



# **The Holy Family of Bordeaux in Britain and Ireland**

## **Safeguarding Communication Plan**

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## **1. Purpose**

The Holy Family Sisters in Britain and Ireland 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 to creating a safe environment where everyone understands their roles and responsibilities.

## **2. Objectives**

Safeguarding the wellbeing of all is paramount for the Holy Family Sisters in Britain and Ireland. 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 our members feel confident when a safeguarding concern arises. This will support our approach to:

- Promoting awareness of safeguarding and informing our community and lay staff of policy changes.
- Provide information on transparent reporting systems.
- Inform our community and lay staff 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, Leadership/ Trustees, Staff.

### **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, and confidentiality will be 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.**”

#### **Safeguarding Letter to Sisters**

At the end of every Leadership Team Meeting, a letter is sent to the Sisters. If there are any Safeguarding Updates, they are included in this letter.

Hard copies are printed off in the communities where Sisters do not have emails.

Additionally, the Go Forward Safeguarding Team sends a report to all communities every three months.

#### **Noticeboards**

Noticeboards in public spaces are used to 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 Leader has overall responsibility for safeguarding. She is supported by the Trustees, which includes a Trustee for Safeguarding.

The safeguarding trustee serves as the liaison between the leadership team and the safeguarding lead. The safeguarding trustee also provides scrutiny of policies, training, and DBS practices, and supports the safeguarding lead.

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

## Appendix A. Communication Channels

Channel	What is Communicated	Responsible	Frequency
Letter to Sisters following Leadership Team meeting.	Policy updates, safeguarding information, training opportunities, and safeguarding lead contact details	Trustees	Every month
Reports from the Go Forward Safeguarding Team.	Hot Topics are shared, including spiritual abuse, Safeguarding as reflected in the Gospels, and Low-level concerns.	Go forward, Safeguarding Team.	Every three months.
Noticeboards	Safeguarding statements, urgent safeguarding information, and other relevant updates are prominently displayed.	Trustees Rock Ferry Manager Safeguarding Lead	As required
Website	Safeguarding statement, safeguarding policy, whistleblowing policy, complaints policy, contact form for confidential reporting, links to CSSA, RLSS, Safe Spaces	HFB Communications Team, Safeguarding Lead and Web Admin	Reviewed twice a year.