**[Name of Cathedral]**

**([Charity Commission registration number])**

**Delegation by the Chapter: Reporting of Serious Incidents to the Charity Commission**

**Date: [ [[1]](#footnote-1) ]**

1. **Background**
   1. The members of the Chapter, as charity trustees, are responsible for reporting ALL Serious Incidents to the Charity Commission in a timely manner, in accordance with the Charity Commission’s guidance[[2]](#footnote-2).
   2. The House of Bishops has issued specific Church of England guidance for cathedral Chapters under s.5 of the Safeguarding and Clergy Discipline Measure 2016, which has been approved by the Charity Commission, (“**Cathedral Safeguarding SIR Guidance**”). Chapters have a legal duty to have due regard to the Cathedral Safeguarding SIR Guidance when reporting safeguarding Serious Incidents to the Charity Commission.
   3. If a safeguarding incident is identified within the cathedral, the [Cathedral Safeguarding Adviser (**CSA**) / Cathedral Safeguarding Officer (**CSO**) and the Diocesan Safeguarding Adviser(**DSA**)[[3]](#footnote-3)] must be informed and the incident responded to, reported and managed in accordance with the relevant House of Bishops’ Safeguarding Policy and Guidance or Code of Practice[[4]](#footnote-4), as the case may be.
   4. If a non-safeguarding incident is identified within the cathedral, such immediate steps or actions as may be required to secure and protect the cathedral’s property, assets and reputation must be taken, in accordance with the Chapter’s internal policies or procedures.
   5. The Chapter delegates the reporting of Serious Incidents to the Charity Commission in accordance with the resolutions in sections 2 and 3 below. There are separate delegations for reporting safeguarding and non-safeguarding Serious Incidents to the Charity Commission to reflect the additional requirements in relation to reporting safeguarding Serious Incidents as provided for in the Cathedral Safeguarding SIR Guidance.
      1. Section 2 is a resolution to delegate responsibility for reporting safeguarding Serious Incidents to the Charity Commission and the National Safeguarding Team.
      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 Cathedral Safeguarding SIR Guidance**
   1. In order to facilitate the confidential and timely reporting of any safeguarding Serious Incidents to the Charity Commission, the responsibility for decisions relating to the reporting of any safeguarding Serious Incidents is delegated to [ROLES / NAMES of Chapter members[[5]](#footnote-5)]. All references to the Trustee Group in this delegation are references to this smaller group of Chapter members.
   2. *The following responsibilities relating to the reporting of safeguarding Serious Incidents are delegated* *to the person appointed by the Chapter as the lead safeguarding person or the safeguarding officer for the cathedral (the “****Cathedral Safeguarding Officer****”)*
3. Responsibility to decide, in consultation with the [Administrator and/or DSA and/or CSA[[6]](#footnote-6)] where appropriate, whether a safeguarding incident is sufficiently “Serious” in accordance with the Cathedral Safeguarding SIR Guidance for it to be reported to the Charity Commission.
4. Responsibility for informing the Trustee Group of the incident, and the steps being taken to address it and whether it and whether it is sufficiently “Serious” to be reported to the Charity Commission.
5. If the Cathedral Safeguarding Officer considers that an incident does NOT need to be reported to the Charity Commission, the Cathedral Safeguarding Officer is responsible for informing the Trustee Group of the reasons for the decision not to report it to the Charity Commission. These reasons should be agreed with the Trustee Group and recorded in writing by the Cathedral Safeguarding Officer.
6. Responsibility for reporting the safeguarding Serious Incident using the Charity Commission’s online form.
7. Responsibility for sending copies of any safeguarding Serious Incident reports submitted to the Charity Commission on behalf of the Chapter to:
   1. the Trustee Group (or all members of Chapter where appropriate);
   2. the Administrator[[7]](#footnote-7) (where appropriate);
   3. [the Diocesan Safeguarding Advisor for the diocese];
   4. the cathedral’s auditors; and
   5. the National Safeguarding Team.
8. **DELEGATION of responsibility to report all OTHER Serious Incidents to the Charity Commission** 
   1. [[[8]](#footnote-8)In order to facilitate an appropriate, confidential and timely response to any Serious incidents, the responsibility for decisions relating to the reporting of any non-safeguarding Serious Incidents is delegated to [ROLES / NAMES of Chapter members[[9]](#footnote-9)]. All references to the Trustee Group in this delegation are references to this smaller group of Chapter members.]
   2. *The following responsibilities relating to the reporting of NON-SAFEGUARDING Serious Incidents are delegated* *to the Administrator*[[10]](#footnote-10) or *[ROLE[[11]](#footnote-11)]*
      1. Responsibility for deciding whether, in accordance with the Charity Commission’s Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission.
      2. Responsibility for informing the [Trustee Group/Chapter] of the incident, and the steps being taken to address it and whether it needs to be reported to the Charity Commission.
      3. If the Administrator[[12]](#footnote-12) considers that an incident does NOT need to be reported to the Charity Commission, the Administrator[[13]](#footnote-13) is responsible for informing the [Trustee Group/Chapter] of the reasons for the decision not to report it which, once agreed with the [Trustee Group/Chapter], should be recorded in writing by the Administrator[[14]](#footnote-14).
      4. Responsibility for reporting the Serious Incident using the Charity Commission’s online form.
      5. Responsibility for sending copies of any Serious Incident reports submitted to the Charity Commission on behalf of the Chapter to the [Trustee Group (or to all Chapter members where appropriate) /Chapter] and to the cathedral’s auditors.

1. Insert date resolution passed. [↑](#footnote-ref-1)
2. [How to report a serious incident in your charity - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity) [↑](#footnote-ref-2)
3. Amend to reflect the set up in your cathedral – if different arrangements are in place reflect them here. [↑](#footnote-ref-3)
4. [Safeguarding e-manual | The Church of England](https://www.churchofengland.org/safeguarding/safeguarding-e-manual) [Policy and practice guidance | The Church of England](https://www.churchofengland.org/safeguarding/policy-and-practice-guidance) [↑](#footnote-ref-4)
5. Include list of the smaller group of Chapter members with safeguarding responsibilities. [↑](#footnote-ref-5)
6. Include as appropriate for your cathedral. [↑](#footnote-ref-6)
7. Amend to the correct role/title used in your cathedral. [↑](#footnote-ref-7)
8. Include if required/appropriate for your DBE. [↑](#footnote-ref-8)
9. Include a list of the smaller group of Chapter members who will have this responsibility. [↑](#footnote-ref-9)
10. Amend to the correct role/title used in your cathedral. [↑](#footnote-ref-10)
11. If the Administrator is on holiday, or is implicated in the alleged Serious Incident, the person holding the alternative role should undertake the responsibilities delegated to the Administrator. [↑](#footnote-ref-11)
12. Amend to the correct role/title used in your cathedral. [↑](#footnote-ref-12)
13. Amend to the correct role/title used in your cathedral. [↑](#footnote-ref-13)
14. Amend to the correct role/title used in your cathedral. [↑](#footnote-ref-14)