DULWICH COLLEGE
FOUNDED 1619

SERIOUS INCIDENT REPORTING (CHARITY COMMISSION)

Introduction

Charities are required to report "serious incidents" to the Charity Commission. The Commission defines a serious incident as an adverse event (whether actual or alleged) which results in or risks significant:

- harm to a charity's beneficiaries, staff, volunteers or others who come into contact with the charity through its work
- loss of the charity's money or assets
- damage to the charity's property
- harm to the charity's work or reputation

For these purposes "significant" means significant in the context of the charity, taking account of its staff, operations, finances and/or reputation.

The Commission has published an examples table which helps charities decide whether a matter should be reported.

College approach and culture

The College recognises that responding appropriately when things go wrong is a key part of the way in which we can continually improve how we do things and reduce the occurrence of avoidable harm.

The College is committed to promoting an open and fair culture, in which staff promptly report when things go wrong and all are aware that that is what they should do.

A member of College staff who is aware of a matter that might have to be reported to the Charity Commission as a "serious incident" should contact the Clerk to Governors (Katy Jones) and (if appropriate) consider if the matter should also be reported in accordance with the College's Whistleblowing Policy.

Reporting to the Commission

At the College, serious incident reports are submitted to the Charity Commission by the Clerk to Governors, on behalf of the governing body.

The Clerk to Governors liaises with the Chair of Governors (and/or other Governor(s) (as appropriate)) about matters that are going to be or may have to be reported to the Charity Commission as serious incidents.

Copies of serious incident reports that are submitted to the Charity Commission are shared with all Governors.

Queries

Staff having any queries about this policy should contact the Clerk to Governors (Katy Jones).

Related Policies & Procedures

- Whistleblowing Policy
- Safeguarding (Child Protection) Policy
- College Code of Conduct
- Staff Code of Conduct
- Health and Safety Policy
- Data Protection Policy

Policy Owner:	The Clerk to Governors
Last Reviewed:	March 2026
Date of Next Review:	Academic Year 2028-29