EASY TO READ
version
POLICIES AT HONEYCOMB GROUP

Policy name:
Safeguarding Adults at Risk Policy

This policy was created to:

This policy was created to protect adults who may be at risk of harm or abuse. It helps everyone working with us—staff, volunteers, and partners—understand how to keep people safe.

What this policy covers

- How we protect adults who may be vulnerable
- The responsibilities of staff and volunteers
- How to report and respond to concerns
- How we work with other organisations to keep people safe

Our goals

- Help people stay safe and live as independently as possible
- Ensure all staff and volunteers know what to do if they suspect abuse
- Make it easy for customers to speak up if they're worried
- Work with local authorities and partners to prevent harm
- Promote a culture of safety and respect

Key terms

- **Adult at Risk:** A person over 18 who may be vulnerable due to age, disability, illness, or circumstances.
- **Abuse:** Harmful actions or lack of care that hurt someone physically, emotionally, or financially.
- **Safeguarding:** Protecting people's right to live in safety and free from abuse.
- **Capacity:** A person's ability to make their own decisions.

Our approach

- We listen, respect, and act quickly on concerns.
- We give adults the information they need to stay safe and make informed decisions.
- We treat every concern seriously and respond with care.
- We train our staff to spot signs of abuse and know how to respond.
- We share information responsibly with other organisations to protect people.

Legal compliance

We follow all relevant laws and guidance, including:

- Care Act 2014
- Mental Capacity Act 2005
- Domestic Abuse Act 2021
- Modern Slavery Act
- We also work with local safeguarding boards and use their procedures.

Performance monitoring

- Safeguarding concerns are recorded in a secure log.
- Safeguarding Leads review reports quarterly.
- An annual report is shared with the Board showing number of incidents, training, and lessons learned.
- We regularly review our procedures to make sure they are working well.

Data protection

We follow strict rules to protect personal information.

- All safeguarding records are kept safe and confidential.
- We follow the Data Protection and Retention Policy at all times.

Date of Policy: September 2026