



Healthy Abingdon

Reporting Serious Incidents

Introduction

It is the responsibility trustees to report serious incidents to the Charity Commission as soon as possible. They must also report the incident to other organisations where appropriate. Dependent on nature of the incident, these organisations may be the police, the Fraud Office, the local authority, Information Commissioners Office, etc.

A serious incident...

...is an adverse event, whether actual or alleged, which results in or risks

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

All trustees shall be alert to the occurrence of serious incidents and should report these to the Chair as soon as possible so that the immediate actions below can be taken. If there is any doubt whether the incident should be classified as serious, the Chair will take advice from the Charity Commission. If it is decided that the incident is not severe enough to be classed as serious, the relevant actions below should still be taken apart from reporting to the Charity Commission.

Immediate Action

As soon as trustees become aware of a serious incident, they should take immediate action to

- prevent or minimise any further harm, loss or damage
- report it to the 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 staff, volunteers, members, the public, the media and other stakeholders, such as funders
- review what happened and take steps to prevent it from happening again

How to report

Use the online form:

<https://ccforms.charitycommission.gov.uk/report-a-serious-incident> .

This form prompts you to provide all the information that must be provided.

Further information

Full details of how to respond to and report serious incidents can be found hear

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity> .

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