

Incident/Serious Incident Reporting

In addition to the [Health and Safety Accident Report](#) procedure the University has a system for Incident Reporting whereby all members of the University are encouraged to report actual, suspected or attempted incidents of crime or any other loss or damage to property.

Incident Report forms are available at all Site Offices of the University and online [here](#). All members of the University are encouraged to report incidents so that, in appropriate circumstances, the University may act to prevent a recurrence of any incident and take such other steps as may be required by law.

The existence of incident reporting system and the completion of an incident report form on any occasion should not be taken to imply an acceptance of responsibility on the part of the University for any incident or that the University will respond to the report in any particular way.

Incident reporting is not a substitute for accident reporting or for the reporting of appropriate incidents directly to the Police.

As an exempt charity, the University has an obligation to report serious incidents to the Higher Education Funding Council for England as charity regulator. For these purposes serious incidents mean:

- Loss of assets through fraud, theft or other cause valued at £25,000 or more
- Donations in excess of £25,000 received from anonymous donors or where the source cannot be verified
- Abuse or mistreatment of a charitable beneficiary involved in activities of the HEI
- Disqualification of a trustee
- Known or suspected links with prescribed organisations or with terrorism

Any member of the University community who suspects or becomes aware of such matters has an obligation to report the matter to the University through the incident reporting or whistleblowing procedures or directly to the Vice Chancellor.

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