



The Friends of All Saints' Church, Shillington

Registered Charity Number 1060329

Serious Incident Reporting Policy and Procedures

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Introduction

The Charity Commission (CC) requires charities to report serious incidents. If a serious incident takes place within your charity, it is important that there is prompt, full and frank disclosure to the Commission. You need to report what happened and, importantly, let the Commission know how you are dealing with it, even if you have also reported it to the police, donors or another regulator.

What is a serious incident?

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- harm to your charity's beneficiaries, volunteers or others who come into contact with your charity through its activities,
- loss of your charity's money or assets,
- damage to your charity's property,
- harm to your charity's work or reputation,

Policy

The Friends of All Saints' Church, Shillington (The Friends) policy is to strictly adhere to the procedures set out by the Charity Commission, which is available via the link shown under **Further Information** below.

Specifically, it is the policy of the Trustees of the Friends to report to the CC any incident(s) falling within the categories listed below: -

- protecting people and safeguarding incidents – incidents that have resulted in or risk significant harm to beneficiaries and other people who come into contact with the charity through its work
- financial crimes – fraud, theft, cyber-crime and money laundering
- large donations from an unknown or unverifiable source, or suspicious financial activity using the charity's funds
- other significant financial loss
- links to terrorism or extremism, including 'proscribed' (or banned) organisations, individuals subject to an asset freeze, or kidnapping of staff
- other significant incidents, such as – insolvency, forced withdrawal of banking services without an alternative, significant data breaches/losses or incidents involving partners that materially affect the charity

The Friends policy is to work with the CC on any such incidents and take their guidance and instruction on how to proceed.

Procedures

Should any Trustee of the Friends become aware of any serious incidents falling within the scope of the matters raised above, or should anybody make them aware of any such incidents, they should take the following actions: -

1. In the case of any emergency situation(s) the relevant emergency services should be contacted immediately
2. A written report of the incident should be made containing all relevant information, including
 - The date and time of the incident(s)
 - The location(s)
 - The parties involved
 - What action(s) has been taken
 - The result of any action(s) taken
3. The report should be given/sent to the Chair of the Friends at the earliest possible opportunity
4. The Chair will decide whether any additional action(s) is required
5. An emergency Trustees' Committee meeting will be convened where the incident and responses will be discussed
6. The Chair will oversee a process of reporting the incident to the CC according to the procedure laid down in the CC guidance referred to in **Further Information** below.

Further information

Comprehensive information about what to report, how to report it and the consequences of action/inaction is available here: - <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>

Links to other policies

This policy is linked to the Friends' Safeguarding, Complaints, Bullying and Harassment, Conflict of Interest and Social Media Policies.

Policy review

This Policy was agreed by the Committee of the Friends on 18 September 2024. It will be reviewed if any matters come to light requiring a change and/or triennially.

Date of review	Note of charges	Signed by the Chair
18.09.2024	First iteration	
30.09.2027		
20.09.2030		