POLICY ON SERIOUS INCIDENT REPORTING

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PhilSoc
The Philological Society

The Trustees of the Philological Society delegate the duty of reporting a serious incident to the President or, for an incident of a financial nature, to the Treasurer. Should the regular reporter be involved in the incident, the duty is delegated to the Honorary Secretary.

Any serious incident will be reported as soon as possible after it occurs or comes to the attention the President, Treasurer or Honorary Secretary.

The report is submitted using the Charity Commissions online Serious Incident Reporting form.

Under normal circumstances this will be done within 72 hours. Should the incident be too complex to be fully understood within this time frame, a preliminary report will be submitted in the first instance with the information available at that point. A follow up report will be submitted as soon as an investigation has been completed and all details known.

If it is not clear whether the incident is serious or not, the Philological Society will err on the side of caution and submit a report.

Examples of types of incidents that may qualify as a serious incident

Financial Incidents

- fraud, theft, or cybercrime (regardless of value)
- significant financial losses (typically over £25,000 or 20% of the income of the Philological Society)
- sudden, significant drops in income or donations
- loss of charity funds through poor investments or speculative activities

Safeguarding Incidents

- harm or alleged harm occurring as part of the activities of the Philological Society
- criminal behaviour including sexual abuse, physical abuse or exploitation occurring during or as a result of the activities of the Philological Society
- incidents where proper safeguarding procedures were not followed
- bullying or harassment allegations against trustees

Governance Issues

- disqualified person acting as a Trustee
- serious conflicts of interest that were not properly managed
- breaches of trust or failures in fiduciary duty
- private benefit issues where trustees or connected parties improperly benefited contrary to the Philological Society's Articles
- decisions taken outside of proper governance structures

External Events

- criminal investigations or regulatory action against the Philological Society or its Trustees
- links to sanctioned entities or individuals
- investigations by other regulators (ICO, HMRC, police)
- court action against the Philological Society

Operational and Reputational Issues

- significant data breaches or loss of personal data
- incidents that cause significant reputational damage
- being subject to media scrutiny for alleged wrongdoing
- insolvency or imminent closure risks