## **Serious Incident Reporting Flow Chart**

PSO is informed of an allegation relating to safeguarding PSO informs Diocesan Safeguarding Advisor (DSA) within 24 hours DSA informs any statutory agencies, including the police, if required and convenes a Core Group PSO takes such steps as directed by the DSA in order to ensure any safeguarding risks are managed If the DSA advises that the incident is a Serious Incident and needs to be reported to the Charity Commission, the PSO informs all trustees (or those trustees who may be informed). If the PCC trustees have not passed a Safeguarding Serious Incident Reporting Delegation Resolution to enable the DSA to report the incident to the Charity Commission on behalf of the PCC trustees, this should be passed and a copy provided to the DSA. DSA reports safeguarding Serious Incident to the Charity Commission in accordance with the terms of the delegation and provides a copy of the report to the PSO.