

**Cover fact sheet for parishes on updated guidance  
on reporting serious incidents to the Charity Commission**

**Why are changes being made to the Church's reporting Guidance?**

The Charity Commission has updated its guidance on reporting serious incidents to change HOW all serious incidents are reported to it, including safeguarding serious incidents<sup>1</sup>. These changes were made by the Charity Commission and so the Church's bespoke reporting guidance has had to be updated accordingly.

**What are the changes to serious incident reporting in the updated guidance?**

1. The Charity Commission has changed HOW incidents are reported. All individual reports must now be made using the Charity Commission's new online form, which can be found at <https://ccforms.charitycommission.gov.uk/report-a-serious-incident>.
2. More guidance has been included to help trustees decide whether they need to report a serious incident that happens in a partner organisation (e.g. a charity that the parish supports). The Charity Commission has shared its anticipated further guidance on this with the Church, so our updated guidance is able to include it.

**How will the changes affect parish safeguarding officers (PSOs) and how parishes report serious safeguarding incidents?**

It is business as usual. Any safeguarding concerns should immediately be reported to the DSA in accordance with the safeguarding guidance. The DSA and Diocesan Secretary will still report any safeguarding serious incidents to the Charity Commission on behalf of the PCC trustees, in accordance with the delegation resolution passed by your PCC. The only difference you will notice is that the copy of the safeguarding serious incident report which you will be sent once it has been submitted to the Charity Commission will look different.

**How will it affect PCCs reporting non-safeguarding serious incidents?**

The updated non-safeguarding reporting guidance for PCCs explains that, instead of using a bespoke Church template to report non-safeguarding serious incidents to the Charity Commission, you will need to use the Charity Commission's new online form at <https://ccforms.charitycommission.gov.uk/report-a-serious-incident>.

The updated guidance also has an expanded section 8 to help trustees (PCC members) decide whether they need to make a serious incident report to the Charity Commission when

---

<sup>1</sup><https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

a serious incident happens in one of your PCC's partner organisations. For a full explanation see the new section 8 of the Church's Guidance for PCCs on reporting non-safeguarding serious incidents.

### **Where can I find the updated Church Guidance?**

All the updated reporting guidance (both safeguarding and non-safeguarding) will be available on the serious incident reporting page on the Parish Resources website from 1 August 2019: <https://www.parishresources.org.uk/pccs/trusteeship/serious-incident-reporting/> .

The Church's FAQs document has also been updated. The updated FAQs can also be download from the serious incident reporting page on the Parish Resources website from 1 August 2019: <https://www.parishresources.org.uk/pccs/trusteeship/serious-incident-reporting/>

*All the Church's updated bespoke reporting guidance has been approved by the Charity Commission. The updated safeguarding reporting guidance has also been approved by the National Safeguarding Steering Group. The revised Guidance is effective from on 1 August 2019.*