



GENERAL OPERATIONAL RESOURCES

Setting up your business:

- Different types of business structure: [Comparing business structures - Business.gov.uk](#)

Insurance:

- Insurance guidance: [Insurance guidance](#)
- What insurance does a small business need (Gov): [What insurance does a small business need? – Companies House](#)

DBS:

- [Disclosure and Barring Service - GOV.UK](#)
- DBS update service [DBS Update Service - GOV.UK](#)

Sole Trader guidance: [Sole trader guidance](#)

A guide to legal forms for social enterprise:

- [Legal forms for social enterprise: a guide - GOV.UK](#)

Setting your fees:

- [Setting your fees](#)

Direct Payments and Personal Budgets:

- [Direct payments - self directed support - Kent County Council](#)

Invoices and what they must include:

- [Invoicing and taking payment from customers: Invoices - what they must include - GOV.UK](#)



Marketing your enterprise:

- Basic Guide to Marketing: [Marketing Guide](#)
- Top Ten Tips for Marketing: [Ten Top Tips for Marketing](#)

Environmental:

- KCC Environmental guidance: [Environmental Quality for Kent Community Micro-Enterprises.pdf](#)

Support plans:

- What is a support plan (You Tube video): [Care Act – Outcomes & Support Planning](#)

Working with people that challenge:

- The Challenging Behaviour Foundation: [Homepage for The Challenging Behaviour Foundation](#)

Care Professional Organisation (formerly NACAS) – professional body for the social care workforce:

- Offering a range of support services, including DBS for sole traders: [Join the Care Professional Organisation Today!](#)

Business continuity:

- Business continuity guidance and template: [Business Continuity – The Care Provider Alliance](#)
- How to write a business continuity plan: [How to write a business continuity plan – with template | AXA](#)
- What to do in an emergency (The Care Provider Alliance): [Resource Library – The Care Provider Alliance](#)

Confidentiality:

- NHS Guide to confidentiality: [A Guide to Confidentiality in Health and Social Care - NHS England Digital](#)



COSHH (Control of Substances Hazardous to Health):

- Guide to COSHH: [Working with substances hazardous to health: A brief guide to COSHH – HSE](#)

Deprivation of Liberty (DoLS):

- Deprivation of Liberty safeguards: [Deprivation of Liberty Safeguards \(DoLS\) | Alzheimer's Society](#)
- Deprivation of Liberty safeguards: [Deprivation of Liberty Safeguards \(DoLS\) - SCIE](#)
- Deprivation of Liberty at a glance: [Deprivation of Liberty Safeguards \(DoLS\) at a glance - SCIE](#)
- KCC guidance on residential/health settings for the general public: [Deprivation of liberty safeguards \(DoLS\) - Kent County Council](#)
- KCC guidance on residential/health settings for professionals: [Deprivation of Liberty Safeguards \(DoLS\) professional support - Kent County Council](#)
- KCC guidance on DoLS in a community setting: [DoLS in a community setting](#)

Diseases and infection control:

- NHS infection prevention control – guidance and tools: [Infection Prevention Control](#)
- KCC guidance: [IPC Guidance](#)

Equipment:

- Disability equipment and home adaptations – March 25: [Disability equipment and home adaptations](#)
- Equipment safety: [Equipment safety in health and social care - HSE](#)

Fire safety:

- Guidance from Kent Fire and Rescue: [Fire Risk Assessments | Kent Fire and Rescue Service](#)
- Fire safety risk assessment: means of escape for disabled people: [Fire safety risk assessment: means of escape for disabled people - GOV.UK](#)
- Fire safety in the workplace: [Fire safety in the workplace: Who's responsible - GOV.UK](#)



Manual handling at work:

- Manual handling at work – a brief guide (HSE): [Manual handling at work - HSE](#)

Mental Capacity Act:

- Mental Capacity Act guidance: [Mental Capacity Act Guide](#)

Safeguarding:

- Guidance on safeguarding (SCIE): [Safeguarding training, support and resources – SCIE](#)

Introductions:

- Guidance on assessment of needs: [Assessment of needs - SCIE](#)

Working with Volunteers:

- Volunteer opportunities, rights and expenses (Gov): [Volunteer opportunities, rights and expenses: Pay and expenses - GOV.UK](#)
- Find your local Volunteer Centre in Kent: [Your local volunteer centres - Kent Volunteers](#)
- DBS check application process for volunteers [DBS check application process for volunteers - GOV.UK](#)
- NCVO involving volunteers [Involving volunteers | NCVO](#)
- Risk assessments in community settings (volunteers): [Volunteering: How to manage the risks - HSE](#)

The links on this document are correct as of 8 May 2026. They will be checked and reviewed by 7 May 2027.