



Safeguarding Policy – Adults at Risk

September 2025



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Who's this for?	Honeycomb Group
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Consultation with stakeholders – please list	Executive Director Support and Wellbeing Head of homelessness and complex needs Head of domestic abuse Business partner: quality assurance Head of Neighborhood and customers Head of business development, quality assurance and Revival
Equality impact assessment if applicable & date	16 th September 2025
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Review required	Annually
Owner (Executive Lead)	Executive Director of Support & Wellbeing
Reviewed by:	SG Leads Group
Approved by:	Board of Management – 18.09.2025

Document Revision History

Version	Date	Description of Change	Author
1.0	15.09.2025	Updated in line with current policies and procedures	Kerry Birtles

Links to Associated Policies and Procedures (can be found on the Hive)

- Adults at Risk procedures
- The Role of Designated Safeguarding Leads
- Safeguarding Recording Procedure
- Anti-harassment and anti-bullying policy
- Anti-social behaviour policy (Inc. Respect)
- Child Protection policy and supporting procedures
- Domestic Abuse policy and procedures
- Safeguarding Escalation Procedure
- Code of Conduct/ Staff Handbook
- Professional Boundaries
- Complaint's policy
- Data Protection and Retention policy and procedures
- Equality and Diversity policy

- Managing Risk
- Whistle Blowing policy
- Serious Incident Procedure

1. Introduction

At the Honeycomb Group we are committed to promoting the safety, dignity, and wellbeing of all adults who engage with our services. We recognise that safeguarding is everyone's responsibility and that adults at risk have the right to live free from abuse, neglect, and exploitation.

This policy outlines our approach to adult safeguarding in line with the **Care Act 2014**, ensuring that we work collaboratively with residents, staff, partners, and statutory agencies to prevent harm and respond effectively when concerns arise. We are dedicated to creating a culture of openness, accountability, and respect, where safeguarding is embedded in all aspects of our work.

Our aim is to ensure that every adult who may be at risk is supported to make informed choices, maintain control over their lives, and receive protection when needed—regardless of age, disability, gender, race, religion, or background.

This policy applies to all staff, including senior managers, the Board of Trustees, paid staff, volunteers and sessional workers, agency staff, students or anyone working on behalf of Honeycomb Group Ltd (HG) and its subsidiaries.
relevant and effective.

The purpose of this policy:

- Ensure that safeguarding is a priority for all employed (and agency) colleagues, including volunteers and befrienders and third parties such as contractors and sub contractors.
- To promote the wellbeing and independence of individuals who access our services in such a way that we proactively identify and respond to safeguarding or potential safeguarding risk.
- To ensure that we respond promptly to situations which indicate that someone may be being mistreated or neglected. We will respond sensitively to issues around diversity and inclusion and will be explicit about our safeguarding responsibilities and issues of consent.
- We promote the designated Safeguarding leads of the organisation (Appendix 1) so that staff or volunteers can approach any known lead for advice and support.

2. Policy aims and objectives:

- That we support customers to understand what abuse is and can report incidents with confidence that we will respond appropriately
- That as an organization we are clear on our adult safeguarding responsibilities and carry these out with due diligence on a daily basis.
- That we are able to respond promptly and effectively to all reports of abuse, engaging statutory partners as required.
- That we have effective procedures which comply with legislation and best practice
- We have a clear process for staff consultation with the Leads for Safeguarding and a system for escalating concerns when the appropriate response from the LAs is not achieved.

- We participate in a multi-agency approach to safeguarding adults at risk
- Our Board receives assurance that customers are effectively safeguarded

3. Key Principles

We adopt the six key principles set out in the Care Act (Statutory Guidance 2014) that underpin adult safeguarding:

- Empowerment – people being supported and encouraged to make their own decisions and informed consent
- Prevention – it is better to act before harm occurs
- Proportionality – least intrusive response appropriate to the risk presented.
- Protection – support and representation for those in greatest need
- Partnership – local solutions through services working with communities. Communities have a part to play in preventing, detecting, and reporting abuse.
- Accountability – accountability and transparency in delivering safeguarding.

We accept our duty to co-operate with local authorities and other partners in implementing the statutory duties around safeguarding. This may include:

- Making referrals to local adult safeguarding services when required.
- Carrying out 'enquiries' into incidents as requested by Safeguarding Boards
- Information sharing with Safeguarding Boards including participating in 'serious case reviews'
- Participating in local Safeguarding Boards.
- Participating in MARAC

We will ensure that staff are familiar with the principles of safeguarding, are trained to be vigilant, recognise signs of abuse and know what action to take. We will promote and use the 'Making Safeguarding Personal' approach to focus on personalised outcomes desired by vulnerable adults who have been abused. More information on this can be found at: <https://www.local.gov.uk/our-support/partners-care-and-health/care-and-health-improvement/safeguarding-resources/making-safeguarding-personal>

In addition, Honeycomb Group will:

- Ensure that adults at risk and children are safeguarded by effectively integrating policies, strategies, and procedures relevant to risks of abuse and harm
- Safeguard the right to independence of adults at risk by ensuring that risk assessments and appropriate support arrangements are provided
- Consider safeguarding risks in the design and delivery of services
- Ensure all staff working with adults at risk will be Disclosure and Barring Service (DBS) checked and receive training on safeguarding
- Ensure staff are aware of and are trained to use the Safeguarding Recording Tool (Log) to note down any concerns they have about the care and protection of a vulnerable adult.
- Ensure all contractors and partners working with adults at risk or in their homes are DBS checked at the appropriate level

Contextual safeguarding and cultural sensitivities

We recognise the importance of contextual safeguarding, that children, young persons or adults should not be seen in isolation from the environment around them. We understand cultural sensitivities and that issues of ethnicity, faith and race need to be proactively considered in the context of safeguarding .

