

Greater Evangelism World Crusade UK Mission

Greater Evangelism World Crusade UK Mission (GEWC UK Mission)

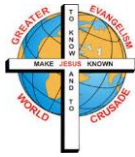
Serious Incident Reporting Policy

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Greater Evangelism World Crusade UK Mission

1. Introduction

Greater Evangelism World Crusade UK Mission (GEWC UK Mission) is committed to transparency, accountability, and the highest standards of governance. This Serious Incident Reporting Policy outlines the process and responsibilities for identifying, reporting, and managing serious incidents that occur within the charity. Prompt reporting of serious incidents is essential to protect the charity, its beneficiaries, assets, and reputation, as well as to comply with the legal and regulatory obligations of the Charity Commission for England and Wales.

This policy applies to all trustees, staff, and volunteers of GEWC UK Mission.

2. Purpose

The purpose of this policy is to:

- Ensure serious incidents are reported to the Charity Commission in compliance with UK law and guidelines.
- Protect the charity, its beneficiaries, staff, volunteers, and reputation by addressing incidents in a timely and transparent manner.
- Ensure that all staff, volunteers, and trustees understand their responsibilities when a serious incident occurs.
- Promote a culture of openness and accountability within the charity.

3. Legal and Regulatory Framework

This policy aligns with the Charity Commission's Guidance on Serious Incident Reporting (CC3), which requires charities to report serious incidents that may harm their beneficiaries, assets, or reputation. Under UK charity law, trustees have a legal duty to ensure that serious incidents are reported to the Charity Commission in a timely manner.

A serious incident is an event or situation that:

- Causes significant harm to people who come into contact with the charity (including beneficiaries, staff, volunteers, or the public).
- Results in serious financial loss or damage to the charity's property or resources.
- Damages the charity's reputation.
- Involves criminal activity or serious legal or regulatory breaches.

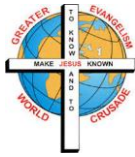
4. Definitions of Serious Incidents

A serious incident may include, but is not limited to, the following types of events:

4.1 Fraud, Theft, or Financial Mismanagement

Significant loss of funds or resources.

- Fraud, theft, or embezzlement by staff, volunteers, or trustees.
- Mismanagement of the charity's finances or assets.



Greater Evangelism World Crusade UK Mission

4.2 Safeguarding Concerns

- Abuse or neglect of beneficiaries, particularly children or vulnerable adults.
- Failures in the charity's safeguarding practices that put beneficiaries at risk.
- Sexual harassment or exploitation by staff, volunteers, or trustees.

4.3 Criminal Activity or Illegal Actions

- A crime committed within the charity, including physical assault, sexual offences, or cybercrime.
- Trustees or key personnel being subject to criminal investigation or conviction.
- Significant legal breaches or violations of contracts.

4.4 Damage to the Charity's Reputation

- Negative media coverage that seriously damages the charity's reputation or public confidence.
- Public accusations of misconduct against the charity or its leadership.

4.5 Significant Harm to Beneficiaries or Stakeholders

- Incidents where the health, safety, or welfare of beneficiaries, staff, or volunteers is seriously compromised.
- Accidental death or injury of a beneficiary or participant in a charity-run activity or event.

4.6 Data Breaches

- A significant breach of the General Data Protection Regulation (GDPR), including the loss or exposure of sensitive personal data.
- Cyber-attacks or information security failures that expose the charity's data or systems to harm.

5. Responsibilities for Reporting

5.1 Trustees

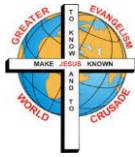
The trustees hold ultimate responsibility for ensuring that serious incidents are identified and reported in line with Charity Commission guidelines. The trustees must:

- Ensure that an effective reporting system is in place within the charity.
- Review and assess any serious incidents to determine whether they meet the criteria for reporting.
- Submit a serious incident report to the Charity Commission within a reasonable timeframe.

5.2 Senior Management

Senior management is responsible for ensuring that serious incidents are identified and reported to the Board of Trustees. This includes:

- Informing trustees immediately when a serious incident occurs.
- Assisting trustees with the investigation and management of serious incidents.
- Implementing corrective actions and measures to prevent future incidents.



