



Reporting of Serious Incidents to the Charity Commission¹

1. Background

- 1.1 The Network Elders 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 these Resolutions.
- 1.2 The Network Elders separate Serious Incidents into two types: safeguarding Serious Incidents and all other Serious Incidents. Safeguarding Serious Incidents are reported in a different way from how all other Serious Incidents are reported and so there are separate delegations for reporting safeguarding and non-safeguarding Serious Incidents.
- 1.3 If a safeguarding incident occurs, the Network Elders and the Safeguarding Coordinator will seek advice from Thirtyone:eight and may then inform the Charity Commission and the National Safeguarding Team, if appropriate. In addition the Anglican Mission in England (AMiE) Safeguarding Trustee must also be informed using the process outlined in Annex 1.
- 1.4 Where a non-safeguarding incident is identified, a Network Elder will notify the Police (if you suspect a crime has been committed) and the Charity Commission should be informed immediately. The Network Elders are responsible for taking such immediate steps or actions as may be required to secure and protect the Church's property, assets and reputation, in accordance with any internal policies or procedures.

2. **DELEGATION of responsibility to report SAFEGUARDING Serious Incidents to the Charity Commission.**

- 2.1 The Network Elders 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 Safeguarding Coordinator. All references to the Trustee Group in this delegation are references to this smaller group.
- 2.2 The following responsibilities are delegated to the Church's Safeguarding Coordinator:
 - Responsibility for contacting Thirtyone:eight, if they consider a safeguarding Serious Incident may have occurred;
 - Responsibility for liaising with the Thirtyone:eight and reporting back to the Small Group on the management and reporting of the safeguarding Serious Incident and for contacting the AMiE Safeguarding Trustee both verbally and in writing.
 - If the Thirtyone:eight consider that the incident does NOT need to be reported to the Charity Commission, and give details of why this is the case, this would go for agreement by the Network elders;

¹ The Christ Church Network is the operating name of the Newland Christian Trust: a Christian charity (1101648) and Limited Company (04976143)

- Approval of a draft report for a high-risk incident (i.e. one which will be individually reported);
- Providing the Network Elders with a copy of any safeguarding Serious Incident reports submitted to the Charity Commission.

3. DELEGATION of responsibility to report all OTHER Serious Incidents to the Charity Commission.

The Network Elders in order to facilitate the confidential and timely reporting of any Serious Incidents, the responsibility for the reporting of Serious Incidents is within the network Eldership.

- 3.1 The Network Elders are responsible for deciding whether the incident is sufficiently serious to require reporting to the Charity Commission. If a decision was taken that an incident does NOT need to be reported to the Charity Commission, the reasons for this decision should be agreed by the Network Eldership and recorded in writing.
- 3.2 The Network Elders are responsible for preparing and submitting the Serious Incident Report to the Charity Commission. Where the report relates to a high-risk incident, the draft report should be approved by the Network Eldership.

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Annex 1

The AMiE Safeguarding Trustee must be informed if there has been a serious safeguarding incident.

A serious incident for reporting to AMiE is any incident meeting any of the following criteria:

- Any allegation made against an ordained or non-ordained member of the church's leadership team.
- Any allegation which has been or could potentially be reported or inferred in the media (including local press, Christian press or social media, blogs and vlogs) referencing the name of the church.
- Any allegation of an incident or incidents which took place on church premises or within the context of the church's ministry activities (including weekends away, small groups, youth work).

Mechanism for reporting to AMiE:

- Call to AMiE Safeguarding Trustee within 24 hours of the church's safeguarding officer becoming aware.
- Follow up with a brief written report (within 48 hours of reporting to the AMiE Safeguarding Trustee) to the AMiE Safeguarding Trustee, noting the key points and the decision process for any actions for the church and AMiE.

Actions to be taken by the AMiE Safeguarding Trustee:

- Hear the oral report from the church's safeguarding officer.
- Be satisfied that the church's safeguarding officer has taken appropriate action and decisions on reporting to thirtyone:eight and Serious Incident Report (SIR) to the Charity Commission.
- Make a decision as to whether any action is required at an AMiE level, which might include:
 - Notifying the AMiE board.
 - Consideration of an SIR report to the Charity Commission.

Email: Safeguarding@anglicanmissioninengland.org