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Online services for registered charities

Welcome to the Charity Commission for Northern Ireland's Online services. Online services is specifically for registered charities, allowing your charity to securely interact with the Commission to:

- view and make changes to your charity's details, and
- view and submit your charity's Annual Monitoring Return.

Log in using your charity's Northern Ireland Charity (NIC) number (numbers only) as the user name along with the secure password. You will have received this password upon registration as a charity to the email address supplied for Commission use.

If you have forgotten or lost this password, please click on the 'Forgotten Your Password' link to re-issue a new password. If you need to change the email address for Commission use connected with your charity, please contact the Commission using the 'Contact us' link via the main website.

The Charity Commission for Northern Ireland.

User Name
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CHARITY COMMISSION

Safeguarding Serious Incidents: DBFs reporting on behalf of PCCs

- DSA/DS prepare and submit safeguarding Serious Incident Reports for PCCs, pursuant to the terms of / parameters in the delegation by the PCC's trustees (e.g. key decisions on which they are required to report back to the PCC's trustees)
- Dovelalls with the management of safeguarding serious incidents – as the PCC must inform the DSA, who then manages the incident for the PCC
- Requirement to report to the Charity Commission is only triggered by PCC informing the DSA
- Aim is to improve quality and quantity of safeguarding reporting, as DSA will generally be best-placed person to prepare the report
- Option to bulk report



Innovation Grants



Top tips for responding to fraud when things go wrong

<p>Act quickly! This will minimise harm done and maximise your legal options</p>	<p>Don't panic, stay calm and follow procedure (wherever you can)</p>	<p>Find out in advance who needs to be informed (both within the charity and outside it)</p>	<p>Have a 'fraud response plan' ready so that everyone knows what to do and when</p>
<p>Take steps to preserve evidence, you may need this for investigative or legal proceedings</p>	<p>Seek professional legal advice, especially if you think you might take action in the civil courts</p>	<p>Report suspicious or serious incidents to the Commission, fraud@charitycommission.gov.uk</p>	<p>Read the full guide 'Tackling fraud in the charity sector' www.fraudadvisorypanel.org</p>



