



Friends of Bangor Garth Pier Serious Incident Reporting Policy

Introduction

As a charity, the Friends of Bangor Garth Pier are expected to report serious incidents as soon as we are aware of them. Failure to do so could result in further investigation and punitive sanctions from the Charity Commission.

Reporting a serious incident demonstrates that we have identified a risk to our work, beneficiaries or reputation, and that we are taking appropriate action to manage it.

1. The purpose and scope of this policy statement

1.1 This policy outlines our approach to identifying, investigating and reporting serious incidents to the Charity Commission.

1.2 It explains what is meant by a serious incident and when and how we will report to the Charity Commission.

1.3 This policy applies to anyone carrying out work on behalf of the FBGP, including the Board of Trustees, volunteers etc.

1.4 Charity Law requires trustees to complete a declaration about whether any serious incidents have taken place as part of the Annual Return.

1.5 The Charity Commission also requires us to report to them all serious incidents of high risk as soon as possible.

2. What are the Friends of Bangor Garth Pier expected to report?

2.1 A 'serious incident' is an incident which has resulted or could result in a significant loss of funds or a significant harm to our work, beneficiaries or reputation.

2.2 Incidents which are considered to be serious include, but are not limited to, the following:

- Fraud, theft or other significant loss;
- Any actual or suspected criminal activity within or involving the FBGP;

V L Hawkins July 2023

Approved by Board of Trustees July 2023

Date for review: July 2025

The Friends of Bangor Garth Pier registered charity number:1198201

- A large donation from an unknown or unverified source;
- Links to terrorism or to any organisation that's 'proscribed' due to terrorist activity;
- A disqualified person acting as a trustee;
- Not having 'vetting' procedures in place to check the suitability of prospective volunteers;
- Where our actions are called into question due to acting outside our statutory remit or inappropriate use of funds; or
- Other significant non-compliance, breaches of trust or abuse that otherwise impact significantly on public trust and confidence in the FBGP and charities generally.

2.3 In addition to the list of 'serious incidents', we are also expected to report an incident if:

- The incident is also reported to the police or other statutory agencies (unless it is a technical or minor issue that poses little or no risk);
- The FBGP, or volunteers in connection with their role within the FBGP, are the subject of a police or other statutory agency investigation;
- If decided that the incident presents a serious or significant risk to the FBGP, or beneficiaries, reputation or assets;
- The internal risk assessment of the incident concludes that we should act to avoid a serious or significant risk to the charity, our beneficiaries, reputation, services or assets; or
- Our professional advisers have advised us to notify the Charity Commission of the incident.

2.4 The Charity Commission guidance on what to report is available [here](#) and examples of what to report are [here](#).

2.5 Appendix A details the process to report a serious incident.

3. Roles and responsibilities

3.1 Anyone carrying out work on behalf of the FBGP, including the Board of Trustees or volunteers are required to identify and report any serious incidents which occur, and act to minimise risk where appropriate. The action required is detailed in Appendix A point 1.

3.2 The Chair of Board of Trustees is responsible for providing assurance that appropriate mitigating action has been taken and oversee that all relevant incidents are reported to the Charity Commission immediately and in the annual declaration form.

3.3 The Chair of the Board of Trustees is responsible for ensuring that action has been taken to minimise ongoing risk and to carry out Appendix A.

4. Compliance

If the FBGP fails to report a serious incident, the Charity Commission may interpret non-disclosure as mismanagement and may take regulatory action.

5. Transparency

The Chair will report any Charity Commission Serious Incident Reports at each meeting of the Board of Trustees or sooner if deemed appropriate.

V L Hawkins July 2023

Approved by Board of Trustees July 2023

Date for review: July 2025

Appendix A: How to report a serious incident

1. When a volunteer or Trustee has identified or been notified of a serious incident, they must immediately report it immediately to the Chair of Trustees.
 2. The Chair is responsible for the immediate action taken to minimise any ongoing risk which may require delegation and may include:
 - Prevent or minimise any further harm, loss or damage in line with the applicable FBGP policies
 - Report it to the police (and/or other relevant agencies) if you suspect a crime has been committed, and to any other regulators the charity is accountable to
 - Plan what to say to volunteers, members, the public, the media and other stakeholders, such as funders.
 3. The Chair will immediately review the incident to determine if it is potentially serious.
 4. If deemed serious, the Chair will inform the following The Board of Trustees and create a Serious Incident Group of three Trustees.
If the Chair is the subject to the serious incident, then this will be delegated to the Vice Chair, or other appropriate nominee.
 5. Should the Group agree that the incident needs to be reported to the Charity Commission, the Chair will be asked to coordinate the drafting of a report, using the Charity Commission's detailed guidance on reporting serious incidents to identify what must be included (1).
 6. The report will be submitted to the Serious Incident Group for approval, within two working days (where possible) of the decision to report being made.
 7. The report will be approved either by the Chair of the Board of Trustees within one further working day (where possible) and submitted to the Charity Commission by the Chair or their nominee via the online form (2).
 8. The Serious Incident Group will also ensure that the insurers are informed.
 9. The Board of Trustees will be informed as detailed in section 5 and all serious incidents will be recorded in the Serious Incident Log.
 10. At each meeting of the Board of Trustees, The Chair or nominee will report on any Charity Commission Serious Incident reports, including the actions taken to mitigate ongoing risks or recurrence.
1. (1) <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>
 2. (2) <https://ccforms.charitycommission.gov.uk/report-a-serious-incident>