



**apollo  
music  
projects**

inspiring children  
through music

## **Policy on Reporting a Serious Incident to the Charity Commission**

### **1. Introduction**

We are a charity as defined in the Charities Act 2006 and are registered with, and overseen by, the Charity Commission. We have a responsibility to notify the Commission of all serious incidents promptly.

It is the responsibility of the Board of Trustees to decide whether an incident is serious and should be reported to the Commission. In urgent cases, the Chair of the Board of Trustees may decide this subject to notifying the Board of Trustees as soon as reasonably possible thereafter.

To comply with this obligation we will:

- report the incident as soon as is reasonably possible after becoming aware of it, even if further investigation is needed or ongoing; and
- include it in our annual return to the Commission which includes a specific declaration that serious incidents have been appropriately reported. This declaration is made by the Chair of the Board of Trustees on behalf of all members of the Board of Trustees.

### **2. Scope**

This policy applies to trustees, directors, members of staff, musicians, beneficiaries, any other individual or organisation that has a relationship with us as well as members of the general public.

### **3. Definitions**

For the purposes of this Policy, a serious incident is one that has resulted in, or could result in, a significant loss of funds or a significant risk to our work, beneficiaries or reputation.

We are required to report an incident to the Charity Commission if it results in, or risks, significant:

- harm to people who come into contact with the Charity through its work;
- loss of the Charity's money or assets;
- harm to the Charity's work or reputation.

For the purpose of this Policy the main categories of reportable incident are:

- protecting people and safeguarding incidents – incidents that have resulted in or risk significant harm to beneficiaries and other people who come into contact with the Charity through its work;
- financial crimes – fraud, theft, cyber-crime and money laundering;
- large donations from an unknown or unverifiable source, or suspicious financial activity using the Charity's funds;
- other significant financial loss; and

- other significant incidents, such as – insolvency, forced withdrawal of banking services without an alternative, significant data breaches/losses or incidents involving partners that materially affect the charity.

#### **4. Relevant Policies and Procedures**

The Charity has a number of policies and procedures that assist with identifying serious incidents. These include (but are not limited to):

- Policy on Declarations of Interest;
- Complaints, Concerns and Whistleblowing Policy;
- Grievance Procedures;
- Disciplinary Procedures;
- Financial Regulations; and
- Safeguarding Policy.

#### **5. Procedure for reporting an incident**

In the first instance and as soon as reasonably practicable, details of any potentially serious incident should be submitted in accordance with the formal process outlined in the Complaints, Concerns and Whistleblowing Policy.

This policy has been approved and endorsed by the Board of Trustees of Apollo Music Projects on 26 October 2023.

Next review date: October 2025