


<b>Integrated Management System</b>		<b>Ref:</b>	
<b>Serious Incident Reporting Form for Partners of WRAP</b>			
<b>Version:</b>	<b>Date: August 2021</b>	<b>1 of 3</b>	

This form is to be used by WRAP's global and domestic partners (sub-grantees, core consortium partners, sub-contractors) to report to WRAP all serious incidents relating to the organisation's staff, volunteers, and trustees. Please note that this includes but is not restricted to safeguarding.

A partner is defined as an organisation to which WRAP distributes funding with a view to it delivering outputs to support WRAP's charitable objectives. WRAP partners (domestic and international) are typically part of a coalition, charities, businesses, community and not-for-profit organisations. The policy includes but is not limited to WRAP's suppliers, contractors, sub-contractors, grantees and sub-grantees.

WRAP expects its partners to respond to and manage reports of safeguarding allegations and concerns using their organisation's policy and procedures. However, partners are requested to report serious incidents using this form.

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- Harm to a charity's beneficiaries, staff, volunteers, or others who come into contact with the charity through its work.
- Loss of a charity's money or assets.
- Damage to a charity's property.
- Harm to a charity's work or reputation.

Examples include:

- A serious crime or physical/sexual violence to a client, staff member, volunteer or member of the public.
- Fraud or financial misconduct.
- Criminal activity by trustees, staff or volunteers.
- Use of illegal substance in the workplace.
- Health and safety violations.

If you are unsure how to classify a particular incident or concern, please speak to WRAP.

This serious incident reporting form should be completed by the member of staff with designated safeguarding authority for safeguarding incidents and reviewed and approved by an appropriate member of your senior management team and /or a trustee with safeguarding responsibility. Please return this form to: [safeguarding@wrap.org.uk](mailto:safeguarding@wrap.org.uk)

Complaints and grievances are an internal matter for the partners to resolve and should not be reported here.

### 1. Details of Reporting Person and Organisation

Name.	
Title.	
Name of organisation.	
Address.	
Email address.	
Telephone number.	
Authority to report incident?	
Is the organisation registered with a regulatory body? (e.g., Charity Commission in the UK).	
Is a criminal offence alleged?	
Has the incident been reported to a statutory authority? E.g the Police	
Has the incident been reported to the regulatory body? e.g the Charity Commission.	
Has the incident been reported to other donors?	

### 2. Type of incident

Please state the nature of the allegation/incident you are reporting.	
Safeguarding – allegation of significant harm to staff/beneficiary – sexual or physical assault.	
Fraud, financial misconduct.	
Alleged criminal activity.	
Use of illegal substance.	
Serious violation of health and safety.	
Other.	

### 3. Details of the incident

Date the incident took place.	
How did the incident come to the attention of the organisation?	
Did the incident take place on a single date or over a period of time?	
Is the incident ongoing or is it now	

over?	
Where did the incident take place?	
What policy and procedures have been breached?	
Provide a short summary of the incident observing confidentiality of the parties involved.	
Provide a short summary of the impact of the incident on the individuals and the organisation, (staff, operations, finance, and/or reputation).	

#### 4. Responding to the incident

Does the organisation have a written policy and procedure for responding to the incident?	
Was the policy and procedure followed in relation to this incident?	
Provide a short summary of the steps that were taken/ or being taken in relation to this incident.	
What steps have been taken to prevent such incidents from happening again?	
Provide any other relevant information.	

Thank you for informing us about this incident.