



yelabus

Serious Incident Report Policy

Background

There is a legal duty to report a Serious Incident (SI) to the Charity Commission (CC) who are responsible for oversight of all Charities. This is required so that the CC can provide appropriate guidance whilst maintaining the reputation of the charitable sector.

Serious Incident

A Serious Incident occurs when an event leads to either significant financial loss or reputational loss and encompasses harm to the charity's beneficiaries, staff and volunteers, loss of money or assets, damage to the charity's property or harm to our work and reputation. "Significant" is in the context of the charity, so an annual trading loss is an expected event, suffering fraud and losing some thousands of pounds would be unexpected and therefore reportable.

Duty to Report

It is the duty of the Trustees to report an SI and it is recommended to work through the guidance at

[RSI guidance what to do if something goes wrong Examples table deciding what to report_091225.docx.odt](#)

Most importantly the report must conclude with the actions being undertaken to restore the pre-SI position and to prevent repetition of the incident.

When to report .

Promptly – as soon as the Charity has become aware of it.

How to report

[About the report serious incident](#)

This is a form on CC website which should assist in completion.

Declaration

If an SI Report is made this must be disclosed in the Annual Accounts together with the outcome, the item needs to be mentioned until CC has confirmed closed which also needs to be reported.

Guidance

[How to report a serious incident in your charity - GOV.UK](#)

There is far more detail on the subject including details on how to establish if an incident is significant and therefore reportable, the data protection guidance and other aspects which only become relevant if an incident has happened.

Practical Requirement

The Chair and Secretary should read the guidance document at least every two years to ensure that they are aware of the detail behind the above principles and are conscious of what might be needed should an SI happen.

Chair K.R. Whitham Date 10/3/26