

6 March 2019

To: Incumbents, Curates and PCC Secretaries

Dear Colleagues

For some time, PCCs, as charities, have been required to prepare and submit serious incident reports to the Charity Commission: (<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>). This responsibility exists even where the PCC doesn't meet the (£100k) income threshold for full Charity Commission registration.

From 1 January 2019, the National Safeguarding Team, in conjunction with the Charity Commission, has changed the way to report *safeguarding* serious incidents. In accordance with this change, the Diocesan Safeguarding Adviser ('DSA') and Diocesan Secretary ('DS') will now assist with this process in the Diocese of Leeds. To allow us to help and assist you, PCC trustees are asked to formally delegate the responsibility of preparing and submitting *safeguarding* serious incident reports to the DSA and DS.

*A draft resolution is attached marked 'A'*. This is a national template which is provided for you to complete this formal delegation process. Please can I ask you to put this on the agenda of your next PCC meeting? Once agreed, you will need to complete and sign the form and return to Church House by email to [safeguarding@leeds.anglican.org](mailto:safeguarding@leeds.anglican.org) or by post addressed to the Gail O'Neill. This is important as failure to follow this process could risk a breach of national safeguarding guidelines.

In this diocese, the Diocesan Safeguarding Advisers are already notified of serious safeguarding cases. The DSA will now use this information to help determine, with the Diocesan Secretary, if the parish incident needs to be formally reported to the Charity Commission. The DSA will support you on what needs to be reported to the small group.

*A second national template is attached marked 'B'*. This deals with non-safeguarding Serious Incidents. This requires you to identify the person or group who is to be responsible for reporting such incidents to the Charity Commission.

It is important to note that this differs from the reporting arrangements for Safeguarding incidents in **that this is not delegated to the DBF**.

In both instances you will need to identify a small group who will be responsible for dealing with these matters. It is a matter for the PCC but we would suggest this may comprise the incumbent, the PCC secretary and the churchwarden(s), who will be able to support you in handling Serious Incident Reporting confidently and appropriately.

We hope and pray that we will not have serious incidents of any kind, but should the need arise, the National Safeguarding Team has provided a wide range of new guidance for you (see link below).

<https://www.churchofengland.org/more/safeguarding/safeguarding-news-statements/new-guidance-reporting-serious-incidents-approved>

When we receive your resolution of delegation we will send out further information, but for now we urge you to get this on the PCC agenda and agree the delegation as soon as possible please.

With very best wishes

Yours sincerely

*Debbie Child*

Enc

Template A: Safeguarding Serious Incidents and Delegation

Template B: Non-Safeguarding Serious Incidents and Delegation

Table for your own use only to record and file each Serious Incident