

Serious Incident Reporting Policy

Introduction

This policy explains the responsibility of the Friends of Downview Primary School (a registered charity) to report any serious incidents to the Charity Commission.

It is reviewed annually prior to our AGM.

What is a serious incident?

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

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

For the purposes of this guidance, "significant" means significant in the context of the charity, taking account of its operations, finances and/or reputation.

Who should report?

The responsibility for reporting serious incidents rests with the charity's trustees. All trustees bear ultimate responsibility for ensuring the charity makes a report and does so in a timely manner.

When to report?

An actual or alleged incident should be reported promptly. This means as soon as is reasonably possible after it happens, or immediately after the charity becomes aware of it.

What to report?

The main categories of reportable incident are:

- 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

It is the responsibility of the charity trustees to decide whether an incident is significant and should be reported.

How to report?

If something does go wrong, immediate action should be taken to:

- prevent or minimise any further harm, loss or damage
- report it to the Charity Commission as a serious incident
- report it to the police (and/or other relevant agencies) if you suspect a crime has been committed, and to any other regulators the charity is accountable to
- plan what to say to your volunteers, members, the public, the media and other stakeholders, such as funders
- review what happened and prevent it from happening again – this may include reviewing internal controls and procedures, internal or external investigation and/or seeking appropriate help from professional advisers

The report should include what happened and explain how it's being dealt with, even if the incident has already been reported to the police or another regulator.

Full details of what and how to report can be found on the Charity Commissions website: <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>