## TEMPLATE FOR INDIVIDUAL (SAFEGUARDING) SERIOUS INCIDENT REPORTS

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| **Full name of the charity** |  |
| **Charity registration number**  **(or, if the PCC is not registered, state that it is an excepted charity)** |  |
| **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.** |  |
| **Whether or not the incident is historic, is there any on-going risk of harm? If so:**   * **describe what this risk is and who may be at risk; and** * **provide details as to what steps have been taken and who has been informed to reduce any live risk of harm to beneficiaries.** |  |
| **Who in the charity is involved (trustee, office holder, employee, volunteer, beneficiary) and 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? Has the person resigned? If so, provide details.** |  |
| **Has the Incident been reported to the police, the local authority or to any other relevant regulator? If so, provide the name of the relevant regulator and the (e.g. crime) reference number.**  **If there has been any delay in reporting the incident to the police, local authority or other regulator, please provide details and explain.** |  |
| **Provide details of the charity’s internal policies and procedures that relate to the Incident:**   * **Explain how the policies and procedures were followed (and, if not, why not)?** * **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?** |  |
| **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. Summarise incident in one sentence – e.g. allegation that a child was abused (single incident) during a Church-run activity by a volunteer helping at that activity. [↑](#footnote-ref-1)