



The Society of the Sacred Heart

Safeguarding Communication Plan

Prepared by:	Liz Jones, Safeguarding Lead
Approved by:	Trustees Society of the sacred Heart
Date Ratified :	November 2025
Review Date:	November 2026

1. Purpose

The Society of the Sacred Heart's communication plan aims to ensure that all members and lay staff are informed about safeguarding processes, procedures, policy changes, and training requirements. This plan enables clear, consistent communication, which is essential for creating a safe environment where everyone understands their roles and responsibilities.

2. Objectives

Safeguarding the wellbeing of all is paramount for the Society of the Sacred Heart. We are aware that children and adults at risk of abuse may need a coordinated approach to help keep them safe. Clear communication is essential to ensure that our members feel confident should a safeguarding concern arise. This will support our approach to:

- Promoting awareness of safeguarding and informing our community of policy changes.
- Provide information on transparent reporting systems.
- Inform our community about the roles and responsibilities of those responsible for safeguarding.
- Provide timely training updates and opportunities to ensure our community is informed about relevant changes and safeguarding trends.



3. Key Audiences

Sisters, Trustees and Staff, Public.

4. Core Messages

We emphasise that safeguarding is everyone's responsibility and that there is a zero-tolerance approach to all forms of abuse. All concerns will be taken seriously, with confidentiality being respected, but safeguarding must be a priority.

5. Communication Channels

“Safeguarding information is communicated through newsletters, noticeboards and the website. A full overview of channels, responsibilities, and frequency is provided in **Appendix A.**”

Provincial Communication

Safeguarding is included in the Provincial Communication to all sisters and staff. This can consist of safeguarding information, policy updates, training opportunities, and a reminder of the safeguarding lead's contact details. The safeguarding update is sent out quarterly via email, and a hard copy will be sent by post to sisters and staff who do not have email access.

Noticeboards

Noticeboards in public spaces are used to inform and communicate our safeguarding message. Our statement is prominently displayed in a visible location for all visitors to see when entering the premises.



Noticeboards are updated when required. This could be due to new safeguarding information or other relevant updates.

Website

Our website communicates our safeguarding statement, safeguarding policy, whistleblowing policy and complaints policy. We recognise that anyone who wishes to raise a safeguarding concern or complaint should have the opportunity to do so.

The contact function enables direct, confidential communication with the safeguarding lead.

Our website features information about the CSSA, RLSS, and Safe Spaces. This means that anyone accessing our website can contact the broader safeguarding systems within the Catholic Church.

6. Roles & Responsibilities

The Provincial is responsible for overall safeguarding. She is supported by the Executive Director and the Trustees, which includes a Trustee for Safeguarding.

The Safeguarding Lead manages safeguarding concerns, develops policies, systems, and processes, and updates the community and staff on training, relevant themes, and hot topics.

Society of the Sacred Heart CIO
England Wales Province
Charity Number: 1179288



Appendix A. Communication Channels

Channel	What is Communicated	Responsible	Frequency
Update	Policy updates, safeguarding information, training opportunities, and safeguarding lead contact details	Safeguarding Lead. Admin Team.	Quarterly
Noticeboards	Safeguarding statements are prominently displayed, urgent safeguarding information, and other relevant updates.	Safeguarding Lead. Admin Team	As required
Website	Safeguarding statement, safeguarding policy, whistleblowing policy, complaints policy, contact for confidential reporting, links to CSSA, RLSS, Safe Spaces	Safeguarding Lead, Web Admin	Reviewed quarterly
Accessibility / Other	Alternative formats (ESOL translations, large print, easy-read, support for hearing and cognitive needs)	Safeguarding Team	As needed