

# Safeguarding

Helping **you**  
to stay safe



Information for  
**YOU** about  
safeguarding



Sheffield  
Adult  
Safeguarding  
Partnership

## What support can I have to help me stay safe?

Sheffield Adult Safeguarding Partnership have a duty to help you to live your life free from harm. To do this a partner organisation will agree a plan with you to address risks or to share with you concerns raised by workers, family members etc. The concerns may come to us from:

- **you**
- **OR a worker or family member/friend who may share the information on your behalf**
- **OR a worker/family member/friend may share without telling you as they believe you are at risk of harm or are being harmed/hurt based on something they have seen or heard.**

Anyone who tells the Local Authority / adult social care about someone they are worried about is “raising a safeguarding concern”. Ideally the worker/person sharing this information should have told you that they intend to do so before they contact the Local Authority / adult social care. We would not expect them to share with you if this would increase the risk of harm to you.

We will agree when and where we will meet with you to discuss the safeguarding concern and agree with you what you would like us to do to help you stay safe and if possible agree a plan to do this. (This is called a face to face meeting). Following the face to face meeting, if we need to involve more people/organisations to help keep you safe (deliver your outcomes) we may need to arrange a planning meeting which you or your advocate will be invited to attend.

If you agree that we need to work with you to help keep you safe, a named person will visit you before and after each meeting to find out how you are feeling, we will also check with you that the actions we are taking to support you are okay and will help you stay safe and well. Ideally we hope that we will have helped you to reduce the risks and feel safer as soon as possible but we aim to do this within a maximum of 23 weeks.

# Making Safeguarding Personal

Outcome/action agreed with you	Agreed action/timescale to deliver this action/ outcome	Name of organisation/ worker who will complete this action

## People who may be involved in keeping you or other adults safe

- Doctors
- District nurses
- Community psychiatric nurses
- Home care workers
- Managers or staff working in residential or nursing homes
- Housing wardens
- Hospital staff
- Social workers
- Learning disability nurses
- Police
- Advocacy

**All workers** have a responsibility to work together to keep adults in Sheffield safe from harm/abuse.

**IF other adults are at risk of harm we may need to meet to discuss how we will keep adults safe, even if you don't want anything to happen, as we have a responsibility to keep them safe. We will explain this duty to act when we meet with you.**

# Making Safeguarding Personal

**Your personal contact is:**

Your personal contact will keep you informed about what is happening.

**You can contact them on:**

Telephone:

Email:

**If you have any questions, comments or concerns their manager is:**

Telephone:

Email:

## Customer Satisfaction

We will ask you to help us improve the safeguarding service by asking you to tell us:

- If we helped you to reduce the risks of you being harmed,
- Helped you feel safer
- Whether or not we kept you updated with what was being done regularly and in a way you could understand
- We will do this throughout and at the end of your safeguarding journey.

## What if I want to complain?

If you have any concerns or complaints relating to this you can talk about these to:

- **Your personal contact as listed in the box above**
- **Safeguarding Adults Office - 0114 273 6870**
- **The complaints department - call 0114 273 4567, email - [socialcarecomplaints@sheffield.gov.uk](mailto:socialcarecomplaints@sheffield.gov.uk) or visit [www.sheffield.gov.uk/home/your-city-council/complaints/adults-social-care-services](http://www.sheffield.gov.uk/home/your-city-council/complaints/adults-social-care-services)**





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Safeguarding Adults  
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