

The responsibility to report

The Charity Commission requires charity trustees to report serious incidents promptly, fully and frankly, saying how they are dealing with the incident and how they will prevent it from happening again. This applies even if the incident has been reported to the police, donors or another regulator.

Sheffield Bach Society will comply with the Charity Commission's requirements in relation to serious incident reporting via the following procedure.

In the event that a serious incident occurs, the choir will take immediate action to

- prevent or minimise any further harm, loss or damage;
- report the incident to the Commission as a serious incident, using the ['Report a serious incident' online form](#);
- report it to the police and/or other relevant agencies where appropriate;
- plan what to say to staff, volunteers, members, the public, the media and other stakeholders such as funders;
- review what happened and take steps to prevent it from happening again.

What is a serious incident?

A serious incident is 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
- loss of your charity's money or assets
- harm to your charity's work or reputation

The main categories of reportable incident are:

- Safeguarding issues - 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 issues – fraud, theft (not including small sums), cyber-crime and money laundering, large donations from an unknown or unverifiable source, or suspicious financial activity using the charity's funds, significant financial losses
- Issues relating to terrorism or extremism
- 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, losing a court case and having to pay substantial legal fees or damages out of charity funds, significant financial penalties for breaches or non-compliance imposed by HMRC, Financial Conduct Authority, HSE, ICO, Fundraising Regulator or other regulators, a trustee is disqualified in law from holding that position, the charity or a trustee or member of staff being under police or regulator investigation

It is the responsibility of the charity trustees to decide whether an incident is significant and should be reported. To help, the Commission has the following resources: [Examples table: deciding what to report](#) (ODT, 51.3 KB); [guidance on decision making](#) and [Fraud and theft information checklist](#) (ODT, 33.8 KB); [automatic disqualification rules](#)

If a reportable incident involves actual or alleged criminal activity then you must also report it to the relevant agencies, eg the police, the local authority, [Report Fraud](#), Health and Safety Executive etc

If trustees fail to report a serious incident that subsequently comes to light, the Commission may consider this to be mismanagement, for example where the trustees have failed to manage the risks properly and breached their legal duties. This may prompt regulatory action, particularly if further abuse or damage has arisen following the initial incident.