

Serious Incident Reporting Policy

Approved by the Board of Directors

February 2026

1. It is a requirement of the UK Charities Commission that any serious incident must be reported to the Charities Commission.
2. The Charities Commission provides the following examples of serious or significant incidents that should be reported immediately to the Charities Commission:
 - incidents that attract significant media attention that results in or risks significant harm to the charity's reputation;
 - incidents involving a significant live and ongoing risk to the charity's operations, money, assets, property or the people who come into contact with it through its work;
 - incidents that involve links to terrorism and extremism.
3. As a matter of good practice, all charities, regardless of size or income, should report serious incidents to the Commission promptly. If a charity's income is over £25,000, it must, as part of the annual return, sign a declaration confirming there were no serious incidents during the previous financial year that should have been reported to the Commission but were not. If incidents did occur, but weren't reported at the time, the charity should submit a report to the Charity Commission before filing the charity's Annual Return, so a declaration can be made.
4. A report should be made with the Charities Commission even if an incident has been reported to the police or another regulator.
5. If a trustee is reporting an incident, they need to confirm authority to report on behalf of the trustee body.
6. If someone other than a trustee reports an incident, they must explain their relationship with the charity and confirm that they have the authority of the trustees to report the incident by means of a written affirmation signed by one or more trustees.

7. The Charities Commission website provides a link to the online reporting form that is to be used for reporting a serious incident to the Charities Commission. The link is set out below:

<https://register-of-charities.charitycommission.gov.uk/report-a-serious-incident>

8. WACC has a number of policies that deal with issues involving serious incidents and which include guidelines for the method of reporting the incidents and the anticipated outcomes of such reporting. Relevant policies are:

- Code of Conduct Relating to Safeguarding / Sexual Exploitation, Abuse, Harassment and Bullying
- Child Protection Policy
- Conduct of Activities Policy
- Crisis Management Policy / Crisis Plan
- Disabilities Policy
- Discipline Policy
- Emergency Leadership Planning
- Equal Opportunities Policy
- Gender Justice Policy
- Grievance Resolution Policy
- Health and Safety Policy
- Working Practices Policy
- Other policies as appropriate.

9. These Policies are available online at the Directors site:

<https://waccglobal.org/about-us/our-organization/board-members/board-documents/> - if a password is required, please use "board documents".

10. The link to the online report form to report a serious incident is also noted on the Directors site under *Background Documents and Policies* in the WACC UK Serious Reporting Incident folder.

11. WACC will continue to monitor the Charities Commission website and update the Directors with any changes.