



Blue Light Sports Foundation CIO
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SERIOUS INCIDENT REPORTING POLICY

Dated 16th April 2026

Purpose

This policy ensures that the charity complies with statutory duties, promotes transparency, and provides clear guidance on how to respond to incidents that may:

- Cause harm to beneficiaries, staff, volunteers, or others connected with the charity.
- Result in financial loss, theft, or fraud.
- Cause damage to property.
- Negatively impact the charity's work or reputation.

Scope

This policy applies to all trustees, employees, volunteers, contractors, and third-party partners. It covers every activity of the charity, excluding statutory reporting to authorities such as the police or health and safety executive, unless incidents become relevant to the charity's operations or reputation.

Definition of a Serious Incident

A serious incident includes, but is not limited to:

- **Safeguarding and protection incidents:** Actual or potential harm to beneficiaries, staff, or volunteers.
- **Financial crimes:** Fraud, theft, cybercrime, and money laundering.
- **Suspicious donations or large unverified financial transfers.**
- **Significant financial loss or insolvency.**
- **Links to terrorism or extremism.**
- **Data breaches or loss of personal information.**
- **Governance issues:** Such as trustee misconduct or incapacity to operate.

Responsibilities

- Trustees hold the ultimate responsibility for reporting serious incidents promptly and appropriately.
- Trustees may delegate reporting to a named employee or professional advisor but retain oversight.

- All staff and volunteers must report potential serious incidents internally to the designated person or line manager immediately.

Reporting Procedures

- **Initial assessment:** Identify what happened, assess severity, potential harm, and whether the incident qualifies as serious.
- **Contain and minimise harm:** Prevent or limit further impact on people, assets, or reputation.
- **Reporting to the Charity Commission:** Submit a serious incident report online as soon as reasonably possible after the incident occurs, including updates as investigations progress.
- **External authorities:** If criminal activity is involved, report to the police, action fraud, relevant safeguarding authorities, or other statutory bodies. Obtain reference numbers where applicable.
- **Internal communication:** Communicate appropriately to staff, volunteers, funders, and other stakeholders, respecting confidentiality and sensitivity.
- **Investigation and remedial action:** Conduct internal or external investigations, review policies, and implement actions to avoid recurrence. Document all findings and decisions.
- **Documentation:** Maintain secure records of reports, assessments, communications, and actions taken.

Reporting Timelines

- Serious incidents are to be reported the Charity Commission promptly within twenty-four hours.
- Follow-up information is to be provided as requested to ensure full compliance and transparency.

Review and Update

- This policy is reviewed annually or sooner when material changes occur.
- Lessons learned are incorporated into risk management procedures and staff training.

Signed



Gary Callier
Founder and Operations Manager