

The Parochial Church Council of St Mary's Church, Pulborough

Registered Charity No. 1132137

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

Date: 24 May 2022

1. Background

- 1.1 The members of the **Parochial Church Council of St Mary's Church, Pulborough** ("the 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 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, the RECTOR, CHURCHWARDEN or PCC SECRETARY should be informed immediately¹. The Rector, Churchwarden or PCC Secretary 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.

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 SAFEGUARDING OFFICER, AUSTEN HINDMAN; and LEAD RECRUITER, ALYSON HEATH. All references to the Trustee Group in this delegation are references to this smaller group of trustees.
- 2.2 *The following responsibilities are delegated to the PCC's Safeguarding Officer²*
 - a) Responsibility for contacting the DSA, if they consider a safeguarding Serious Incident may have occurred and providing the DSA with any information required.

¹ Space for the inclusion of several roles has been included, so that if one of them is implicated in the alleged Serious Incident, the others holding roles in clause 3.2 should be informed instead.

² Where there is no safeguarding officer, this is a reference to the person with responsibility for safeguarding in the PCC. If the safeguarding officer is implicated in the alleged Serious Incident, another member of the Trustee Group should take on these responsibilities.

- 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 DSA's next bulk report;
 - (iii) providing the Trustee Group, or the full PCC (as appropriate), with a copy of any safeguarding Serious Incident report submitted to the Charity Commission by the DSA on behalf of the 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 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 or bulk reporting template, on behalf of the PCC.
- d) The DSA is responsible for sending copies of any Serious Incident reports submitted to the Charity Commission on behalf of the PCC 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 ³In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for the reporting of Serious Incidents is delegated to: the RECTOR, REV CANON PAUL SEAMAN; PARISH SECRETARY, ANN KAISER; and PCC SECRETARY, SUSAN SCHOLEFIELD⁴. All references to the Trustee Group in this delegation are references to this smaller group of trustees.

3.2 *The following responsibilities relating to the reporting of NON-SAFEGUARDING Serious Incidents are delegated to the RECTOR, PARISH SECRETARY or PCC SECRETARY.*^[5]

³ 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".

⁴ Include a list of the smaller group of PCC members who will have this responsibility.

⁵ If the first person delegated to is on holiday, or is implicated in the alleged Serious Incident, the persons holding alternative roles should undertake the responsibilities.

- 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 the Parish Secretary or PCC Secretary
- d) Responsibility for reporting the Serious Incident using the Charity Commission's online form.
- e) Responsibility for providing the Trustee Group (or the full PCC where appropriate) with a copy of any Serious Incident report submitted to the Charity Commission.