



Serious Incident Reporting Policy and Procedures

Grimsby Hockey Club Trustees

1. Purpose

Grimsby Hockey Club is committed to identifying, managing, and reporting serious incidents effectively to ensure the safety, integrity, and reputation of the Club. This policy outlines the Club's approach to recognizing serious incidents, reporting them appropriately, and taking corrective action.

2. Scope

This policy applies to all trustees, staff, volunteers, members, and participants in Club activities.

A **serious incident** includes, but is not limited to:

- Harm or risk of harm to individuals involved with the Club (e.g., safeguarding concerns, abuse, or injury).
 - Financial loss or fraud that impacts the Club.
 - Criminal activity linked to the Club.
 - Significant reputational damage to the Club.
 - Breach of legal or regulatory requirements.
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3. Principles

Grimsby Hockey Club commits to:

- **Safety First:** Taking immediate action to ensure the safety of individuals affected by a serious incident.
 - **Transparency:** Ensuring serious incidents are reported and addressed promptly.
 - **Compliance:** Adhering to the requirements of relevant authorities, including the Charity Commission and local safeguarding boards.
 - **Continuous Improvement:** Using lessons learned from incidents to strengthen Club policies and procedures.
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Procedures for Serious Incident Reporting

4. Identifying a Serious Incident

1. **Safeguarding:**
 - Physical, emotional, or sexual abuse.
 - Neglect or failure to protect vulnerable individuals.
 2. **Financial Mismanagement:**
 - Fraud, theft, or loss exceeding significant thresholds.
 3. **Criminal or Reputational Risks:**
 - Criminal investigations involving trustees, staff, or volunteers.
 - Social media or public relations incidents causing widespread reputational harm.
 4. **Legal and Regulatory Breaches:**
 - Breach of health and safety laws.
 - Non-compliance with Charity Commission or other regulatory obligations.
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5. Reporting a Serious Incident

1. **Immediate Action:**
 - Any trustee, staff member, or volunteer who becomes aware of a potential serious incident must immediately inform the Club Secretary or Chair of Trustees.
 2. **Written Report:**
 - A written report must be submitted within **24 hours** of becoming aware of the incident. This should include:
 - Date, time, and location of the incident.
 - Details of those involved.
 - Description of the incident and actions taken.
 - Any evidence or supporting documentation.
 3. **Trustee Notification:**
 - The Chair of Trustees will notify all trustees within **48 hours** of the report being received.
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6. Investigation Process

1. **Initial Assessment:**
 - The Chair of Trustees will determine if the incident qualifies as a serious incident under Charity Commission guidelines or other applicable standards.
2. **Investigation Team:**
 - A neutral team will be appointed to investigate the incident.
 - The investigation will begin within **five working days** and aim to conclude within **14 working days**.
3. **Steps in the Investigation:**
 - Collect statements from involved parties.

- Review documentation or evidence.
 - Identify any immediate risks or required actions.
 - 4. **Confidentiality:**
 - All investigations will be conducted in strict confidence, with details shared only with necessary individuals.
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7. Reporting to External Authorities

1. **Charity Commission:**
 - If the incident meets the criteria of a serious incident as defined by the Charity Commission, a report will be submitted within **seven working days** of the conclusion of the investigation.
 - Examples include significant harm, criminal activity, or loss of Club funds.
 2. **Safeguarding Authorities:**
 - Safeguarding incidents will be reported to the local safeguarding board or police as required.
 3. **Other Relevant Bodies:**
 - Health and Safety Executive (HSE) for workplace incidents.
 - Data Protection Authorities for breaches involving personal data.
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8. Outcome and Actions

1. **Outcome Notification:**
 - A written summary of the investigation outcome will be provided to involved parties within **three working days** of the investigation's conclusion.
 2. **Corrective Measures:**
 - Immediate actions to address risks (e.g., suspension of individuals, policy updates).
 - Long-term improvements, such as additional training or procedural changes.
 3. **Follow-Up Reports:**
 - If further developments occur, updated reports will be submitted to trustees and external authorities as necessary.
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9. Appeals Process

1. **Appeals Submission:**
 - If any party disagrees with the investigation findings or actions taken, they may submit an appeal in writing to the Chair of Trustees within **10 working days** of the outcome notification.
2. **Appeal Review:**
 - An independent panel of trustees will review the appeal and issue a decision within **10 working days** of receiving the appeal.

10. Record-Keeping

1. Incident Log:

- All serious incidents and investigations will be logged securely, including:
 - Incident details.
 - Investigation records.
 - Outcomes and follow-up actions.

2. Retention:

- Records will be retained for a minimum of **six years** for reference and compliance purposes.
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11. Monitoring and Review

1. Annual Review:

- Trustees will review all logged incidents annually to identify trends and improve policies.

2. Policy Updates:

- This policy will be reviewed and updated every year or as required by regulatory changes.
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This policy ensures that serious incidents are addressed responsibly and transparently, safeguarding the interests of all individuals involved with Grimsby Hockey Club and maintaining the trust of stakeholders.

Approved by: Grimsby Hockey Committee

Approval Date: 01/05/2025

Next Review Date: [01/05/2026]