

Serious Incidents Reporting – Policy

Date approved by College Council: 28th June 2023

College Committee: n/a

Policy owner: Senior Bursar

Last reviewed: New

Next review date: June 2026

The College acknowledges its obligations to make reports of serious incidents to the Charity Commission where such incidents occur including the obligation to report promptly and to confirm in the annual return to the Charity Commission that any serious incidents have been duly reported.

The College's policy is to make reports of serious incidents on a timely basis, having regard to the types of matters which are considered to constitute serious incidents as shown in guidance published by the Charity Commission for England and Wales from time to time.

Events which are considered to comprise a serious incident will be notified, where time permits, by the relevant College Officer to the College Council for information and for decision on making a report to the Charity Commission. Where time does not permit consultation with, and the decision of, the College Council, reports will be made under magisterial authority, with a report to the College Council as soon as practicable thereafter.

The procedures for identifying serious incidents include review by the College Council of reports arising from the Health, Safety and Security Sub-Committee, of other reporting Committees generally and matters identified through heads of department meetings and the regular meetings (generally weekly) of College officers which take place both in and out of term time.