

Tavy District u3a

Serious Incident Reporting Policy

Purpose

The Charity Commission requires charities to report serious incidents. This policy is an aid to identifying what constitutes a serious incident and how to report it.

Definition of serious incidents

A serious incident is an adverse event which results in or risks significant

- Harm to our members or to those who come in contact with the charity,
- Loss of the charity's money or assets,
- Damage to the charity's property,
- Harm to the charity's work or reputation.

"Significant" should be judged in the context of the scale and particular circumstances of the charity.

Policy

It is the trustees' responsibility to report any incidents of this sort and to satisfy the Charity Commission that they have taken steps to limit the immediate impact of the incident and, where possible, to prevent it happening again. An incident will be reported as soon as reasonably practicable after it happens or after we become aware of it.

The main categories of reportable incident are

- Safeguarding incidents,
- Financial crimes,

- Suspicious financial activities involving the charity's funds,
- Other significant financial loss,
- Links to terrorism or extremism,
- Other significant incidents such as insolvency or data breaches.

Guidance on whether or not an incident is sufficiently serious to report is available at https://assets.publishing.service.gov.uk/media/5bd706d9ed915d789dcd63ef/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf.

Detailed guidance on making the judgement as to whether an incident is reportable and guidance on what and how to report is available at <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>.

If a serious incident is identified, the following immediate action should be taken

- Prevent or minimise further harm, loss or damage,
- Report it to the Charity Commission,
- Report it to the police if it is suspected a crime has been committed and to any other regulators we are accountable to,
- Plan what to say to our members and the general public, including the media,
- Review what happened with a view to preventing it happening again.

