



Cirencester Choral Society Serious Incidents Policy

This policy sets out how Cirencester Choral Society (CCS) will identify, respond to, and report serious incidents. As Trustees and Committee members, we have a duty to report serious incidents to the Charity Commission promptly and to ensure appropriate steps are taken to protect our members and professionals, our assets and funds, and our reputation as a charity. Reporting a serious incident demonstrates responsible governance.

This policy applies to Trustees and Committee members, professionals, CCS members and anyone acting on behalf of the CCS.

What Is a Serious Incident?

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

- Harm to people who come into contact with the CCS
- Loss or misuse of funds
- Damage to property
- Harm to the reputation of the CCS
- Criminal activity

For a charity like CCS, examples may include safeguarding concerns; fraud, theft, or financial mismanagement; loss of significant charity funds; serious conflict of interest affecting Trustee decisions; data breaches involving sensitive personal data; police investigation connected to CCS; death or serious injury of a member, beneficiary or professional during CCS activities.

Immediate Action

When a serious incident occurs:

1. **Protect people first** – ensure anyone at risk is safe.
2. **Contact emergency services** if necessary.
3. **Secure evidence and records.**
4. **Inform the Committee Chair immediately** (or another Trustee if the Chair is involved).

Reporting to the Charity Commission

The Trustees are responsible for reporting serious incidents to the Charity Commission promptly via the Commission's online reporting system. The report should explain what happened; when it happened; who was involved; immediate action taken and proposed future steps to prevent recurrence. Where appropriate, Trustees will also report to the police, local authority safeguarding teams, the Information Commissioner's Office (ICO), or insurance providers.

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