

Serious Incident Policy (including serious accidents) Bricklehampton, Elmley Castle and Netherton Village Community Hall

Document date: 1/8/25

Purpose

This policy provides the Bricklehampton, Elmley Castle and Netherton Village Community Hall charity ("the Village Hall") with a process for addressing serious incidents.

Scope

This policy covers all activities of the Village Hall and its operations.

Background

The Charity Commission states that it is vital that charities report serious incidents to the regulator to help it better understand risks facing the sector and take appropriate action.

Reporting an incident to the Commission does not obviate our duty to also involve statutory agencies such as, for example, the police, where appropriate. Please see the Commission's own guidance on examples of incidents that do and not need reporting, which is attached to this policy (see Annex 1).

What is a Serious Incident?

The Charity Commission defines a serious incident thus:

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.

Categories of the kinds of serious incident of concern include failure to protect people, theft, fraud, sudden large financial loss and major governance issues, including failure to identify that an appointed trustee or member of staff was disqualified in law (under safeguarding legislation) from holding that position.

Reporting a serious incident

Should a serious incident come to the attention of a trustee or member of staff, the trustee should report it to the Chair of the Village Hall at the earliest opportunity. If the Chair is not available, it should instead be reported to the Secretary. The Secretary will bring the matter

to the attention of the Chair and the other trustees, by email or other means, as soon as is practicable (ie within 24 hours if possible).

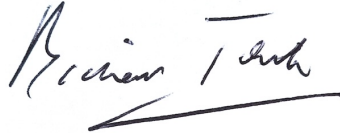
The Chair will then be responsible for reporting relevant incidents to the Charity Commission and for deciding, in consultation with the trustees, what additional action is necessary.

Policy review

This policy will be reviewed annually.

Date: 1st August 2025

Signature, Michael Taite, Chair:

A handwritten signature in black ink, appearing to read 'Michael Taite', with a long horizontal flourish extending to the right.

Date: 1/8/25

Signature, Jeanette Smith, Secretary:

Date: