

# Reading Male Voice Choir Serious Incident Reporting Policy



Charity No 294105

## **1.0 Application**

1.1 This policy applies to Trustees of Reading Male Voice Choir (RMVC).

## **2.0 Principles**

2.1 In carrying out its functions RMVC is committed to recognising and reporting serious incidents to the Charity Commission.

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

- harm to RMVC's beneficiaries or others who come into contact with our charity through its work (who are collectively referred to throughout this policy as people who come into contact with your charity through its work)
- loss of our charity's money or assets
- damage to our charity's property
- harm to our charity's work or reputation

## **3.0. Our responsibilities**

3.1 If it is believed that a serious incident has occurred an investigation will be carried out by a group of Trustees, led by the Chairman, to establish whether the incident is indeed serious and should be reported to the Charity Commission.

3.2 It is the responsibility of the Chairman to report any serious incident to the Charity Commission; however, all trustees bear ultimate responsibility for ensuring our charity makes a report, and does so in a timely manner.

3.3 Serious incidents, actual or alleged, will be reported promptly. By this we mean as soon as is reasonably possible after it happens, or immediately after our charity becomes aware of it.

## **4.0. Charity Commission Role**

4.1 When a serious incident becomes evident, it is the Commission's role to ensure that trustees comply with their legal duties and that the charity manages the incident responsibly. This means the Commission will be looking for assurance that our charity has taken steps to limit the immediate impact of the incident and, where possible, prevent it from happening again.

Most problems can be resolved by trustees themselves, in some cases with timely advice from professional advisers. Sometimes the Commission needs to use its powers to protect a charity. Taking action quickly will help protect our charity from further harm. Reporting also means the Commission can identify whether other charities might be affected, and can give better advice to all charities to help them protect themselves.

## **5.0. Examples of Serious Incidents that should be reported**

*5.1 The following section is an extract from the Charity Commission guidance*

- *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*

## **6.0. Review**

6.1 We recognise that it is important for us to regularly review this policy to ensure that it reflects up to date equality legislation and best practice.

6.2 A review of this Policy will be carried out on an annual basis.

END