

Ratified Date: February 2023

Compiled by: LS

**Title: Incident Management  
Policy**

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Review: 3 years from date

Authorised by: Finance, Audit  
and Risk Committee

## **INCIDENT MANAGEMENT POLICY**

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<b>Version Date</b>	<b>Description of Change If Any)</b>	<b>Authorised</b>
February 2023	New policy	YES
May 2024	Quality Check	YES

### **1. Policy Statement**

The Foundation of Light (FOL) complies with its legal obligations and good practice requirements in reporting incidents to the appropriate regulatory authorities swiftly and accurately. The FOL logs and reviews the incidents and near misses which do occur in order to learn from them and avoid future recurrences.

### **2. Policy Aim**

To ensure incidents are reported to statutory regulators, public authority and/or the police where required. Serious incidents are reported to the Charity Commission. Procedures ensure that if an accident or incident takes place, the FOL logs it, and explains how it is dealt with.

### **3. Scope**

The policy (and accompanying manual) applies to all employees, Board Members, partners, and volunteers of the Foundation. It also applies to contractors and visitors, not employed by the Foundation but engaged to work with or who have access to Foundation information, for example, computer maintenance contractors, Foundation partners, and consultants working on behalf of the Foundation.

### **4. Policy Principles**

The FOL maintains a written log of incidents which occur during the FOL's operations and activities this includes a summary of how the incident was handled internally and if the incident recorded is reportable to one or more statutory regulators, public authorities and/or the police. The incident log is supported by procedures and internal guidance to ensure that the FOL takes a consistent approach to the logging and reporting of incidents, this includes "near misses".

The FOL reports incidents to the appropriate external regulatory authorities in accordance with its legal obligations and good practice requirements. A summary of the incident log is reported to the Board at every Trustee meeting.

The FOL reviews the incident log and near misses annually to drive improvements in the quality of its activities and operations, including by identifying where policies and procedures require amendment to avoid future instances occurring. The FOL has a Serious Incident and a Whistleblowing Procedure.

The FOL might be subject to contractual reporting requirements from a funder, umbrella body or partner organisation. There might be circumstances in which incidents require immediate referral to the Trustees. The FOL is also obligated to report incidents to the relevant football bodies, including the PLCF, EFL Trust, and the FA.

### **Equality, Diversity and Inclusion**

We will ensure that equality is embedded in all our activities, policies and decisions and will work with our partners to share good practice.

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**6. Policy Ratification and Review**

This Policy was reviewed and approved by the Board of Trustees on 14 February 2023. The Policy will be reviewed three years.