We will ensure that staff:

- Develop cultural competence across the organization regarding equality, diversity and inclusion, without prejudice
- Can identify practice issues regarding cultural sensitivity, community beliefs and religion.
- Undertake assessments using a variety of sources of information to support professional decision-making, including the family, other professional perspectives and historical information.

Legislation and Guidance

Our policy has been developed so that it complies with the legal framework and is compatible with the work of the Safeguarding Boards in every Local Authority that we operate.

We will comply with all relevant legislation and take account of guidance and good practice.

Relevant legislation, guidance and good practice includes but not exclusive to:

- Care Act 2014
- Care and Support Statutory Guidance Issued under the Care Act 2014
- Criminal Justice and Court Services Act
- Domestic Abuse Act 2021
- Domestic Violence, Crime & Victims Act
- Equalities Act
- Human Rights Act
- Mental Capacity Act 2005
- Modern Day Slavery Act
- Counter Terrorism and Security Act
- Local Safeguarding Adult Boards Policy and Procedures
- Cheshire East Safeguarding Adults Board - <http://www.stopadultabuse.org.uk/home.aspx>
- Staffordshire Safeguarding Board (SSB) - <https://www.ssaspb.org.uk/About-us/Introduction-to-SSASPB.aspx>
- Stoke Safeguarding Partnership Executive - - <https://www.ssaspb.org.uk/About-us/Introduction-to-SSASPB.aspx>
- Derbyshire Safeguarding Adult Board – <https://www.derbyshiresab.org.uk/what-is-abuse/how-to-report-abuse.aspx>
- Derby Safeguarding Adult Boards - <https://www.derbysab.org.uk/>

Mental Capacity - Safeguarding Adults

We recognise that capacity and consent are central themes in safeguarding adult work and that every adult has the right to make their own decisions, a person is assumed to have capacity to do so unless there is evidence that they do not.

A referral will be made to the local social care team where there are concerns that a person being abused lacks mental capacity so a Mental Capacity Assessment can be made, and that person will be informed of this referral.

Best Interests

Everything that is done for or on behalf of a person who lacks capacity must be in that person's best interests. The Mental Capacity Act 2005 provides a checklist of factors that decision-makers must work

through in deciding what is in a person's best interests.

Further information can be found on Hive in the document 'Mental Capacity Act – Guidance for staff'.

Reported or suspected abuse

The range of circumstances in which abuse, or neglect may occur, together with the variety of our customers who may be at risk, means that all staff need to consider safeguarding whenever they have concerns.

There are local interagency procedures in place through the safeguarding boards which set out the local procedures to follow, the most up to date procedures can be found on the local safeguarding board websites.

Stoke - <https://www.ssaspb.org.uk/Home.aspx>

Staffordshire - <https://www.ssaspb.org.uk/Home.aspx>

Cheshire East - <http://www.stopadultabuse.org.uk/home.aspx>

Derby - <https://www.derbysab.org.uk/>

Derbyshire - <https://www.derbyshiresab.org.uk/home.aspx>

Referrals will be made to the relevant safeguarding teams following the actions outlined in the 'Adults at Risk' procedure on the Hive

Responsibilities

The Group Chief Executive - retains the overall corporate responsibility for the implementation of this policy. The day to day delegation of this policy is given to the Executive Director of Support and Well-Being.

Safeguarding Leads (including safeguarding board) The organization has a safeguarding board which is chaired by the designated safeguarding leads. This board has presentation from across the group and scrutinizing all safeguarding and serious incidents on a quarterly basis. This also includes safeguarding referral and escalations where necessary. The board also considers any learning from DHRDR, local safeguarding child practice review locally or nationally. The data and practice is reported to the charity board 6 x per year and subsequently to the board of management.

Service Managers - At an operational level, responsibility for implementing safeguarding for Adults and Children will be delegated to service managers.

All staff - are responsible for understanding, reporting, and sharing information relating to the safeguarding of children, young people and adults at risk of abuse and will be briefed and/or trained accordingly.

The Board including all of its members are responsible for the delivery of its child protection responsibilities.

Training

Honeycomb Group will ensure that all staff and volunteers receive relevant training and development and will arrange/ provide information, advice, and training in the form of:

- New staff induction
- On-line training
- Access to specialist safeguarding training courses at all levels
- The policy, procedures and guides available to all on Hive

Staff will be required to follow good practice and participate in local inter-agency partnerships and training.

