



Charitable Incorporated Organisation - Registered Charity Number: 1157787

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SERIOUS INCIDENT REPORTING POLICY

1. Serious Incident Reporting

The Charity Commission requires charities to report serious incidents. If a serious incident takes place within Market Harborough and The Bowdens Charity a prompt, full and frank disclosure to the Commission will be made.

2. What is a serious incident?

Per the Charity Commission guidance, a serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- 2.1 harm to a charity's beneficiaries, staff, volunteers or others who come into contact with a charity through its work
- 2.2 loss of a charity's money or assets
- 2.3 damage to a charity's property
- 2.4 harm to a charity's work or reputation
- 2.5 "significant" means significant in the context of the charity, taking account of its staff, operations, finances and/or reputation and needs to be decided by the Trustees.

3 Making a Report

Guidance on making a report provided by the Commission: [How to report a serious incident in your charity - GOV.UK](#)

The responsibility for reporting serious incidents rests with the Charity's Trustees although in practice the Charity Secretary will make the report and record it in the Charity's Serious Incident Log. All Trustees are responsible for ensuring that a report is made in a timely manner, which means as soon as is reasonably possible after the Charity becomes aware of it.

The report is usually made using the online form: [Reporting or Updating a Serious incident](#) on the Charity Commission website.

A report should contain:

- what happened
- what steps have been taken to limit the impact
- what action is necessary to try to prevent it from happening again

The Trustees will make a report to The Charity Commission even if it has also been reported to the police, beneficiaries or other regulatory authorities.

The Trustees will consider any response from the Charity Commission and implement an action plan as necessary.

If a reportable incident involves actual or alleged criminal activity the Trustees will also report it to relevant agencies.

If a member of staff becomes aware of a serious incident, they should report it to the Charity Secretary or the Chair, or any other Trustee as appropriate. If they feel that a serious wrongdoing has not been dealt with adequately, they should make a report directly to the Charity Commission.

Trustees should make themselves aware of the types of serious incidents that are given in the Charity Commission guidance.