TEMPLATE FOR INDIVIDUAL (NON-SAFEGUARDING) SERIOUS INCIDENT REPORTS

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| **Full name of the charity** |  |
| **Charity registration number** |  |
| **Charity’s address** |  |
| **Date of Report’s submission to the Charity Commission** |  |
| **Name of person submitting the Report and position in the charity (or authority on which Report is being submitted)** |  |
| **Email address of person submitting the Report** |  |
| **Name and contact details (email and telephone) of named contact for follow-up queries** |  |
| **Who in the trustee body is aware of the Incident** |  |
| **Nature of the Incident[[1]](#footnote-1)** |  |
| **Details of the Incident:**  **What happened?**  **When and how did it happen?**  **When and how did the charity first become aware of it?**  **Is it an isolated incident, or part of a series of incidents? If part of a series, provide full details.** |  |
| **Is anyone in the charity involved (trustee, office holder, employee, volunteer, beneficiary)? If so, what is their role in the charity? Are you aware of any positions they also hold in other charities?**  **Will any disciplinary action need to be taken against an individual? If so, provide details.** |  |
| **Loss:**  **What is the estimated value of the loss?**  **How much of the loss (if any) might be recoverable and, if so, what steps are being taken to recover it?**  **Are the charity’s losses covered by insurance?** |  |
| **Has the Incident been reported to the police, or to any other relevant regulator? If so, provide the name of the relevant regulator and the (e.g. crime) reference number.**  **Was there any delay in reporting the incident to the police or other relevant regulator? If so, please explain why.** |  |
| **Does the charity have internal policies and procedures that relate to the Incident?**   * **If so, have they been followed (and, if not, why not)?** * **If not, why were no policies/procedures in place and are steps being taken to adopt suitable policies?** * **Are any changes to existing policies and procedures required to reduce the chances of similar incidents reoccurring? If so – explain and if not, also explain.**   **Explain any lessons learned and steps being taken by the charity to reduce the chances of similar incidents reoccurring.** |  |
| **Is it likely that the public / media will become interested in the Incident? If so, what plans have been made to respond to any media stories?**  **Were the funds lost raised from a public appeal or received as a grant? If so, will the activity/project the funds were raised for be able to be delivered?** |  |
| **Provide details of any anticipated next steps.** |  |
| **Provide any additional information that is not provided above which is of relevance to the Serious Incident being reported.** |  |

1. E.g. fraud, theft, data protection breach etc [↑](#footnote-ref-1)