



Serious incidents policy

If a serious incident takes place the trustees are required to report this to the Charity Commission. This disclosure will be made promptly, frankly and in full and the Commission will be advised how trustees are dealing with this, even if reported to police, donors or other regulators.

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

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

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 trustees that materially affect the charity

It is the responsibility of the charity trustees to decide whether an incident is significant and should be reported. Disclosure of incidents will be made as soon as reasonably practicable by the Secretary after discussion and with agreement of the trustees who are collectively responsible. An urgent trustees meeting will be convened. Further information can be obtained directly or from the Charity Commission website.

<https://www.gov.uk/government/organisations/charity-commission>. In some incidents it may be advisable to seek advice from a relevant professional adviser to assist in arriving at a decision.