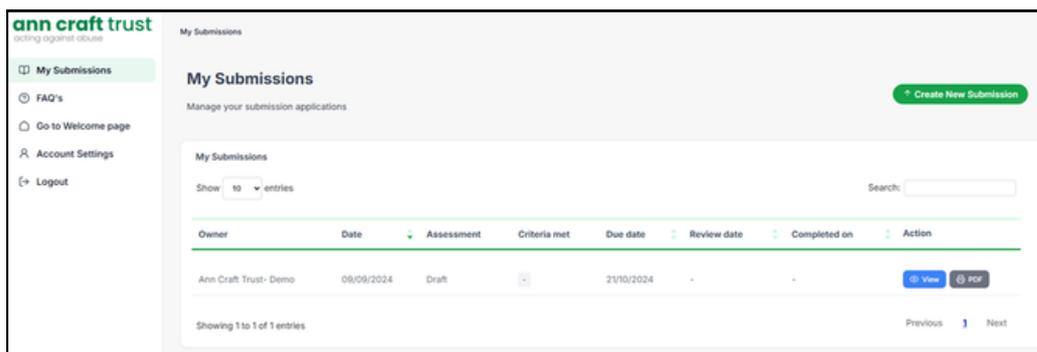
- Manage your submissions
- View Frequently Asked Questions (FAQs)
- Manage Account Settings.

## 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.
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.

1. To create a new submission, click on the Create New Submission button on the top-right of the Submissions page.
2. Then, read through the overview page. Please read this carefully before continuing, then click on the Next button when you're ready to start.

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.

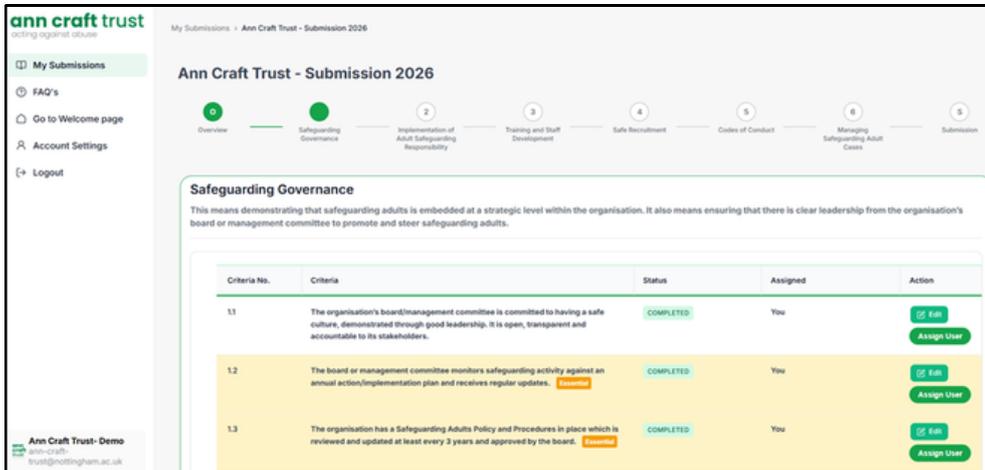
## 2.1.2 Assign A User

To assign a user:

1. Click on the Assign User button
2. Select User from the drop-down box.

## 2.1.3 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:



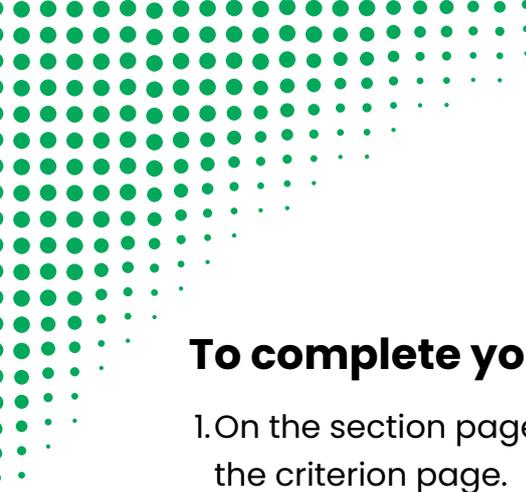
The screenshot displays the 'Ann Craft Trust - Submission 2026' interface. The top navigation bar includes 'My Submissions', 'FAQ's', 'Go to Welcome page', 'Account Settings', and 'Logout'. The main content area shows a progress bar with steps: Overview, Safeguarding Governance (active), Implementation of Adult Safeguarding Responsibility, Training and Staff Development, Safe Recruitment, Codes of Conduct, Managing Safeguarding Adult Cases, and Submission. Below the progress bar, the 'Safeguarding Governance' section is detailed, including a description and a table of criteria.

