

## **SKIDBY VILLAGE HALL & INSTITUTE SERIOUS INCIDENT REPORTING POLICY**

### **Introduction**

This policy explains:

- What a serious incident is
- What to do if one happens
- Who must be told
- How incidents are recorded and reported

Its aim is to keep people safe, protect the Village Hall and make sure the trustees meet their legal duties as a charity.

### **Who this policy applies to**

This policy applies to:

- Trustees and management committee members
- Volunteers and staff
- Contractors
- Hirers and users of the Village Hall (where relevant)

It covers incidents that happen:

- In the Village Hall or its grounds
- During activities run or managed by the Village Hall
- As part of running, managing or governing the charity

### **What is a serious incident?**

A serious incident is something that has caused, or could cause, serious harm to:

- A person
- The Village Hall building or equipment
- The charity's money
- The charity's reputation or ability to operate

### **Examples of serious incidents include:**

- Death or serious injury
- Safeguarding concerns involving children or vulnerable adults
- Allegations of abuse, bullying, harassment, or discrimination

- Fire, flood, or major damage to the building
- Serious accidents requiring emergency services
- Theft, fraud, or major financial loss
- Loss or serious misuse of personal data
- Any incident that needs to be reported to the police, local authority, or another regulator

If in doubt, treat it as serious and report it.

### **What to do immediately**

If a serious incident happens:

1. Make sure everyone is safe first
2. Call emergency services if needed
3. Give first aid if trained and safe to do so
4. Make the area safe to prevent further harm
5. Do not put yourself or others at risk

### **Reporting the incident**

- All serious incidents must be reported as soon as possible to the Chair of Trustees or another named trustee.
- If the incident involves the Chair, report it to the Vice Chair or another trustee.
- An Incident Report Form should be completed as soon as possible, ideally within 24 hours.

No one will be criticised for reporting a genuine concern.

### **Recording and investigation**

- All serious incidents will be recorded and kept securely.
- The trustees will review the incident promptly.
- They may carry out an investigation to understand what happened and why.
- Information will be kept confidential and handled in line with data protection laws.

### **Reporting to the Charity Commission and others**

As a registered charity in England, the trustees must report serious incidents to the **Charity Commission** when required. The trustees may also need to report incidents to:

- The police
- Local Authority or safeguarding teams

- The charity's insurer
- The Health and Safety Executive

The trustees are responsible for deciding what external reporting is required and for making those reports.

### **Supporting people involved**

The Village Hall will:

- Treat everyone involved with care and respect
- Take safeguarding seriously
- Offer support or guidance where appropriate
- Make sure no one is treated unfairly for raising a concern

### **Learning from incidents**

After a serious incident, the trustees will:

- Review what happened
- Identify lessons learned
- Take action to reduce the risk of it happening again
- Update policies, procedures or training if needed

### **Reviewing this policy**

This policy will be reviewed:

- Every year
- After a serious incident
- If charity guidance or the law changes