

1. Background

- 1.1 The members of the PCC of Christ Church High Harrogate, as charity trustees, are responsible for reporting ALL Serious Incidents to the Charity Commission in a timely manner, in accordance with the Charity Commission's guidance¹
- 1.2 The House of Bishops has issued specific Church of England guidance for PCCs under s.5 of the Safeguarding and Clergy Discipline Measure 2016, which has been approved by the Charity Commission ("**PCC Safeguarding SIR Guidance**"). PCCs have a legal duty to have due regard to this guidance when reporting safeguarding Serious Incidents to the Charity Commission.
- 1.3 If a safeguarding incident occurs within the PCC of Christ Church High Harrogate, 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 or Code of Practice, as the case may be².
- 1.4 Where a non-safeguarding incident is identified, such immediate steps or actions as may be required to secure and protect the PCC of Christ Church High Harrogate's property, assets and reputation must be taken, in accordance with any internal policies or procedures.
- 1.5 The members of the PCC of Christ Church High Harrogate delegate the reporting of Serious Incidents in accordance with the resolutions in sections 2 and 3 below. There are separate delegations for reporting safeguarding and non-safeguarding Serious Incidents to the Charity Commission to reflect the additional requirements in relation to reporting safeguarding Serious Incidents as provided for in the PCC Safeguarding SIR Guidance.
 - 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 Safeguarding SIR 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 PSO and PCC Trustees and Clergy.
- 2.2 *The following responsibilities are delegated to the PCC of Christ Church High Harrogate's Safeguarding Officer³*
 - 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;

¹ [How to report a serious incident in your charity - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity)

² [Safeguarding e-manual | The Church of England](#) [Policy and practice guidance | The Church of England](#)

³ Where there is no safeguarding officer, this is a reference to the person with responsibility for safeguarding in the PCC.

- (ii) [whether the incident will be individually reported or included in the next bulk report;⁴]
- (iii) providing the Trustee Group, or PCC of Christ Church High Harrogate's trustees (as appropriate) with a copy of any safeguarding Serious Incident report submitted to the Charity Commission by the DSA.

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" in accordance with the PCC Safeguarding SIR Guidance to be reported to the Charity Commission [and, if so, whether it should be reported individually or included in the next bulk report⁵].
- 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 of Christ Church High Harrogate'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

3.1 [⁶In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for the reporting of Serious Incidents is delegated to PSO, Clergy and PCC Trustee Group.

3.2 *The following responsibilities relating to the reporting of NON-SAFEGUARDING Serious Incidents are delegated to PCCSO or Incumbent.*

- a) Responsibility for deciding whether, in accordance with the Charity Commission's 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 is sufficiently "Serious" 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 PSO.
- d) Responsibility for reporting the Serious Incident using the Charity Commission's online form.
- e) Responsibility for providing the Trustee Group (or the PCC of Christ Church High Harrogate's trustees where with a copy of any Serious Incident report submitted to the Charity Commission.

⁴ Only include if the diocese bulk reports.

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⁶ 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".