## TEMPLATE FOR BULK (SAFEGUARDING) SERIOUS INCIDENT REPORTS

**BULK safeguarding SERIOUS INCIDENT REPORT for charities in the diocese of [ ]**

**dates covered by report: [ ] to [ ]**

**Report submitted by: [Full Name], Diocesan Secretary**

**Date Report Submitted: [ ]**

**If further information is required in relation to any of the incidents in the Bulk Report below, please contact [FULL NAME], the Diocesan Secretary, at [email address] and [telephone number].**

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| **[Full name of DBF[[1]](#footnote-1)]****Charity registration number: [ ]****Charity’s address: [ ]** |
| **Serious Incident 1** |
| **Nature of the Incident[[2]](#footnote-2)**  |  |
| **Who in the trustee body is aware of the Incident?** |  |
| **Details of the Incident:****What happened?****When and how did it happen?** **When and how did the charity first become aware of it?****Is it an isolated incident, or part of a series of incidents? If part of a series, provide full details.**  |  |
| **If the incident is historic, is there any on-going risk of harm? If so:*** **describe what this risk is and who may be at risk; and**
* **provide details as to what steps have been taken and who has been informed to reduce any live risk of harm to beneficiaries.**
 |  |
| **Is anyone in the charity involved (trustee, office holder, employee, volunteer, beneficiary) and what is their role in the charity? Are you aware of any positions held by them in other charities?****Will any disciplinary action need to be taken against an individual? Has anyone resigned? If so, provide details.** |  |
| **Has the Incident been reported to the police, local authority or to any other relevant regulator? If so, provide the name of the relevant regulator and the (e.g. crime) reference number.****If there has been any delay in reporting the incident to the police, local authority or other regulator, please provide details and explain.** |  |
| **Provide details of the charity’s internal policies and procedures that relate to the Incident:*** **Explain how the policies and procedures were followed (and, if not, why not)?**
* **Are any changes to existing policies and procedures required to reduce the chances of similar incidents reoccurring? If so – explain and if not, also explain.**

**Explain any lessons learned and steps being taken by the charity to reduce the chances of similar incidents reoccurring.** |  |
| **Is it likely that the public / media will become interested in the Incident? If so, what plans have been made to respond to any media stories?** |  |
| **Provide details of any anticipated next steps.** |  |
| **Provide any additional information that is not provided above which is of relevance to the Serious Incident being reported.** |  |
| **Serious Incident 2[[3]](#footnote-3)** |
| **Nature of the Incident[[4]](#footnote-4)**  |  |
| **Who in the trustee body is aware of the Incident?** |  |
| **Details of the Incident:****What happened?****When and how did it happen?** **When and how did the charity first become aware of it?****Is it an isolated incident, or part of a series of incidents? If part of a series, provide full details.**  |  |
| **If the incident is historic, is there any on-going risk of harm? If so:*** **describe what this risk is and who may be at risk; and**
* **provide details as to what steps have been taken and who has been informed to reduce any live risk of harm to beneficiaries.**
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| **Is anyone in the charity involved (trustee, office holder, employee, volunteer, beneficiary) and what is their role in the charity? Are you aware of any positions held by them in other charities?****Will any disciplinary action need to be taken against an individual? Has anyone resigned? If so, provide details.** |  |
| **Has the Incident been reported to the police, local authority or to any other relevant regulator? If so, provide the name of the relevant regulator and the (e.g. crime) reference number.****If there has been any delay in reporting the incident to the police, local authority or other regulator, please provide details and explain.** |  |
| **Provide details of the charity’s internal policies and procedures that relate to the incident:*** **Explain how the policies and procedures were followed (and, if not, why not)?**
* **Are any changes to existing policies and procedures required to reduce the chances of similar incidents reoccurring? If so – explain and if not, also explain.**

**Explain any lessons learned and steps being taken by the charity to reduce the chances of similar incidents reoccurring.** |  |
| **Is it likely that the public / media will become interested in the Incident? If so, what plans have been made to respond to any media stories?** |  |
| **Provide details of any anticipated next steps.** |  |
| **Provide any additional information that is not provided above which is of relevance to the Serious Incident being reported.** |  |
| **[Full name of PCC[[5]](#footnote-5)]****Charity registration number: [ ] (or state if it is an excepted charity)****Charity’s address: [ ]** |
| **Serious Incident 1[[6]](#footnote-6)** |
| **Nature of the Incident[[7]](#footnote-7)**  |  |
| **Who in the trustee body is aware of the Incident?** |  |
| **Details of the Incident:****What happened?****When and how did it happen?** **When and how did the charity first become aware of it?****Is it an isolated incident, or part of a series of incidents? If part of a series, provide full details.**  |  |
| **If the incident is historic, is there any on-going risk of harm? If so:*** **describe what this risk is and who may be at risk; and**
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* **Are any changes to existing policies and procedures required to reduce the chances of similar incidents reoccurring? If so – explain and if not, also explain.**

**Explain any lessons learned and steps being taken by the charity to reduce the chances of similar incidents reoccurring.** |  |
| **Is it likely that the public / media will become interested in the Incident? If so, what plans have been made to respond to any media stories?** |  |
| **Provide details of any anticipated next steps.** |  |
| **Provide any additional information that is not provided above which is of relevance to the Serious Incident being reported.** |  |

1. As listed on the Charity Commission’s website. [↑](#footnote-ref-1)
2. Summarise incident in one sentence – e.g. allegation that a child was abused (single incident) during a Church-run activity by a volunteer helping at that activity. [↑](#footnote-ref-2)
3. Cut and paste for as many Serious Incidents as require reporting for this charity. [↑](#footnote-ref-3)
4. Summarise incident in one sentence – e.g. allegation that a child was abused (single incident) during a Church-run activity by a volunteer helping at that activity. [↑](#footnote-ref-4)
5. As listed on the Charity Commission’s website (if registered). [↑](#footnote-ref-5)
6. Cut and paste for as many Serious Incidents as require reporting for this charity. Then cut and paste with heading for each PCC in the Diocese for which safeguarding Serious Incident Reports are being made. [↑](#footnote-ref-6)
7. Summarise incident in one sentence – e.g. allegation that a child was abused (single incident) during a Church-run activity by a volunteer helping at that activity. [↑](#footnote-ref-7)