



BLAKE MORGAN

CHARITIES

Serious incident reporting during the coronavirus pandemic

June 2020

When to report coronavirus-related incidents – Charity Commission examples

	Do report	Don't report
1.	<p>There is an outbreak of coronavirus (including suspected cases) among staff, volunteers, trustees or beneficiaries and as a result the charity is unable to:</p> <ul style="list-style-type: none"> • deliver vital services to at-risk beneficiaries; or • continue its normal operations. 	<p>A single staff member, volunteer, trustee or beneficiary has contracted coronavirus.</p>
2.	<p>The charity has been required to stop operating temporarily under the government's lockdown measures and as a result the charity is:</p> <ul style="list-style-type: none"> • unable to deliver vital services to at-risk beneficiaries; • insolvent or forced to close permanently; or • highly likely to be insolvent or forced to close permanently within the next 12 months. 	<p>The charity has had to stop operating temporarily but this has not resulted in any of the impacts listed in the left-hand column.</p>
3.	<p>The trustees have made a voluntary decision to stop operating temporarily and as a result the charity is:</p> <ul style="list-style-type: none"> • unable to deliver vital services to at-risk beneficiaries; • insolvent or forced to close permanently; or • highly likely to be insolvent or forced to close permanently within the next 12 months. 	<p>The trustees have made a voluntary decision to stop operating temporarily but this has not resulted in any of the impacts listed in the left-hand column.</p>
4.	<p>The charity has lost a substantial portion of its income during the pandemic and as a result the charity is:</p> <ul style="list-style-type: none"> • unable to deliver vital services to at-risk beneficiaries; • insolvent or forced to close permanently; or • highly likely to be insolvent or forced to close permanently within the next 12 months. 	<p>A loss of income during the pandemic which has not resulted in any of the impacts listed in the left-hand column.</p>
5.	<p>Some or all of the charity's staff have been furloughed and as a result the charity is:</p> <ul style="list-style-type: none"> • unable to deliver vital services to at-risk beneficiaries; • insolvent or forced to close permanently; or • highly likely to be insolvent or forced to close permanently within the next 12 months. 	<p>A decision to furlough some or all of the charity's staff which has not resulted in any of the impacts listed in the left-hand column.</p>

6.	A scam email linked to the pandemic causes loss or harm, for example the charity receives an email from a bogus organisation claiming to be offering support to charities during the pandemic and is conned into making a payment.	A suspected scam email linked to the pandemic that the charity identifies as suspicious, except where this is unusual in nature and the charity wants to bring it to the attention of the Commission. All suspected scam emails should be reported to the National Cyber Security Centre through the Suspicious Email Reporting Service .
7.	A fraud that is linked to the pandemic, for example the charity purchases PPE but the products are not delivered.	
8.	The charity is investigated by HMRC in relation to alleged abuse of the furlough scheme.	
9.	The charity is investigated by the police in relation to an alleged breach of government lockdown measures.	
10.	There is an allegation that a staff member or volunteer has abused a beneficiary during the pandemic.	
11.	A member of staff alleges that they have suffered significant harm due to their working conditions during the pandemic.	

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