

THE BLOSSOM DEVELOPMENT TRUST



Helping children and young people
with special and additional needs on the journey towards independence,
self-worth and a fulfilling, happy life.

Serious Incident Reporting Policy and Procedures

Purpose:

To ensure serious incidents are reported, investigated, and managed appropriately.

Policy:

- Serious incidents include fraud, theft, financial loss, safeguarding concerns, or harm to charity reputation.
- All serious incidents must be reported immediately to Chair of Trustees.
- Trustees investigate and take necessary actions.
- Statutory bodies (e.g., Charity Commission) notified if required.

Procedure:

- Incident occurs → reported to Chair immediately.
- Trustees convene to investigate and document findings.
- Corrective actions agreed and implemented.
- Reports submitted to statutory bodies if required.
- Records retained securely; policy reviewed annually.

Reviewed: 10/10/2025