

# External Incident Policy

**Castlefields Church, CIO, Charity No: 1192197**

## Purpose

This policy is in addition to the Charity's SERIOUS INCIDENT REPORTING POLICY

It is designed to provide guidance where a serious incident occurs in proximity to the activities of the Church; but not directly involving its personnel or those attending its activities.

Examples from actual events experienced in recent times could be:

- A serious road accident outside the church building
- A violent or distressing incident in the grounds of the Conference Centre where church activities take place on Sundays
- A criminal incident taking place close by
- An incident close-by to activities being run by the church "off-site"

## Definition

For this Policy, the definition of a "serious incident" would be one where the emergency authorities (Police, Fire or Ambulance) have already been called, or require calling to attend.

## Responsibilities

A responsible person must be seen to take charge and lead in the case of any serious incident. The Trustees carry the ultimate responsibility for decision making if an incident occurs, but where a Trustee is not present, the delegation of decision-making falls to one of the Church Deacons, or where applicable the "responsible person" who is leading the activity of the church at that particular time.

## Assessment

Assessment is to be made by the responsible person as to what action might be needed in:

- Informing the relevant authorities of the incident (eg: contacting the Conference Centre Reception to inform them of the incident / Calling 999 etc)
- Evacuating those attending the church activity to a safe distance or place if this is deemed necessary
- Alternatively, protecting those attending the church activity by closing doors to retain attendees in a safe place free from harm and danger
- Where children and vulnerable adults are present, liaising with the relevant Church Safeguarding Team and taking any actions required by the Church Safeguarding Policy.

The responsible person must either take these actions in person or make it clear to all in attendance who this has been delegated to. This will ensure clarity for all, and ensure that there is no confusing duplication of actions.

## **Reporting**

Any serious incident of this nature must be recorded by the responsible person, providing a written report of events, timings, actions provided within 24 hours to the Trustees.

Actions taken must be formally reviewed at a subsequent Trustees meeting to establish any lessons that can be learned and to act as a natural review of this Policy to apply for any future events.

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Policy Approved by Trustees Meeting & recorded in Minutes

Date: 06/08/24

Next Review to be undertaken:

Date: (max 12 months from above date)