



## **TAVISTOCK SWIMMING CLUB**

### **Established 1990**

#### SERIOUS INCIDENT REPORTING POLICY AND PROCEDURES

##### Meaning of “serious incident”

1. A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:
  - 1.1. harm to TSC’s members, including its swimmers, staff and volunteers;
  - 1.2. loss of its money or assets
  - 1.3. damage to its property
  - 1.4. harm to its work or reputation

“Significant” means significant in the context of TSC, taking account of its staff, operations, finances and/or reputation.

2. The main categories of reportable incidents are:
  - 2.1. protecting people and safeguarding incidents – incidents that have resulted in or risk significant harm to TSC members;
  - 2.2. financial crimes – fraud, theft, cyber-crime and money laundering
  - 2.3. large donations from an unknown or unverifiable source, or suspicious financial activity using the charity’s funds
  - 2.4. other significant financial loss
  - 2.5. links to terrorism or extremism, including ‘proscribed’ (or banned) organisations, individuals subject to an asset freeze, or kidnapping of staff
  - 2.6. other significant incidents, such as – insolvency, forced withdrawal of banking services without an alternative, significant data breaches/losses or incidents involving partners that materially affect the charity.

##### Serious incident reporting policy

3. Serious incidents must be reported to the Charity Commission. Responsibility for this lies with the trustees.
4. Reports should be made promptly. This means as soon as is reasonably possible after the incident happens or the trustees become aware of it.
5. The Charity Commission's website contains more detail about what should be reported, including an examples table.
6. Serious incidents which involve actual or alleged criminal activity must also be reported to:
  - 6.1. the police (in all cases)
  - 6.2. Action Fraud (in cases of fraud or cyber-crime)
  - 6.3. The local authority and Swim England safeguarding (safeguarding issues).
7. Serious incidents may also need to be reported to Swim England. Serious safeguarding incidents should always be reported to Swim England's safeguarding team.

#### Reporting procedures

8. A trustee who becomes aware of an event or circumstance which is, or might be, a serious incident should convene a trustee meeting as soon as possible.
9. At the meeting, the trustees will identify to whom the incident needs to be reported and will nominate one or more of their number to do so. The trustee(s) doing the reporting should follow the procedures and take account of the guidance on the Charity Commission's website.
10. In an emergency, if a meeting, or a quorate meeting, cannot be held soon enough, as many of the trustees who are able to meet (actually or virtually) should do so and should take such steps as they deem necessary and appropriate to prevent or minimise any further harm, loss or damage in the interim.

Approved 12 January 2024