



SUDLEY AREA RESIDENTS' ASSOCIATION

A charitable incorporated organisation, charity number: 1190529

SARA Hall,
Rundle Road, Aigburth,
Liverpool L17 0AQ

Tel: 0151 726 0805

Email: steven.kearney@sudley.org.uk

Web: www.sudley.org.uk

Reporting Serious Incidents Policy

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. You need to report what happened and, importantly, let the Commission know how you are dealing with it.

This policy covers all activities of the charity and its operations. It does not cover or replace the charity's obligations to report incidents to statutory authorities such as the police, health and safety executive or licensing authority that SARA may need to do from time to time in the ordinary operation of its business.

Incidents that are reported to statutory authorities can become relevant to this policy, that is 'become in scope', for example if the charity is subjected to an investigation by a statutory authority or if it deems itself to be at fault and there is potential reputational damage to the charity as a result.

What is a serious incident?

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

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

The Commission defines "significant" as significant in the context of your charity, taking account of its staff, operations, finances and/or reputation.

Policy

It is SARA's policy to report all 'serious incidents' whether actual or alleged promptly to the Commission. A specific time isn't determined but it should be done as soon as is reasonably possible after it happens, or immediately after your charity becomes aware of it.

What we will report

Incidents resulting in, or risking, significant:

- harm to people who come into contact with SARA through its work
- loss of SARA's money or assets

- damage to SARA's property
- harm to SARA's work or reputation

The main categories of reportable incident are:

- protecting people and safeguarding incidents – incidents that have resulted in or risk significant harm to beneficiaries and other people who come into contact with the charity through its work
- financial crimes – fraud, theft, cyber-crime and money laundering
- large donations from an unknown or unverifiable source, or suspicious financial activity using the charity's funds
- other significant financial loss
- links to terrorism or extremism, including 'proscribed' (or banned) organisations, individuals subject to an asset freeze, or kidnapping of staff
- other significant incidents, such as – insolvency, forced withdrawal of banking services without an alternative, significant data breaches/losses or incidents involving partners that materially affect the charity

It is the responsibility of the charity trustees to decide whether an incident is significant and should be reported. The Charity Commission provides an examples table at https://assets.publishing.service.gov.uk/media/5bd706d9ed915d789dcd63ef/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf

Who is responsible for reporting?

The responsibility for reporting serious incidents rests with SARA's trustees. All trustees bear ultimate responsibility for ensuring the charity makes a report and does so in a timely manner.

All discussions and decisions taken must be formally recorded and then minuted at the next available board meeting along with any outcomes and further action taken.

If a decision is taken not to make a report about something serious that has happened in your charity and the Commission later becomes involved, Trustees will need to be able to explain why you decided not to report it at the time.

How we will report

The trustees will delegate formal responsibility for reporting those incidents deemed to be serious incidents to either the Chairman or Secretary who will report them to the Charity Commission using the following online form <https://register-of-charities.charitycommission.gov.uk/report-a-serious-incident>

This policy was adopted by the trustees on: **07/06/2024**

This policy was last reviewed on: **06/06/2025**

The next review date is on or before: **06/06/2026**