

Example template
[Name of PCC] [(Charity Commission registration number¹)]

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

Date: [²]

1. Background

- 1.1 The members of the [PCC³], 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) (**PCCSO**) must inform the Diocesan Safeguarding Adviser (**DSA**) 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, [ROLE] or [ROLE] should be informed immediately⁴. [ROLE] or [ROLE] is 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 example template resolutions for the [PCC] to complete and adopt.
 - a) Section 2 is a resolution to delegate responsibility for reporting safeguarding Serious Incidents to the Charity Commission and the National Safeguarding Team.
 - b) 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 [⁵In 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 [ROLES / NAMES of trustees⁶]. All references to the Trustee Group in this delegation are references to this smaller group of trustees.]

¹ Where registered with the Charity Commission, insert registered charity number.

² Insert date resolution passed.

³ Replace all references to "PCC" in [] with the name of your PCC.

⁴ Space for the inclusion of two roles has been included, so that if one of them is implicated in the alleged Serious Incident, the person holding the alternative role in clause 3.2 should be informed instead.

⁵ If your PCC is too small to delegate safeguarding issues to a small group of trustees, delete para 2.1 and replace all references to "PCC's Trustee Group" in this document with "PCC's trustees".

⁶ Include list of the smaller group of PCC members with safeguarding responsibilities.

Example template

2.2 *The following responsibilities are delegated to the [PCC's] Safeguarding Officer⁷*

- a) Responsibility for contacting the DSA, if they consider a safeguarding Serious Incident may have occurred and providing the DSA with any information required.
- b) Responsibility for liaising with the DSA and reporting back to the Trustee Group on the management and reporting of the safeguarding Serious Incident by the DSA on behalf of the PCC's trustees, including:
 - (i) if the DSA 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 DSA of such agreement;
 - (ii) [whether the incident will be individually reported or included in the next bulk report;⁸]
 - (iii) providing the Trustee Group, or [PCC's] trustees (as appropriate) [and the PCC's auditors⁹] with a copy of any safeguarding Serious Incident report submitted to the Charity Commission by the DSA on behalf of the [PCC's trustees].

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

- a) The DSA is responsible for deciding 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 report¹⁰].
- b) The DSA is responsible for reporting back to the PCCSO 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 DSA should provide the PCCSO with an explanation of this decision, so the PCCSO can report back to the Trustee Group for agreement and confirm this agreement to the DSA.
- c) The DSA 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 DSA 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 [11In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for the reporting of Serious Incidents is delegated to [ROLES / NAMES of trustees¹²]. All references to the Trustee Group in this delegation are references to this smaller group of trustees.]

⁷ Where there is no safeguarding officer, this is a reference to the person with responsibility for safeguarding in the PCC.

⁸ Only include if the diocese bulk reports.

⁹ Delete if the PCC is too small to have auditors.

¹⁰ Only include if the diocese bulk reports.

¹¹ If your PCC is too small to delegate Serious Incidents to a small group of trustees, delete para 3.1 and replace all references to "PCC's Trustee Group" in this document with "PCC's trustees".

¹² Include a list of the smaller group of PCC members who will have this responsibility.

Example template

3.2 *The following responsibilities relating to the reporting of NON-SAFEGUARDING Serious Incidents are delegated to [Role] or [ROLE¹³]*

- 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 [ROLE].
- d) Responsibility for reporting the Serious Incident using the Charity Commission's online form.
- e) Responsibility for providing the Trustee Group (or the [PCC's] trustees where appropriate) [and the PCC's auditors¹⁴] with a copy of any Serious Incident report submitted to the Charity Commission.

¹³ If the first person delegated to is on holiday, or is implicated in the alleged Serious Incident, the person holding the alternative role should undertake the responsibilities.

¹⁴ Delete if the PCC is too small to have auditors.