



DELEGATION BY THE PCC MEMBERS -

REPORTING OF SERIOUS INCIDENTS TO THE CHARITY COMMISSION

Resolution dated 10 June 2024

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 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 Safeguarding Officer (or, where there is no employed safeguarding officer, the person with responsibility for safeguarding in the PCC) must inform the Diocesan Safeguarding Officer (“DSO”) 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 Parish Priest or the Lay Vice-Chair should be informed immediately. The Parish Priest or Lay Vice-Chair 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.

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 Parish Safeguarding Officer (Pat Gordon), the S. Mark's safeguarding officer (Pat Mortimer) and the S. Luke's safeguarding officer (David Stephenson). 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 Parish Safeguarding Officer:*

- a) Responsibility for contacting the DSO, if they consider a safeguarding Serious Incident may have occurred and providing the DSO with any information required.
- b) Responsibility for liaising with the DSO and reporting back to the Trustee Group on the management and reporting of the safeguarding Serious Incident by the DSO on behalf of the PCC's trustees, including:
 - (i) if the DSO considers that the incident does NOT need to be reported to the Charity Commission, why this is the case, for agreement by the Trustee Group and then informing the DSO of such agreement;
 - (ii) providing the Trustee Group, or PCC's trustees (as appropriate) and the PCC's auditors with a copy of any safeguarding Serious Incident report submitted to the Charity Commission by the DSO on behalf of the [PCC's trustees.

2.3 *The following responsibilities are delegated to the Diocesan Safeguarding Officer:*

- a) The DSO is responsible for deciding whether a safeguarding incident is sufficiently "Serious" to be reported to the Charity Commission.

- b) The DSO is responsible for reporting back to the Parish Safeguarding Officer on whether the incident is sufficiently “Serious” to be reported to the Charity Commission. If an incident does NOT need to be reported to the Charity Commission, the DSO should provide the Parish Safeguarding Officer with an explanation of this decision, so the Parish Safeguarding Officer can report back to the Trustee Group for agreement and confirm this agreement to the DSO.
- c) The DSO is responsible for reporting the safeguarding Serious Incident to the Charity Commission, using its online form, on behalf of the PCC’s trustees.
- d) The DSO is responsible for sending copies of any Serious Incident reports submitted to the Charity Commission on behalf of the PCC’s trustees to the National Safeguarding Team and the PCCSO.

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 Serious Incidents, the responsibility for the reporting of Serious Incidents is delegated to the Standing Committee of the PCC. All references to the Trustee Group in this delegation are references to this smaller group of trustees.

3.2 *The following responsibilities relating to the reporting of NON-SAFEGUARDING Serious Incidents are delegated to Parish Priest or Lay Vice-Chair:*

- a) Responsibility for deciding whether, in accordance with the PCC Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission.
- b) Responsibility for informing the Trustee Group of the incident and the steps being taken to address it and whether it needs to be reported to the Charity Commission.

- c) If a decision is 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 Parish Priest or Lay Vice-chair.
- d) Responsibility for reporting the Serious Incident using the Charity Commission's online form.
- e) Responsibility for providing the Trustee Group and the PCC's auditors with a copy of any Serious Incident report submitted to the Charity Commission.