**Safeguarding concern or allegation** reported by Parish Safeguarding Coordinator to DSA within 24 hours

(Model Parish Recording Template / checklist to be used

**Core Group** process is followed alongside this reporting

Is this a **Serious Safeguarding Incident?**“an adverse event, whether actual or alleged, which results in or risks significant harm to the charity’s beneficiaries, employees, office holders, volunteers or to others who come into contact with the charity through its work. This includes where there are allegations or incidents of abuse of or risks to beneficiaries or others connected with the charity’s activities.”

Yes

**Individual** Charity Commission template to be completed by DSA and agreed by Diocesan Secretary

Diocesan Secretary submits to Charities Commission (Copies sent to: PCC Safeguarding Coordinator & NST)

Safeguarding Team record on case management system

All correspondence and follow up correspondence is retained by Diocesan Secretary and recorded on case management system

No need to report to Charity Commission

No

Diocesan Secretary reports to BDC

Safeguarding Team record on case management system

Reason recorded and PCC advised

If PCC feel decision is incorrect they may suspend delegation and report direct to Charity Commission