Criteria No.	Criteria	Status	Assigned	Action
1.1	The organisation's board/management committee is committed to having a safe culture, demonstrated through good leadership. It is open, transparent and accountable to its stakeholders.	COMPLETED	You	<a href="#">Edit</a> <a href="#">Assign User</a>
1.2	The board or management committee monitors safeguarding activity against an annual action/implementation plan and receives regular updates. <b>Example</b>	COMPLETED	You	<a href="#">Edit</a> <a href="#">Assign User</a>
1.3	The organisation has a Safeguarding Adults Policy and Procedures in place which is reviewed and updated at least every 3 years and approved by the board. <b>Example</b>	COMPLETED	You	<a href="#">Edit</a> <a href="#">Assign User</a>

1. The sections are numbered at the top of the page, from 1 to 6.  
There are 6 sections in total to complete each section with a 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 criteria in this section is then displayed. This includes the **Criteria Number (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 criteria that are highlighted in light yellow are the **essential criteria**.
6. The **Next** button allows you to navigate to the next section.

The screenshot shows the 'Ann Craft Trust - Submission 2026' interface. At the top, there is a progress bar with six numbered steps: 1. Overview, 2. Safeguarding Governance (highlighted in green), 3. Implementation of Adult Safeguarding Responsibility, 4. Training and Staff Development, 5. Safe Recruitment, 6. Codes of Conduct, and 7. Managing Safeguarding Adult Cases. Below the progress bar, the 'Safeguarding Governance' section is displayed, including a description: 'This means demonstrating that safeguarding adults is embedded at a strategic level within the organisation. It also means ensuring that there is clear leadership from the organisation's board or management committee to promote and steer safeguarding adults.' Below this is a table with the following data:

Criteria No.	Criteria	Status	Assigned	Action
1.1	The organisation's board/management committee is committed to having a safe culture, demonstrated through good leadership. It is open, transparent and accountable to its stakeholders.	COMPLETED	You	<a href="#">Edit</a> <a href="#">Assign User</a>
1.2	The board or management committee monitors safeguarding activity against an annual action/implementation plan and receives regular updates. <b>Essential</b>	COMPLETED	You	<a href="#">Edit</a> <a href="#">Assign User</a>
1.3	The organisation has a Safeguarding Adults Policy and Procedures in place which is reviewed and updated at least every 3 years and approved by the board. <b>Essential</b>	COMPLETED	You	<a href="#">Edit</a> <a href="#">Assign User</a>



## To complete your submission, follow the steps below:

1. On the section page, click the **Edit** 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.
- 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.

## 2.4 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.



THE SAFEGUARDING ADULTS IN SPORT  
FRAMEWORK

If you require further support with your framework please contact a member of our Safeguarding in Sports Team.

**Telephone:** 0115 951 5400

**Email:** [ann-craft-trust@nottingham.ac.uk](mailto:ann-craft-trust@nottingham.ac.uk)

Visit our website for more information : [anncrafttrust.org](https://anncrafttrust.org)

The portal [The Safeguarding Adults in Sport Framework](#)

**For all training enquiries, please email:**  
[LQ-ACT-Training@nottingham.ac.uk](mailto:LQ-ACT-Training@nottingham.ac.uk)



Training

Choosing the Right Safeguarding Adults in Sport & Activity Training - ACT

See our 'at a glance' training pathway help you identify what training you, your staff or volunteers need.

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