



Cardiff Methodist Circuit

The Methodist Church in Cardiff and Caerphilly

www.cardiffmethodist.org.uk



Critical Incident Policy

The purpose of this policy is to establish guidelines for responding to critical incidents that may occur within the church setting. A critical incident is defined as any event that has the potential to cause harm to church members, volunteers, staff, or visitors, or that could cause damage to church property.

What is a Critical Incident?

A serious incident is an adverse event, whether actual or alleged, which results in or risks significant:

- harm to your church's beneficiaries, staff, volunteers or others who come into contact with your charity through its work (who are collectively referred to throughout this guidance as people who come into contact with your charity through its work)
- loss of your charity's money or assets
- damage to your charity's property
- harm to your charity's work or reputation
- For the purposes of this guidance, "significant" means significant in the context of your charity, taking account of its staff, operations, finances and/or reputation.

Policy:

In the event of a critical incident, the first priority is to ensure the safety of all individuals on church property. This may involve calling emergency services, evacuating the building, or taking other measures to ensure the safety of those involved.

The responsibility for reporting serious incidents rests with the church's trustees. In practice, this may be delegated to someone else within the church, such as an employee or the church's professional advisers.

However, all trustees bear ultimate responsibility for ensuring their charity makes a report which will be put to Church Council or Circuit Meeting for review, and does so in a timely manner.

The Minister with Pastoral Charge and/or Church Council Member and/or Superintendent and/or Safeguarding Officer and/or designated staff member will assume responsibility for coordinating the church's response to the incident. This may involve communicating with emergency services, contacting the church's insurance provider, and working with other church leaders to develop a plan of action.

Church leaders will make every effort to communicate with church members and visitors in a timely manner, keeping them informed about the incident and any actions taken in response. The church will work with local authorities, as appropriate, to investigate the incident and determine the cause. The Church Council or Circuit Meeting will also take steps to prevent similar incidents from occurring in the future.

Review

We risk assess every 2 years (unless any modifications call for it earlier) and we will review and update this policy as needed to ensure that it is effective in responding to critical incidents.

Policy agreed by the Circuit Meeting 9th September 2026.

To be reviewed September 2028.