

## Exeter College

### Serious Incident Reporting

The College uses the Charity Commission definition of a Serious Incident, namely,

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

- harm to your charity's beneficiaries, staff, volunteers or others who come into contact with your charity through its work (who are collectively referred to throughout this guidance as people who come into contact with your charity through its work);
- loss of your charity's money or assets;
- damage to your charity's property;
- harm to your charity's work or reputation.

For the purposes of this guidance, "significant" means significant in the context of your charity, taking account of its staff, operations, finances and/or reputation.<sup>1</sup>

#### Authority to report

In line with Charity Commission best practice,

The responsibility for reporting serious incidents rests with the charity's trustees. In practice, this may be delegated to someone else within the charity, such as an employee or the charity's professional advisers.

However, all trustees bear ultimate responsibility for ensuring their charity makes a report, and does so in a timely manner.

If you decide not to make a report about something serious that has happened in your charity and the Commission later becomes involved, you will need to be able to explain why you decided not to report it at the time.

#### Normal Practice

Any Fellow or member of staff may raise the question of whether any incident should be considered serious. They should discuss this with the Rector or the Finance and Estates Bursar in the first instance. The College may wish to take external legal advice at this stage.

GB is responsible for deciding whether to report any issue, but in order to facilitate timely reporting it delegates this responsibility to the Finance & General Purposes Committee, who may consider this matter by circulation.

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<sup>1</sup> <https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity> extracted 8/7/2019

GB should be informed at the next convenient meeting that a report has been made, and when FGP have considered but ultimately decided against making a report, although depending on the nature of the report, it may not be appropriate to disclose its contents.

By College Order 24/038, this policy was approved by Governing Body on 15<sup>th</sup> May 2024 effect from 1<sup>st</sup> October 2024 and is to be reviewed 30<sup>th</sup> June 2027 and for publication on the website.