A "serious incident" has been reported to the Charity Commission in the wake of Roman Abramovich's attempt to entrust the "stewardship and care" of Chelsea to the trustees of the club's charitable foundation. In a rare statement published by Chelsea on Saturday, Abramovich signalled his intent to hand decision-making power at the club he has owned since 2003 to the six trustees: club chairman Bruce Buck, Chelsea Women manager Emma Hayes, vice-chair of the British Olympic Association Sir Hugh Robertson, executive director of anti-discrimination and social inclusion network FARE Piara Powar, sports lawyer John Devine and Chelsea FC director of finance Paul Ramos. But The Athletic reported on Monday that no legal transfer of control has taken place, and several of the trustees harbour concerns about potential conflicts of interest if they are seen to be guardians of Chelsea. It is also understood they were not involved in a second statement released by the club on Sunday expressing solidarity with the people of Ukraine. A statement issued by the Charity Commission said: "We have contacted the charity, seeking information and, in line with our guidance, the charity has also made a report to the commission. We cannot comment further at this time." According to official Charity Commission guidance, a "serious incident" is defined as anything that represents harm to the charity's beneficiaries, staff, volunteers or others who come into contact with the charity through its work, loss of the charity's money or assets, damage to the charity's property, or harm to the charity's work or reputation. Responsibility for reporting serious incidents rests with the charity's trustees and if they fail to do so in a timely manner, they may be required to explain why to the Charity Commission. Chelsea's foundation has a considerable reputation to protect, having earned widespread praise in recent years for its industry-leading work to combat all forms of discrimination and in particular its Say No To Antisemitism campaign, launched personally by Abramovich in January 2018. A report in the Telegraph on Monday claimed that several trustees are considering whether to resign, and further talks over the proposed "stewardship and care" of Chelsea are expected to take place this week following a meeting of the trustees on Sunday. The complications to his plan to pass decision-making power to the trustees is a setback for Abramovich, who has been facing increased scrutiny in Parliament as domestic and international tensions arising from Russia's invasion of Ukraine continue to escalate. Abramovich's spokesperson confirmed on Monday that the oligarch has travelled to Belarus in an attempt to broker peace between Russia and Ukraine, following a direct request for help from the staff of Ukrainian president Volodymyr Zelenskyy. (Photo: Bryn Lennon/Getty Images) We appreciate that as a result of the coronavirus pandemic the charity sector is facing extremely demanding and ever-changing challenges. Charities' primary interest must be looking after the beneficiaries they serve. It is still important that trustees are aware of matters that may need to be reported as a serious incident. Timely reporting of serious incidents enables us to provide advice and guidance to charities where required. It also helps us to gain a better understanding of the risks facing the sector, which is particularly important as we seek to understand how the pandemic is impacting on charities. Our guidance on serious incident reporting continues to be the main resource for helping trustees to decide whether to report. However, we appreciate that the pandemic is giving rise to some unprecedented challenges and scenarios that were not envisaged when this guidance was published. We have therefore produced a supplementary examples table to help trustees to decide if they need to report an incident that is related to the pandemic. Trustees should still exercise their judgement in deciding whether an incident is significant in the context of their charity, taking account of its staff, operations, finances and/or reputation. However, some key things for trustees to consider are: having to take action to meet government rules, such as closing premises, should not be considered to be a significant incident in itself. It is the impact of this action on the charity that is key to determining if this should be reported. We usually expect charities to report any financial losses that don't involve a crime where they exceed either £25,000 or 20% of the charity's income. However, these thresholds do not apply when considering financial losses that are related to the pandemic. Trustees should focus on the significance of the impact of any losses rather than the amount trustees may still delegate to others, such as staff members, the responsibility for deciding which incidents should be reported to us. However, such decisions should be reported back to the trustees, who remain ultimately responsible for them use our online form to submit reports, which should be submitted as soon as is reasonably possible after the incident or when the charity becomes aware that a significant harm or loss is highly likely. Remember to use the form to tell us about what the charity is doing about the incident where trustees consider reporting an incident but decide not to report it, they should keep a brief record of their decision and the reasons for it. When deciding how to respond to the reports we receive, we will continue to prioritise those that indicate individuals are at risk or that there is a risk of serious harm to a charity's work. We will also prioritise reports where we identify that trustees require advice and guidance from us to help them to deal with an incident. This is why it is important to tell us what the charity is doing about the incident. This file may not be suitable for users of assistive technology. Request an accessible format. If you use assistive technology (such as a screen reader) and need a version of this document in a more accessible format, please email usability@charitycommission.gov.uk. Please tell us what format you need. It will help us if you say what assistive technology you use. Do report if there is an outbreak of coronavirus (including suspected cases) among staff, volunteers, trustees or beneficiaries within a charity that is still operating and as a result, the charity is unable to deliver vital services to at risk beneficiaries, for example a residential care home has insufficient staff to care for the residents safely continue its normal operations, for example because a large number of beneficiaries are seriously ill. Do not report if a single staff member, volunteer, trustee or beneficiary has or is suspected to have contracted coronavirus. Stopped operating temporarily due to restrictions or voluntarily. Do report if the charity has stopped operating temporarily under the government's coronavirus restrictions, for example the closure of a community centre, place of worship or theatre, or has stopped operating voluntarily and, as a result, the charity is unable to deliver vital services to at risk beneficiaries insolvent or forced to close permanently within the next 12 months. Do not report if the charity has stopped operating temporarily but it has not resulted in one or more of the impacts above. Do report if the charity has lost a substantial portion of its income during the pandemic, for example due to the enforced cancellation of fundraising events and, as a result, the charity is unable to deliver vital services to at risk beneficiaries insolvent or forced to close permanently within the next 12 months. Do not report a loss of income during the pandemic which has not resulted in one or more of the impacts listed above. Furloughed staff. Do report if the trustees have decided to furlough some or all of the charity's staff and, as a result, the charity is unable to deliver vital services to at risk beneficiaries insolvent or forced to close permanently, for example because the furloughing of staff has directly led to the loss of a major income stream highly likely to be insolvent or forced to close permanently within the next 12 months. Do not report if a decision to furlough some or all of the charity's staff, which has not resulted in one or more of the impacts listed above. Scam emails. Do report a scam email linked to the pandemic that 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. Do not report a suspected scam email linked to the pandemic that the charity identifies as suspicious or is blocked by the charity's computer network security systems, except where this is unusual in nature and the charity wants to bring it to the Commission's attention. All suspected scam emails should be reported to the National Cyber Security Centre (NCSC) through the Suspicious Email Reporting Service (SERS). Other things to report. A fraud that is linked to the pandemic. For example, the charity purchases personal protective equipment (PPE) but the products are never delivered. The charity is being investigated by HM Revenue and Customs (HMRC) in relation to alleged abuse of the furlough scheme. The charity is being investigated by the Police in relation to an alleged breach of government coronavirus restrictions. There is an allegation that a staff member or volunteer has abused a beneficiary during the pandemic. A member of staff alleges that they have suffered significant harm due to their working conditions during the pandemic. Skip to main content. Should a serious incident occur in a charity, trustees are expected to follow the correct processes to manage the incident and report it to the appropriate authorities, including the Commission as the charity regulator. If a serious incident takes place, charity trustees are required to report what happened to the Commission and explain how it is being managed. An actual or alleged incident must be promptly reported to all the relevant authorities. The Commission's role is to ensure that trustees take appropriate steps to limit the immediate impact of the incident and prevent it from happening again. Serious incident reporting: a guide for charity trustees, which is available to read or download below, acts as a

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