



Serious Incident Reporting Policy

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Introduction

Although there is no statutory requirement under charity law for charities to report Serious Incidents as they occur, registered charities with an income over £25,000 per year must confirm in their annual return that there have been no Serious Incidents or other matters that Trustees should have reported to the Commission but have not done so. The Commission also considers that, as a matter of good practice, all charities regardless of size or income should report Serious Incidents to the Commission promptly.

The Trustee Board of Linacre College take Serious Incidents very seriously and consider that reporting Serious Incidents to the Commission and other relevant authorities comprises an important part of the effective and appropriate response to any such Serious Incident.

In particular, the Trustee Board understands that reporting a Serious Incident to the Commission demonstrates that it has the appropriate processes in place to manage risk and take the correct action. Where a report is made, it can also limit the likelihood that the Commission will take any formal regulatory or enforcement action where applicable.

If the Trustee Board fails to report a serious incident that subsequently comes to light, the Commission may consider this to be indicative of mismanagement in the administration of the College as a charity and may ask the College to explain why it was not reported at the time. The failure to report a Serious Incident could prompt or add to the seriousness of regulatory action, particularly if further abuse or damage has arisen following the initial Serious Incident.

The potential for reputational damage can also be lessened if the College is able to show that any Serious Incident has been handled appropriately.

Internal Reporting: Any member of the College who becomes aware of a potential serious incident must report it promptly to the Chair of Trustees, Principal, or other designated senior officer.

Investigation and Assessment: The Chair of Trustees and the Principal will conduct an initial assessment to determine whether the incident meets the Charity Commission's criteria for reporting.

Trustee Notification: If an incident is deemed serious, it will be reported to the Trustee Board for its decision as to whether a report should be made to the Charity Commission. The trustees are ultimately responsible for ensuring compliance with reporting obligations.

External Reporting: If required, the College will submit a report to the Charity Commission as soon as possible, using the Commission's [serious incident](#) reporting framework. The Trustee Board will authorise the Principal or another member of the SMT to make the report on behalf of the College. The College will also notify other relevant authorities where applicable, such as the police, Information Commissioner's Office (ICO), or safeguarding bodies.

Mitigation Measures: The Trustee Board will also agree a plan to mitigate any harm caused by the incident, including, if appropriate a communications plan, and implement remedial actions to prevent recurrence.