

Safeguarding Policy (CHRIS SHONE)

1. Introduction

CHRIS SHONE is committed to ensuring that adults at risk who use its services are not abused and that working practices minimise the risk of such abuse.

An adult may be at risk from harm because of age and frailty, illness, disability: physical/learning/mental, alcohol/drug misuse, domestic violence, homelessness, ethnicity or incarceration.

The purpose of this policy is:

- to provide protection for adults at risk who receive CHRIS SHONE services
- to provide overarching principles that guide our approach to safeguarding adults at risk and our responsibilities as people in positions of trust.

CHRIS SHONE is committed to:

- Safeguarding and promoting the independence, wellbeing and safety of people with care and support needs
- Raising public awareness of safeguarding
- Promoting work on the prevention of abuse
- Tackling abuse in all settings
- Involving people who access services and carers in continual service improvements
- Applying learning from serious case reviews

CHRIS SHONE will:

- Ensure people accessing services receive information about how to raise concerns if they suspect or experience abuse in any of its forms including neglect
- Empower individuals with knowledge and understanding so that they will be aware of what is appropriate or inappropriate behaviour towards them
- Ensure we recognise poor practice, or abuse and respond appropriately
- Ensure we enable people accessing services to acknowledge they may be at risk of abuse, and signpost them to effective support
- Recognise that children may also be at risk when working with families and adults with care and support needs.
- Ensure clear service standards are maintained through clear operational guidance and appropriate training

2. Safeguarding Adults Legislation

The practices and procedures within this policy are based on the relevant legislation and government guidance. It is covered by:

- [The Human Rights Act 1998](#)
- [The Data Protection Act 2018](#)
- [The Care Act 2014](#)
- [Care and Support Statutory Guidance \(especially chapter 14\) 2014](#)
- [The Mental Capacity Act 2005 Resource and Practice Toolkit](#)

3. Definitions

This policy relates to adults at risk who may have care and support needs, whose independence and well-being would be at risk, permanently or periodically, if they did not receive appropriate support and who may be at risk of abuse, maltreatment or neglect. This includes adults with physical, sensory and mental impairments and learning disabilities however those impairments have arisen e.g.

whether present from birth or due to advancing age, chronic illness or injury, and those who may or may not be eligible for community care services whose needs in relation to Safeguarding is for access to mainstream services and the police, or who are unable to protect themselves. This policy also includes any individual who may be at risk as a consequence of their role as a carer in relation to any of the above.

The duty to identify abuse and report it applies to anyone working on behalf of CHRIS SHONE.

5. How to raise concerns

- If someone is at immediate risk of harm, dial 999 for the police
- Contact Chris Shone by phone or email as soon as possible. A decision will be made which includes whether to make a referral, who will make the referral, and how information about the concern will be securely recorded, stored and, if appropriate shared.
- To report a concern or to get advice:
 - Customer First on 0808 800 4005

7. Information sharing

CHRIS SHONE will co-operate in the sharing of appropriate information based on the the seven golden rules to sharing information are (adapted from [Information Sharing: Advice for Practitioners providing safeguarding services for children, young people, parents and carers \(May 2024\)](#)):

1. All adults at risk have a right to be protected from abuse and neglect. Protection from such harm takes priority over protecting their privacy, or the privacy rights of the person(s) failing to protect them.
2. When you have a safeguarding concern, wherever it is practicable and safe to do so, engage with the adult at risk and/or their carer(s), and explain who you intend to share information with, what information you will be sharing and why.
3. You do not need consent to share personal information about an adult at risk and/or members of their family if they are at risk or there is a perceived risk of harm.
4. Seek advice promptly whenever you are uncertain or do not fully understand how the legal framework supports information sharing in a particular case.
5. When sharing information, ensure you and the person or agency/organisation that receives the information take steps to protect the identities of any individuals (e.g., the adult at risk, a child, a carer, a neighbour, or a colleague) who might suffer harm if their details became known to an abuser or one of their associates. Ensure that the information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up to date, is shared in a timely fashion, and is shared securely.
6. Only share relevant and accurate information with individuals or agencies/organisations that have a role in safeguarding the adult at risk and/or providing their family with support, and only share the information they need to support the provision of their services.
7. Record the reasons for your information sharing decision, irrespective of whether or not you decide to share information.

Any exchange of information must be in accordance with the Data Protection Act 2018, the Human Rights Act 1998, and the Caldicott Principles.

CHRIS SHONE will keep secure records of any work undertaken under this policy including all concerns received and all referrals made, and the responses made to these concerns and referrals. We will keep a record of the decision – whether it is to share information or not - and the reasons for it. If we decide to share, then we will record what we have shared, with whom and for what purpose.

8. Being alert to signs of abuse and neglect and taking action

CHRIS SHONE will be alert to the signs and triggers of abuse, maltreatment, neglect and harm. The impact of harm on a person is what is important, not who did it or what the intent was. Our aim is to protect people from abuse and avoidable harm, whether deliberate or not.

Abuse is behaviour towards a person that either deliberately or unknowingly, causes him or her harm or endangers their life or their human or civil rights. Abuse can take place in any setting, public or private, and can be perpetuated by anyone. Abuse includes physical, sexual, psychological, financial, discriminatory abuse, organisational, modern slavery, domestic abuse, self-neglect and acts of neglect and omission.

CHRIS SHONE will ensure it is aware of;

- the signs of abuse and neglect,
- how to handle a disclosure

The seriousness or extent of abuse is often not clear when anxiety is first expressed.

Name: Chris Shone

Position: Sole Proprietor

Signed: _____ Policy approved: 7th October 2025