

Last Reviewed: 29 January 2020

St Editha's Amington PCC

Delegation by the PCC Members Reporting of Serious Incidents to the Charity Commission

1 Background

- 1.1 The members of the PCC, as charity trustees, are responsible for reporting ALL Serious Incidents to the Charity Commission in a timely manner. The trustees delegate the reporting of Serious Incidents in accordance with these Resolutions.
- 1.2 The Charity Commission has approved specific Church of England guidance and templates for PCCs to use when reporting Serious Incidents to it ('PCC Guidance'). The PCC Guidance separates Serious Incidents into two types: safeguarding Serious Incidents and all other Serious Incidents. Safeguarding Serious Incidents are reported in a different way from how all other Serious Incidents are reported and so there are separate delegations for reporting safeguarding and non-safeguarding Serious Incidents.
- 1.3 If a safeguarding incident occurs within the PCC, the Parish Safeguarding Co-ordinator (or, where there is no appointed Parish Safeguarding Co-ordinator, the person with responsibility for safeguarding in the PCC) must inform the Bishop's Safeguarding Adviser and respond to and manage the incident in accordance with the relevant House of Bishops' Safeguarding Policy and Guidance.
- 1.4 Where a non-safeguarding incident is identified, the Vicar or one of the Churchwardens should be informed immediately. They are responsible for taking such immediate steps or actions as may be required to secure and protect the PCC's property, assets and reputation, in accordance with any internal policies or procedures.
- 1.5 Below are two resolutions which the PCC should adopt.
 - 1.5.1 Section 2 is a resolution to delegate responsibility for reporting safeguarding Serious Incidents to the Charity Commission and the National Safeguarding Team.
 - 1.5.2 Section 3 is a resolution to delegate responsibility for reporting non-safeguarding Serious Incidents to the Charity Commission.

2 Delegation of responsibility to report Safeguarding Serious Incidents to the Charity Commission in accordance with the PCC Guidance

2.1 In order to facilitate the confidential and timely reporting of any safeguarding Serious Incidents to the Charity Commission, the responsibility for any decisions relating to the reporting of safeguarding Serious Incidents is delegated to the PCC Standing Committee. All references to the Trustee Group in this delegation are references to this smaller group of trustees.

2.2 **The following responsibilities are delegated to the PCC's Safeguarding Coordinator:**

- Contacting the Bishop's Safeguarding Adviser, if they consider a safeguarding Serious Incident may have occurred and providing the Bishop's Safeguarding Adviser with any information required.
- Liaising with the Bishop's Safeguarding Adviser and reporting back to the Trustee Group on the management and reporting of the safeguarding Serious Incident by the Bishop's Safeguarding Adviser and the Diocesan Secretary, including:
 - if the Bishop's Safeguarding Adviser and Diocesan Secretary consider that the incident does NOT need to be reported to the Charity Commission, why this is the case, for agreement by the Trustee Group;
 - whether the incident will be individually reported or included in the next bulk report;
 - approval of a draft report for a high-risk incident (which will be individually reported);
 - providing the Trustee Group with a copy of any safeguarding Serious Incident reports submitted to the Charity Commission by the Diocesan Secretary on behalf of the PCC.

2.3 **The following responsibilities are delegated to the Bishop's Safeguarding Adviser and the Diocesan Secretary:**

- The Bishop's Safeguarding Adviser is responsible for deciding, in consultation with the Diocesan Secretary, whether a safeguarding incident is sufficiently "Serious" to be reported to the Charity Commission and, if so, whether it should be reported individually or included in the next bulk report.
- The Bishop's Safeguarding Adviser is responsible for reporting back to the PCC Safeguarding Co-ordinator on whether the incident is sufficiently "Serious" to be reported to the Charity Commission and, if so, whether the incident is to be individually reported or included in the next bulk report. If an incident does NOT need to be reported to the Charity Commission, the Bishop's Safeguarding Adviser should provide the PCC Safeguarding Co-ordinator with an explanation of this decision, so the PCC Safeguarding Co-ordinator can report back to the Trustee Group for agreement.
- The Bishop's Safeguarding Adviser is responsible for preparing the safeguarding Serious Incident Report. Where the report relates to a high-risk incident (i.e. one which is to be individually reported), the Bishop's Safeguarding Adviser is responsible for providing the draft report to the PCC Safeguarding Co-ordinator for approval by the Trustee Group.
- The Diocesan Secretary is responsible for submitting safeguarding Serious Incident reports to the Charity Commission, on behalf of the PCC's trustees.
- The Diocesan Secretary is responsible for sending copies of any Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the PCC Safeguarding Co-ordinator.

3 Delegation of responsibility to report all other Serious Incidents to the Charity Commission in accordance with the PCC Guidance

- 3.1 In order to facilitate the confidential and timely reporting of any safeguarding Serious Incidents to the Charity Commission, the responsibility for any decisions relating to the reporting of safeguarding Serious Incidents is delegated to the PCC Standing Committee. All references to the Trustee Group in this delegation are references to this smaller group of trustees.
- 3.2 The Trustee Group is responsible for deciding whether, in accordance with the PCC Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission. If a decision was taken that an incident does NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed with the Trustee Group and recorded in writing by the Vicar.
- 3.3 The Trustee Group is responsible for preparing and submitting the Serious Incident Report to the Charity Commission. Where the report relates to a high-risk incident, the draft report should be provided to the Trustee Group for approval.
- 3.4 The Trustee Group is responsible for providing the PCC's trustees with a copy of any Serious Incident report submitted to the Charity Commission.