

Parochial Church Council of the Ecclesiastical Parish of All Saints' Sidmouth

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

Adopted 9 July 2019

1. Background

- 1.1 The members of the PCC of All Saints' Church, Sidmouth, as charity trustees, are responsible for reporting all Serious Incidents to the Charity Commission in a timely manner.
- 1.2 The trustees delegate the reporting of Serious Incidents in accordance with these Resolutions.
- 1.3 The Charity Commission has approved specific [Church of England Guidance](#) and templates for PCCs to use when reporting Serious Incidents. The 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 other Serious Incidents are reported and so there are separate delegations for reporting Safeguarding and other Serious Incidents.

- 1.4 If a Safeguarding Serious Incident occurs within the ministry of All Saints' Church, the Diocesan Safeguarding Advisor must be informed, usually by the Parish Safeguarding Officer, the Vicar or the person with responsibility for safeguarding on the PCC. The response to the incident will be in accordance with the relevant House of Bishops' Safeguarding Policy and Guidance.
- 1.5 Where an other Serious Incident is identified, the Churchwardens should be informed immediately. The Churchwardens 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.
- 1.6 Below are two resolutions for the PCC of All Saints' Church to adopt.
 - 1.6.1 Section 2 is a resolution to delegate, to the Diocesan Safeguarding Team, responsibility for reporting Safeguarding Serious Incidents to the Charity Commission and the National Safeguarding Team.
 - 1.6.2 Section 3 is a resolution to delegate, to the Churchwardens, responsibility for reporting other Serious Incidents to the Charity Commission.

2. Delegation of responsibility to report Safeguarding Serious Incidents

2.1 Following the revelation of a Safeguarding Serious Incident, whether raised and reported from within the PCC or brought to its attention, the PCC will:

- Identify a person, either the Parish Safeguarding Officer, the PCC member with Safeguarding Responsibility, a Churchwarden or the Vicar, who will liaise with the Diocesan Safeguarding Advisor and report back to the PCC Standing Committee on the management and reporting of the Safeguarding Serious Incident by the Diocesan Safeguarding Advisor and the Diocesan Secretary, including:
 - if the Diocesan Safeguarding Advisor 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 PCC Standing Committee;
 - whether the incident will be individually reported or included in the next bulk report;
 - approval of a draft report for a high-risk incident (i.e. one which will be individually reported);
 - providing the PCC with a copy of any Safeguarding Serious Incident reports submitted to the Charity Commission by the Diocesan Secretary on behalf of the PCC.

2.2 The following responsibilities are delegated to the Diocesan Safeguarding Advisor and the Diocesan Secretary:

- The Diocesan Safeguarding Advisor 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 Diocesan Safeguarding Advisor is responsible for reporting back to the Parish Safeguarding Officer 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 Diocesan Safeguarding Advisor should provide the Parish Safeguarding Officer with an explanation of this decision, so the Parish Safeguarding Officer can report back to the PCC Standing Committee for agreement.
- The Diocesan Safeguarding Advisor 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 Diocesan Safeguarding Advisor is responsible for providing the draft report to the Parish Safeguarding Officer for approval by the PCC Standing Committee.
- The Diocesan Secretary is responsible for submitting Safeguarding Serious Incident Reports to the Charity Commission, on behalf of the PCC.
- The Diocesan Secretary is responsible for sending copies of any Safeguarding Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the Parish Safeguarding Officer.

3. Delegation of responsibility to report all other Serious Incidents

- 3.1 In order to facilitate the confidential and timely reporting of any other Serious Incidents, the responsibility for the reporting of other Serious Incidents is delegated to the Churchwardens.
- 3.2 The Churchwardens are responsible for deciding whether, in accordance with the 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 PCC Standing Committee and recorded in writing.
- 3.3 The Churchwardens are 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 PCC Standing Committee for approval.
- 3.4 The Secretary to the PCC is responsible for providing the PCC with a copy of any other Serious Incident report submitted to the Charity Commission.