Greater Evangelism World Crusade UK Mission

5.3 Staff and Volunteers

All staff and volunteers have a duty to report any concerns or incidents that may qualify as a serious incident. They must:

- Report serious incidents to their line manager or directly to a trustee.
- Follow the charity's procedures for safeguarding, financial management, and health and safety to help prevent serious incidents.

6. Reporting Process

6.1 Internal Reporting

When a serious incident is identified, the following internal reporting process should be followed:

1. Initial Report: The staff member or volunteer who becomes aware of a serious incident must immediately inform an executive, who will report the matter to senior management and the Board of Trustees.
2. Assessment: The trustees, with input from senior management, will assess the incident to determine whether it meets the criteria for a serious incident report to the Charity Commission.
3. Documentation: The incident must be documented, including details such as:
 - Date, time, and location of the incident.
 - People involved.
 - Nature of the incident and its potential impact.
 - Immediate actions taken to mitigate harm.

6.2 Reporting to the Charity Commission

If the trustees determine that the incident meets the criteria for a serious incident report, they must submit a report to the Charity Commission as soon as possible. The report must include:

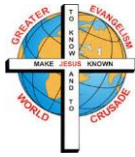
- A full description of the incident.
- Actions taken to deal with the incident.
- Steps being taken to prevent the incident from recurring.

The report should be submitted via the Charity Commission's online portal, and the trustees must ensure they follow up on the report with any further information if requested.

6.3 Reporting to Other Authorities

In some cases, the serious incident may also need to be reported to external authorities, including:

- Police: If criminal activity is involved.
- Local Authorities: In cases of safeguarding concerns involving children or vulnerable adults.
- Information Commissioner's Office (ICO): In the event of a significant data breach under GDPR.



Greater Evangelism World Crusade UK Mission

7. Investigation and Follow-Up

After a serious incident is reported, the trustees will ensure that a thorough investigation is carried out. This will include:

1. **Immediate Actions:** The charity must take immediate steps to manage the situation, protect those involved, and mitigate any further risks.
2. **Investigation:** An impartial investigation will be conducted to gather facts, assess the causes of the incident, and evaluate its impact. The investigation should be conducted in a timely manner and may involve external experts if necessary.
3. **Corrective Actions:** Based on the findings of the investigation, the charity will implement appropriate corrective actions to prevent a recurrence of the incident. This may include:
 - Revising internal policies or procedures.
 - Providing additional staff training.
 - Strengthening financial or data security measures.
4. **Monitoring:** The charity will monitor the effectiveness of corrective actions and assess whether further steps are needed to safeguard against future incidents.

8. Record Keeping

All serious incidents and related reports, investigations, and actions will be documented and securely stored. These records will be maintained in line with the charity's Data Protection Policy and the requirements of the Data Protection Act 2018 and GDPR.

Records will include:

- Details of the incident.
- Who was involved or affected.
- Actions taken to manage the incident.
- Communication with the Charity Commission and other relevant authorities.
- Outcomes of any investigations and corrective measures taken.

9. Confidentiality and Data Protection

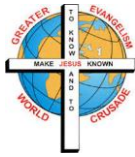
All serious incidents will be handled with the utmost confidentiality, ensuring that sensitive information is shared only with those directly involved in managing the incident. Personal data will be handled in compliance with GDPR and the charity's Data Protection Policy.

10. Whistleblowing

GEWC UK Mission encourages staff and volunteers to report serious incidents and concerns without fear of reprisal. The charity's Whistleblowing Policy ensures that individuals who raise concerns in good faith will not face victimisation or other negative consequences.

11. Monitoring and Review

This Serious Incident Reporting Policy will be reviewed annually or sooner if required by changes in the regulatory environment or following significant incidents. The trustees will ensure that the policy



Greater Evangelism World Crusade UK Mission

remains up to date and that all staff, volunteers, and trustees are trained and aware of their responsibilities under the policy.