

Safeguarding Adults in Sport Framework – Top Tips

Here are some tips that should help you understand and complete every stage of the process.

Planning

- Attend a **Framework Support Session**. We hold multiple sessions throughout the year. All are free to attend.
- Use the Excel **planning template** to help you prepare. [You can download this template here.](#)
- **Identify who** in your organisation is going to be involved in **supporting you** and the submission, and delegate tasks so that it feels like a team effort.
- While it should be the Lead Safeguarding Officer that completes the written submission, it can be useful for **appropriate colleagues to gather documents and evidence** in a shared folder.
- Look out for [podcasts](#) and [blog posts](#) that provide information about other organisations' experiences of submitting the Framework. You may pick up useful tips from others.
- Contact an Ann Craft Trust Safeguarding Adults in Sport Manager to help **clarify any criteria or process you are unsure about.**

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.
- If you are **struggling to understand** how a criterion relates to your organisation and what can be said, you are welcome to **contact an Ann Craft Trust Safeguarding Adults in Sport Manager** to discuss.
- Take time to consider the **essential criteria** for each theme and how you meet these. These are most important to your overall result.
- Use the '**action plan**' box to explain actions you have already identified but not yet carried out.
- **Clearly refer** to any **evidence** you have **provided** for each criterion.

Evidence

- Read through the **submission support document**, [available on our website](#), which offers examples of evidence you could provide.
- 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 you support **all the statements you make** in your submission **with evidence**.

- Ensure evidence submitted does not contain identifiable personal information. **Redact where necessary.**
- While there is a list of suggested evidence in our **submission support document**. This is not to imply that *all* such documentation should be uploaded. We would suggest uploading a **maximum of 4 documents per criteria, and some may require fewer.**
- If you have already uploaded a relevant document, you do not need to upload it again. You can **refer to the same document** and draw our attention to it in your description of how you meet the criterion.

Documents

- Think about how you will provide your documents. **Consider a number/code system** or save each document with a **logical title** which you **always refer to**. This will 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.
- We **no longer use** the term 'vulnerable adults'.
- Ensure your implementation plan includes **actions relating to adult safeguarding**.
- Ensure you upload the **most recent versions** of documents.
- **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.