

ST MICHAELS AND ALL ANGELS, SUNNYSIDE

(Charity Commission no: 1132230)

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

1. Background

- 1.1 The members of Sunnyside 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 Sunnyside, the 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 and the vicar should be informed immediately. They are responsible for taking such immediate steps or actions as may be required to secure and protect Sunnyside’s property, assets and reputation, in accordance with any internal policies or procedures.
- 1.5 Below are two example template resolutions for Sunnyside 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 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 PCC’s Trustee Group (vicar and churchwardens).
- 2.2 *The following responsibilities are delegated to the Sunnyside Safeguarding Officer (PSO)*
 - 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, 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;
 - (iii) providing the Trustee Group and the PCC's Independent Examiner with a copy of any safeguarding Serious Incident report submitted to the Charity Commission by the DSA on behalf of Sunnyside PCC.

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 report.
- b) 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 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 Sunnyside PCC.
- 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 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 PCC's Trustee Group (vicar and churchwardens).

3.2 *The following responsibilities relating to the reporting of NON-SAFEGUARDING Serious Incidents are delegated to the Trustee Group:*

- a) Responsibility for deciding whether, in accordance with the PCC Guidance, the incident is sufficiently Serious to require reporting to the Charity Commission.
- b) 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 recorded in writing by the Trustee Group.
- c) Responsibility for reporting the Serious Incident using the Charity Commission's online form.

- d) Responsibility for providing Sunnyside PCC and the PCC's Independent Examiner with a copy of any Serious Incident report submitted to the Charity Commission.

Approved by Sunnyside PCC 15th March 2021