DIOCESE OF LONDON

The Parochial Church Council (PCC) of the Parish of Saint Mary the Virgin, Kenton

Charity Commission registration number: 1132234

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

1. Background

1.1 The members of the **Parochial Church Council of the Parish of Saint Mary the Virgin, Kenton** as charity trustees (hereinafter referred to as the "**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 Parish, the Parish Safeguarding Officer (**PSO**) 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, the Churchwardens in absence of an incumbent should be informed immediately[1]. 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 example template resolutions for the PCC to complete and 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 Parish Safeguarding Officer.

2.2 *The following responsibilities are delegated to the Parish Safeguarding Officer*

- Responsibility for contacting the DSA, if they consider a safeguarding Serious Incident may have occurred and providing the DSA with any information required.

[1] Two roles have 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.

- Responsibility for liaising with the DSA and reporting back to the PCC on the management and reporting of the safeguarding Serious Incident by the DSA and the General Secretary (**GS**), including:

    - if the DSA and GS consider that the incident does NOT need to be reported to the Charity Commission, why this is the case, for agreement by the PCC;

    - approval of a draft report for a high-risk incident (i.e. one which will be individually reported);

    - providing the PCC's trustees with a copy of any safeguarding Serious Incident reports submitted to the Charity Commission by the General Secretary (**GS**) on behalf of the PCC.

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

- The DSA is responsible for deciding, in consultation with the GS, 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 DSA is responsible for reporting back to the PSO 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 PSO with an explanation of this decision, so the PSO can report back to the PCC for agreement.

- The DSA is responsible for preparing the safeguarding Serious Incident Report and for providing the draft report to the PSO for approval by the PCC.

- The GS is responsible for submitting safeguarding Serious Incident reports to the Charity Commission, on behalf of the PCC's trustees.

- The GS is responsible for sending copies of any Serious Incident reports submitted to the Charity Commission to the National Safeguarding Team and the PSO.

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 Churchwardens in the absence of an incumbent.

3.2 In the absence of an incumbent, the Churchwardens are 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 PCC secretary.

3.3 In the absence of an incumbent, 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 for approval.

3.4 The PCC secretary is responsible for providing the PCC's trustees with a copy of any Serious Incident report submitted to the Charity Commission.

These resolutions have been reviewed and adopted by the **Parochial Church Council of the Parish of Saint Mary the Virgin, Kenton** on Thursday, 3rd November 2022.

Signed:

Incumbent:_____

Churchwardens:_____

Date: _____