

SERIOUS INCIDENT REPORTING

Review date: July 2026

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

Date July 2023

1. Background

- 1.1 The members of the West Grinstead 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**), or a Churchwarden, 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 for the Parish of West Grinstead should be informed immediately. The Churchwardens 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.

2. DELEGATION of responsibility to report SAFEGUARDING Serious Incidents to the Charity Commission in accordance with the PCC Guidance

- 2.1 *The following responsibilities are delegated to the PCC's Safeguarding Officer:*
 - a) Responsibility for contacting the DSA, and informing the Churchwardens, 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 PCC 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 PCC 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 PCC with a copy of any safeguarding Serious Incident report submitted to the Charity Commission by the DSA on behalf of the PCC.
- 2.2 *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

Parish of West Grinstead

*(the Parish church of St George and the church
of St Michael & All Angels, Partridge Green)*

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 PCC 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 *The following responsibilities relating to the reporting of NON-SAFEGUARDING Serious Incidents are delegated to the Churchwardens for the Parish of West Grinstead:*

- 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 Churchwardens.
- d) Responsibility for reporting the Serious Incident using the Charity Commission's online form.

This policy was approved by the PCC at a meeting held on 18 July 2023.

Signed:..... Position:.... ..Rector.....