

[Name of Religious Community] [(Charity Commission registration number)]

## Delegation by the [trustees<sup>1</sup>] of the [Religious Community]: Reporting of Serious Incidents to the Charity Commission

Date: [ <sup>2</sup> ]

### 1. Background

- 1.1 The [members of the Council] [trustees<sup>3</sup>] of the [Religious Community<sup>4</sup>], 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 this Resolution.
- 1.2 The Charity Commission has approved specific Church of England guidance and templates for Religious Communities to use when reporting Serious Incidents to it ("**RC Guidance**"). The RC Guidance separates Serious Incidents into two types: safeguarding Serious Incidents and all other Serious Incidents.
- 1.3 If a safeguarding incident occurs within the [Religious Community], the Designated Safeguarding Person (**DSP**<sup>5</sup>) must be informed and the incident responded to and managed in accordance with the relevant House of Bishops' Safeguarding Policy and Guidance, "*2015 Safeguarding Guidance for Religious Communities*" and "*Roles and Responsibilities 2017*". These which require the DSP in the [Religious Community] to inform and take advice from the Diocesan Safeguarding Adviser (DSA) should a safeguarding concerns or allegation arise.
- 1.4 If a non-safeguarding incident occurs, [ROLE<sup>6</sup>] should be informed immediately. [ROLE] is responsible for taking such immediate steps or actions as may be required to secure and protect the [Religious Community's] property, assets and reputation, in accordance with any internal policies or procedures.
- 1.5 Below is an example template resolution for the [trustees] of the [Religious Community] to complete and adopt to delegate responsibility for reporting safeguarding and non-safeguarding Serious Incidents to the Charity Commission (and, for safeguarding Serious Incidents, to the National Safeguarding Team too).

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

- 2.1 [<sup>7</sup>In order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for any decisions relating to the reporting of any Serious Incidents is delegated to

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<sup>1</sup> If you refer to your trustees as a Council etc insert accordingly.

<sup>2</sup> Insert date resolution passed.

<sup>3</sup> Insert appropriate name for trustee Board/Council

<sup>4</sup> Replace all references to "Religious Community" in [ ] with the name of your Community.

<sup>5</sup> Amend if your Community uses a different title for this role.

<sup>6</sup> The trustees are invited to consider delegating the reporting of non-safeguarding Serious Incidents to the DSP too, as it can simplify the Community to have one point of contact with the Charity Commission for the purposes of reporting all Serious Incidents.

<sup>7</sup> If your RC trustee board is too small to delegate safeguarding/serious incident issues to a small group of trustees, delete para 2.1 and replace all references to "*RC's Trustee Group*" in this document with "*RC's trustees*".

[ROLES / NAMES of trustees<sup>8</sup>]. 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 [Religious Community's] DSP<sup>9</sup>*

- Responsibility for deciding whether, in accordance with the RC Guidance, the incident is a Serious Incident and needs to be reported to the Charity Commission. 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 DSP.
- Responsibility for preparing any Serious Incident report for the Charity Commission, using the appropriate template in the RC Guidance, and obtaining the Trustee Group's approval of the draft report.
- Responsibility for submitting the Serious Incident report to the Charity Commission, on behalf of the [Religious Community's] trustees, in a timely manner.
- Responsibility for providing the [Religious Community's] [trustees] with a copy of any Serious Incident report submitted to the Charity Commission.
- Responsibility for sending copies of any SAFEGUARDING Serious Incident report submitted to the Charity Commission to the National Safeguarding Team, the Diocesan Safeguarding Adviser in the diocese in which it occurred<sup>10</sup> and to the [Religious Community's] Episcopal Visitor.

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<sup>8</sup> Include list of the smaller group of RC members who will comprise the Trustee Group (preferably by role).

<sup>9</sup> If the person who will be responsible for submitting non-safeguarding reports is NOT the DSP, amend the delegation accordingly (see footnote 6).

<sup>10</sup> Unless special arrangements have been made e.g. some RCs use the diocese of their Bishop Protector for all safeguarding matters.