



Serious Incident Reporting Policy

Reporting serious incidents to the Youth Endowment Fund (YEF) is a requirement as part of the grant agreement. The Charity Commission issued guidance in December 2019, requiring charities to report to the Charity Commission serious incidents occurring at a charity's partners, including organisations which they fund, regardless of the type organisation.

As a result, organisations funded by YEF are required to report any serious incident as defined by the Charity Commission to YEF. This is in addition to, and does not replace, the organisation's requirement to report independently to the Charity Commission or other regulator/agency, as defined by applicable requirements outside of this grant agreement. The YEF and its partners; Impetus, the Early Intervention Foundation and the Social Investment Business reserve the right to report the incident themselves to the Charity Commission.

1. Definitions

YEF uses the Charity Commission for England and Wales' definition of a serious incident:

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

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

For the purposes of this guidance, "significant" means significant in the context of the organisation in question, taking account of its staff, operations, finances and/or reputation.

2. When to Report

Charities must maintain its own Serious Incident Reporting procedures that comply with the definitions above and report to YEF any serious incident it has reported to the Charity Commission within 24 hours of reporting it. YEF reserves the right to report to the Charity Commission in addition.

Non-charities must report to YEF any serious incident that meets the criteria of the definition above. The non-charity must report this to YEF within 48 hours of the incident's occurrence.

Where grantees conduct a wide range of activities, or many programmes, only incidents that involve, or are close to, the YEF funded project should be reported to YEF.

Reports must be submitted to serious.incident@youthendowmentfund.org.uk.

3. What to Report

Grantees must adhere to advice published by the Charity Commission when deciding what to report.

Deciding what to report

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/752170/RSI_guidance_what_to_do_if_something_goes_wrong_Examples_table_deciding_what_to_report.pdf

Deciding what to report – Covid 19

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/889047/Supplementary_examples_table_RSI_COVID-19.pdf

Further advice on what to report

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity#what-to-report>

4. Reporting Template

Guidance on reporting a serious incident to the Charity Commission directly can be found here:

<https://ccforms.charitycommission.gov.uk/report-a-serious-incident>

When reporting the serious incident to the YEF, the below YEF Serious Incident Reporting Form must be used. If the grantee is a charity and has reported its serious incident to the Charity Commission before reporting to YEF, a copy of the submission, downloaded as a PDF from the Charity Commission reporting website, must be included as an email attachment with the filled out form.

Grantees must keep YEF updated as new information is gathered following the initial report of the incident and YEF reserves the right to ask follow up questions regarding the incident as needed.

YEF Serious Incident Reporting Form:

Contact details of the charity/organisation:	
Charity/organisation name:	
If it's registered, the charity/organisation registration number:	
Reference numbers and contact details, if you've reported it to other organisations, like the police:	
Names and registration numbers of other charities involved in the incident, if relevant:	
Date of the incident:	
What happened:	
Date the charity/organisation found out about the incident:	
How the charity/organisation found out about the incident:	
Whether trustees are aware of the incident:	
What impact the incident has had on the charity/organisation's beneficiaries, finances, staff, operations or reputation:	

How the charity/organisation is handling the incident, including:	
Which of the charity's/organisation's policies or procedures relate to the incident, and whether they were followed:	
What steps the charity/organisation has taken to deal with the incident:	
What steps the charity/organisation has taken to prevent similar incidents:	
if applicable, the charity's/organisation's media handling or press lines, including a link to a press release if available:	

5. Including Personal Data in Serious Incident Reporting Form

The YEF adheres to Data Protection Laws as defined in Clause 11. of this agreement.

YEF requests only the names and contact information of the grantee representatives reporting the incident and their connection with the charity/organisation for follow up purposes. Please do not provide personal data of the individuals involved in the serious incident. If more details are required, YEF will request this information.

Refer to the Information Commissioner's Office for further information on the definition of personal data in determining what to include in the report:

<https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/key-definitions/what-is-personal-data/>