

The Cultural Partnership: more arts.

Charitable Incorporated Organisation No.1154785

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| P&P No: | P&P/ma017 |
| P&P TITLE: | SERIOUS INCIDENT REPORTING |
| APPLICABLE TO: | Trustees |
| BACKGROUND: | The Charity Commission requires charities to report serious incidents. If a serious incident takes place within the charity, it is important that there is prompt, full and frank disclosure to the Commission. We need to report what happened and, importantly, let the Commission know how we are dealing with it, even if we have also reported it to the police, donors or another regulator. |
| P&P DETAIL: | What is a serious incident?A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:* harm to your charity’s beneficiaries, staff, volunteers or others who come into contact with your charity through its work (who are collectively referred to throughout this guidance as people who come into contact with your charity through its work)
* loss of your charity’s money or assets
* damage to your charity’s property
* harm to your charity’s work or reputation

For the purposes of this guidance, “significant” means significant in the context of your charity, taking account of its staff, 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 their charity makes a report and does so in a timely manner.For full guidance, Trustees should read this page at The Charity Commission:<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity> |
| TRAINING: | All Trustees will be provided with a copy of this policy during induction. |
| REVIEW DATE: | As appropriate. |
| DATE P&P CREATED/UPDATED: | 4th November, 2023 |
| DATE APPROVED BY TRUSTEES: |   |