



SKZ Department
of Policy and Governance

Serious Incident Reporting: Policy and Procedures

Policy Number - 0007

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1. Introduction

SKZ Foundation is committed to maintaining a safe and secure environment for all individuals involved in its activities, in compliance with relevant UK laws and regulations. This policy outlines the procedures for reporting, investigating, and managing serious incidents to ensure the safety, well-being, and protection of individuals and organizational assets.

2. Scope

This policy applies to all individuals affiliated with SKZ Foundation, including employees, volunteers, trustees, contractors, consultants, and anyone representing the organization. It encompasses the reporting of serious incidents occurring within the organization's premises, during events or activities organized or sponsored by SKZ Foundation, and incidents involving SKZ Foundation's assets or reputation.

3. Definition of Serious Incidents

Serious incidents are defined as any event or occurrence that has, or has the potential to have, a significant adverse impact on SKZ Foundation's beneficiaries, staff, volunteers, trustees, operations, finances, reputation, or regulatory compliance. Examples of serious incidents include but are not limited to serious accidents or injuries, safeguarding concerns or allegations of abuse, fraud, theft, financial irregularities, cybersecurity breaches, data breaches, breaches of legal or regulatory obligations, significant damage to property or assets, and critical incidents affecting the organization's operations or reputation.

4. Reporting Procedure

- **Immediate Response:** In the event of a serious incident, individuals witnessing or becoming aware of the incident must take immediate action to ensure the safety and well-being of those involved and mitigate further harm or damage, in compliance with the Health and Safety at Work etc. Act 1974.
- **Notification:** The incident must be reported immediately to the designated senior management or incident reporting officer within SKZ Foundation, as required by legal and regulatory requirements, including the Charity Commission for England and Wales under the Charities Act 2011. Contact details of the designated individuals responsible for receiving and managing serious incident reports shall be communicated to all staff, volunteers, and relevant stakeholders.
- **Written Report:** A written report detailing the nature of the incident, individuals involved, date, time, location, and any relevant information or observations must be submitted to the incident reporting officer within a specified timeframe, in compliance with the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR).

5. Investigation and Response

Investigation: Upon receipt of a serious incident report, SKZ Foundation will initiate an investigation to gather relevant information, assess the severity and impact of the incident, identify root causes, and determine appropriate actions to address and prevent recurrence, in compliance with legal and regulatory requirements.

Response: Depending on the nature and severity of the incident, SKZ Foundation may implement immediate measures to address immediate risks, provide support to individuals affected, notify relevant authorities or regulatory bodies, and initiate corrective actions or remedial measures as necessary, in accordance with relevant laws and regulations.

6. Confidentiality and Data Protection

SKZ Foundation is committed to maintaining confidentiality and respecting the privacy rights of individuals involved in serious incidents, in compliance with the Data Protection Act 2018 (DPA) and General Data Protection Regulation (GDPR). Personal information collected during incident reporting and investigation will be handled in accordance with data protection laws and SKZ Foundation's privacy policy.

7. Review and Monitoring

This policy will be reviewed periodically to ensure its effectiveness, relevance, and compliance with legal and regulatory requirements. Incident reporting procedures and practices will be monitored and evaluated to identify areas for improvement and enhance organizational resilience and response capabilities, in accordance with legal requirements.