

Kingswood Sports CIO Serious Incident Reporting Policy and Procedures

Policy Number: KS-SIR-01

Effective Date: September 2024

Review Date: September 2025

Approved by: Board of Trustees

Version: 1.0

1. Purpose

This policy outlines the procedures for reporting serious incidents at Kingswood Sports CIO. Ensuring that serious incidents are reported and managed effectively is crucial for maintaining the charity's safety, integrity, and reputation. This policy also ensures compliance with the Charity Commission's requirements.

2. Scope

This policy applies to all trustees, employees, volunteers, beneficiaries, and any other stakeholders involved with Kingswood Sports CIO.

3. Definitions

Serious Incident: An adverse event, whether actual or alleged, which results in or risks significant harm to the Charity's beneficiaries, staff, volunteers, assets, or reputation. This includes, but is not limited to:

- Fraud, theft, or financial mismanagement.
- Significant harm or abuse of a beneficiary or staff member.
- Serious criminal activity.
- Significant data breaches.
- Significant loss of funds or assets.
- Any event that might lead to serious reputational damage.

4. Policy Statement

- Kingswood Sports CIO is committed to promptly and effectively reporting and managing serious incidents.
- All incidents must be reported promptly to ensure appropriate actions are taken to mitigate harm and prevent recurrence.
- The Charity will comply with all legal and regulatory requirements for reporting serious incidents.

5. Responsibilities

Trustees:

- Ensure that all serious incidents are reported to the Charity Commission by regulatory requirements.
- Oversee the implementation and review of this policy.

Employees and Volunteers:

- Report any serious incidents immediately to their line manager or the designated serious incident officer.
- Cooperate fully with any investigations and subsequent actions.

Designated Serious Incident Officer:

- Coordinate the investigation and reporting of serious incidents.
- Ensure that all relevant documentation is completed and submitted to the Charity Commission.
- Maintain records of all serious incidents and actions taken.

6. Reporting Procedure**1. Identification:**

- Any individual aware of a serious incident must report it immediately to their line manager or the designated serious incident officer.

2. Initial Report:

- The initial report should include:
 - Description of the incident.
 - Date and time of the incident.
 - Names of individuals involved.
 - Any immediate actions are taken.

3. Investigation:

- The designated serious incident officer will conduct a preliminary investigation to gather all relevant information.
- The scope and scale of the investigation will depend on the nature of the incident.
- The investigation should be thorough, impartial, and documented.

4. Internal Reporting:

- The designated serious incident officer will report the findings to the Board of Trustees.
- Recommendations for further actions, if necessary, will be made.

5. External Reporting:

- The Board of Trustees will determine if the incident meets the criteria for reporting to the Charity Commission.

- If required, the designated serious incident officer will complete and submit the Serious Incident Report form to the Charity Commission within the stipulated timeframe.

6. Action and Follow-up:

- Based on the findings, appropriate actions will be taken to mitigate harm and prevent recurrence.
- This may include policy changes, training, disciplinary action, or other corrective measures.
- Follow-up reports will be made to the Charity Commission as required.

7. Confidentiality

- All reports and investigations will be handled with the utmost confidentiality.
- Information will only be shared with individuals needing the knowledge to manage the incident effectively.

8. Monitoring and Review

- This policy will be reviewed annually by the Board of Trustees.
- The review process will consider feedback from staff, volunteers, and beneficiaries.
- The effectiveness of the policy will be monitored through the outcomes of serious incident reports and investigations.

9. Contact Information

For any queries or to report a serious incident, please contact:

Designated Serious Incident Officer:

Shane Davy
shane.davy@kingswoodsports.co.uk

Chair of the Board of Trustees:

Sarah Weichardt
sarah.weichardt@kingswoodsports.co.uk

Approved by:

Sarah Weichardt
Chair of the Board of Trustees
Kingswood Sports CIO

This policy is designed to ensure that serious incidents are reported and managed effectively, maintaining the integrity and reputation of Kingswood Sports CIO and ensuring the safety and well-being of all associated with the Charity.