A training matrix will be used to identify which training is required across the Group. The matrix will be reviewed quarterly by the Safeguarding Leads team to ensure the most appropriate training is given.

4. Performance monitoring & compliance

Incidents of abuse or suspected abuse will be recorded in the case files and the 'Safeguarding log'. Safeguarding leads will review all reported cases each quarter and report any concerns to the Executive Team Safeguarding Lead.

Annually there will be a summary report to Board on safeguarding activity including staff training, number of safeguarding incidents (recorded and referred to safeguarding boards) and lessons learned.

The Executive Team and the Safeguarding Group will lead on safeguarding monitoring and improvement. The Customer Services Committee will review progress on behalf of the Board.

All monitoring and reporting will comply with HG's Data Protection policy.

5. Data Protection - Policy to be reviewed by the data protection officer.

6. Review

This policy shall be reviewed annually unless there is a change in legislation or regulation.

Date September 2026

Safeguarding Children and Young People and Vulnerable Adult Lead Contacts – Role Description

- To provide advice, guidance and direction to all our staff on matters of Safeguarding Children and Young People and Vulnerable Adults
- Ensure that formal referrals are made as appropriate to Children or Vulnerable Adults Social Care Services.
- Liaise and work with statutory agencies regarding concerns, disclosures and incidents of abuse or harm to Children, Young People and Vulnerable Adults.
- To raise with external partners and with Executive leads any concerns about external responses to referrals made by our staff
- To respond to concerns raised in accordance with our escalation procedure
- Receive and act on all information from Staff, Parents, Relatives, Children/Young People and Vulnerable Adults about abuse or safeguarding concerns
- To contribute to the implementation, monitoring and review of Safeguarding Children and Young People and Vulnerable Adult Policies and Procedures
- In conjunction with Human Resources managers, ensure that adequate training in Safeguarding Children and Young People and Vulnerable Adults is provided for all customer facing staff at the appropriate level.
- Be responsible for the adequate storage and protection of recordings and information relevant to safeguarding concerns
- Be aware of the role of Stoke-on-Trent, Cheshire East, Derbyshire and Staffordshire Safeguarding Children and Adult Safeguarding Boards and ensure that we have access to and works in accordance with the relevant Safeguarding Procedures.

Honeycomb Group – Safeguarding Leads

Designated Executive Team Lead	Kerry Birtles – Executive Director of Support and Wellbeing Mobile: 07970 938972 Direct Dial: 01782 743801 kerry.birtles@honeycombgroup.org.uk
DHR Lead	Lucy Willis – Head of Domestic Violence and Abuse Services Mobile: 07816 072280 Direct Dial: 01782 743813 lucy.willis@findtheglow.org.uk

Concrete

Steve Barkess – Head of Homelessness and Complex Needs Mobile: 07870 505321 Direct Dial: 0330 094 5558 steve.barkess@thisisconcrete.org.uk	Second Contact	Children and Young People Steph Hughes – Operations Manager Mobile: 07583 091442 Direct Dial: 01782 697497 steph.hughes@thisisconcrete.org.uk
		Vulnerable Adults Michelle Coles – Operations Manager Mobile: 07583 091442 Direct Dial: 01270 439862 michelle.coles@thisisconcrete.org.uk

Glow

First Contact	Lucy Willis – Head of Domestic Violence and Abuse Services Mobile: 07816 072280 Direct Dial: 01782 743813 lucy.willis@findtheglow.org.uk	Second Contact	Children and Young People Sarah Buckley – Service Manager Mobile: 07972 639902 Direct Dial: 01782 697417 sarah.buckley@findtheglow.org.uk
			Vulnerable Adults Jackie Capewell – Operations Manager Mobile: 07884 311218 Direct Dial – 01782 697398 jackie.capewell@findtheglow.org.uk

Revival

First Contact	Diane Pyatt – Head of BD, Quality & Operations Mobile: 07815 017335 Direct Dial: 01782 743887	Second Contact	Katie Thompson - Operations Manager (Support & Wellbeing) Mobile: 07816 484736 Direct Dial: 01782 572249
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	diane.pyatt@honeycombgroup.org.uk		katie.thompson@thisisrevival.org.uk
			Bethany Clews - Wellbeing Support Super Mobile: 07813 591180 Direct Dial: 01782 572252 bethany.clews@thisisrevival.org.uk

Staffs Housing

First Contact	Giles Parkyn – Head of Customer & Neighbourhood Mobile: 07970 939799 Direct Dial: 01782 743916 giles.parkyn@staffshousing.org.uk	Second Contact	Julie Sisk – Neighbourhood Manager (Sheltered and Extra Care) Mobile: Direct Dial: 01782 316092 julie.sisk@staffshousing.org.uk
			Danielle Jones -Neighbourhood Manager (General) Mobile: 07950 911534 Direct Dial: 01782 911534 danielle.jones@staffshousing.org.uk
			John Blair – Customer Hub Manager Mobile: 07779 416180 Direct Dial: 01782 743889 john.blair@honeycombgroup.org.uk