



Bagshot Playing Fields Association

Serious Incident Reporting Policy & Procedures

The BPFA Pavilion,
College Ride,
Bagshot,
Surrey. GU19 5ET

1. Purpose

This policy sets out how serious incidents must be identified, reported and managed to ensure the safety of beneficiaries, volunteers, and the reputation of the charity.

2. Definition of a Serious Incident

A serious incident is an adverse event, act or omission that results in, or risks:

- Harm to a beneficiary, volunteer, or member of the public;
- Significant loss of funds or assets;
- Criminal activity;
- Safeguarding concerns;
- Serious reputational damage; or
- Regulatory breach/

3. Immediate Actions

If a serious incident occurs or is suspected then:

- Ensure anyone affected is safe;
- Notify the Chairman or Trustees immediately;
- Preserve evidence and information; and
- Do not make public statements without authorisation.

4. Internal Reporting

All incidents must be reported **as soon as possible** to:

- The Chairman.

A basic written report should include:

- What happened;
- When and where;
- Who was involved; and
- What Immediate actions were taken.

5. Reporting to External Authorities

The Chairman will assess whether the incident must be reported to:

- The Charity Commission; and
- Police, safeguarding authorities, or relevant bodies.

Where required, the Charity Commission will be notified **within 24 hours of awareness** or as soon as reasonably possible.

6. Record Keeping

The charity will keep a confidential incident log, including:

- Date reported;
- Summary of incident;
- Actions taken; and
- The outcome.

7. Review

All serious incidents will be reviewed by the Chairman to:

- Identify learning;
- Reduce risk of recurrence; and
- Report in annual governance reviews.

8. Responsibility

The Trustees retain accountability for incident responses and compliance with Charity Commission guidance.

9. Document Control

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