

# Communication Plan

## for the English / Scottish Community

### Religious Sisters of Charity

## Purpose

This communication plan aims to ensure that all members, lay staff, of the Religious Sisters of Charity are fully informed about safeguarding arrangements, policy updates, and training requirements. Effective communication is critical to avoid any risks associated with misunderstanding safeguarding responsibilities within our religious setting. This plan ensures compliance with our risk assessment requirements and promotes a safe and supportive environment for all.

## Importance of Communicating Safeguarding Arrangements

Safeguarding is paramount in our community to protect the well-being of all individuals, particularly the most vulnerable. Clear communication about safeguarding arrangements, policy updates, and training is essential to:

- Ensure everyone understands their safeguarding responsibilities.
- Keep all members, staff, and volunteers updated on policy changes.
- Provide necessary training to maintain a safe environment.
- Mitigate any risks associated with safeguarding misunderstandings.

## Communication Methods

To ensure effective and timely communication, we will use the following methods:

### 1. Email Communication

- **Frequency:** Monthly updates or as necessary for urgent matters.
- **Content:** Safeguarding arrangements, policy updates, training schedules, and important reminders.
- **Sender:** Communications will be sent by the Safeguarding Lead to Trustees

### 2. Monthly Catch Up Meetings

- **Frequency:** Monthly
- **Attendees:** Religious Leader and Safeguarding Lead
- **Content:** Detailed discussions on safeguarding policies, Updates to the Central Register, Risk Assessment, Safeguarding Action Plan
- **Facilitator:** Safeguarding Lead.

### 3. Notice Boards

- **Frequency:** Updated every 3 months
- **Location:** Common areas accessible to all members, staff, and or volunteers.
- **Content:** Highlight key points from recent communications, upcoming training sessions, and essential safeguarding notices.
- **Maintainer:** Religious Leader

### 4. Annual Safeguarding Workshops

- **Frequency:** Once a year.
- **Content:** Comprehensive training on safeguarding policies, role-specific responsibilities, and scenario-based learning.
- **Facilitator:** Safeguarding Lead.

## Communication Schedule

### ● Monthly Emails

- **When:** First week of each month.
- **Who:** Sent by the Safeguarding Lead.
- **Purpose:** To provide updates on safeguarding policies, training dates, and any immediate concerns.

### ● Monthly Meetings

- **When:** First week of each month, following the email update.
- **Who:** Facilitated by the Safeguarding Lead.
- **Purpose:** To discuss safeguarding arrangements capture documents and registers, maintain a comprehensive concern log for any allegations, discuss any concerns and matters in detail with the Religious Leader, address questions, and gather feedback on current Safeguarding arrangements.

### ● Annual Workshop

- **When:** Annually, with the date announced one month in advance.
- **Who:** Coordinated by the Safeguarding Lead
- **Purpose:** To provide in-depth safeguarding arrangements and policy updates to ensure everyone is up-to-date with current practices.

## Roles and Responsibilities

### ● Religious Leader

- **Role:** Oversee all communications, ensure consistency, and address members' concerns.

- **Responsibility:** Send monthly emails, lead monthly meetings, and ensure safeguarding policies are followed.
  
- **Safeguarding Lead**
  - **Role:** Manage safeguarding actions, and risk assessments, maintain a comprehensive Central Register, update policies, and communicate any changes.
  - **Responsibility:** Send out monthly updates to the Religious Leader, lead annual workshops, and be the point of contact for any safeguarding queries, liaise with RLSS in the event of a concern

## Controlled Document

This communication plan is a controlled document and should be reviewed annually or as needed to ensure its effectiveness and relevance. Any updates or changes will be communicated through the above methods to ensure all members, staff, and volunteers are promptly informed.

By adhering to this plan, we can ensure that safeguarding remains a top priority and that all individuals within the Religious Sisters of Charity are well-informed and supported in their roles.

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**Approved by:** Sister Mary Teresa Clarke