BARLASTON VILLAGE HALL

CHARITY NO:522602

SERIOUS INCIDENT REPORTING

BVH01-07

SERIOUS INCIDENT REPORTING POLICY

Revision History

This document was originally written by:

Name	**Position**	**Date**
Vivien O'Dunne	Clerk	November 2025

This document was reviewed by:

The Sole Trustee	9 December 2025

This document version was approved by:

The Sole Trustee at their meeting on	9 December 2025

Document Review schedule:

Next Mandatory Review at	AGM 2026

Version	**Issue Date**	**Document ID**	**Reason for Change**	**Section changed**
1	9 December	BVH01-07	New Policy	n/a

Barlaston Village Hall – Serious Incident Reporting

Purpose
This policy sets out how Barlaston Village Hall identifies, manages, and reports serious incidents. It ensures that incidents are dealt with promptly, responsibly, and in line with Charity Commission guidance.

Definition of Serious Incidents
A serious incident is any event or circumstance that could:

- Threaten the safety or welfare of children, adults at risk, staff, volunteers, or visitors;
- Cause significant damage to the Village Hall property or assets;
- Result in financial loss, fraud, or mismanagement;
- Harm the reputation of the charity;
- Require reporting to statutory authorities, including the Charity Commission.

Examples include fire, injury, safeguarding concerns, theft, fraud, or data breaches.

Responsibilities
The Sole Trustee has ultimate responsibility for managing serious incidents and ensuring that any reportable incidents are notified to the Charity Commission or other relevant authorities. The Village Hall Management Committee must identify incidents, take immediate action to reduce risk, and notify the Sole Trustee without delay. Named officers may be appointed to manage specific types of incidents, such as safeguarding, health & safety, or finance.

Procedures

1. **Immediate Action** – Ensure the safety of anyone involved and contain any risks.
2. **Notification** – Inform the Chair of the VHMC and the Sole Trustee immediately.
3. **Investigation** – Gather information, document events, and collect evidence.
4. **Reporting** – Determine whether the incident must be reported to statutory authorities or the Charity Commission and submit reports as required.
5. **Remedial Action** – Take appropriate steps to prevent recurrence and address any harm caused.
6. **Record Keeping** – Maintain a secure record of the incident, investigation, actions taken, and outcomes.

Review
The policy will be reviewed annually or after any serious incident to ensure procedures remain effective and lessons are learned.

Adoption
This policy is adopted by Barlaston Parish Council acting as Sole Trustee and is effective from the date below.

Signed on behalf of Sole Trustee: ……
Chair, Barlaston Parish Council

Review Date: [at AGM]