Rising Sun Arts Centre
Anti-Fraud Policy

1. POLICY STATEMENT

1.1 The Rising Sun Arts Centre (RSAC) is committed to the prevention of fraud and the promotion of an anti-fraud culture.
1.2 RSAC operates a zero-tolerance attitude to fraud and requires staff to act honestly and with integrity at all times, and to report all reasonable suspicion of fraud.
1.3 RSAC will investigate all instances of actual, attempted and suspected fraud committed by volunteers, staff, consultants, suppliers and other third parties and will seek to recover funds and assets lost through fraud. Perpetrators will be subject to disciplinary and/or legal action.
1.4 This policy is endorsed and supported by the Board of Trustees.

2. DEFINITION OF FRAUD

2.1 The term 'fraud' is commonly used to describe the use of deception to deprive, disadvantage or cause loss to another person or party. This can include theft, the misuse of funds or other resources or more complicated crimes such as false accounting and the supply of false information.
2.2 Individuals can be prosecuted under the Fraud Act 2006 if they make a false representation, fail to disclose information or abuse their position.
2.3 RSAC has established procedures to encourage staff to report actual, attempted or suspected fraud and/or other forms of illegal activity without fear of reprisal.

3. KEY RESPONSIBILITIES

3.1 The Board of Trustees of RSAC are responsible for:

- Developing, implementing and maintaining adequate systems of internal control to prevent and detect fraud.
- Regularly reviewing RSAC's anti-fraud policy statement and compliance to ensure it remains effective and relevant to the needs of the charity.
- Investigating all allegations of fraud and commencing disciplinary and/or legal action where appropriate.

3.2 Staff members are responsible for:

- Familiarising themselves with the types of fraud and dishonesty that might occur within the charity.
- Monitoring compliance with internal controls and agreed policies and procedures.
- Notifying the Board of Trustees of indications of fraudulent activity.

3.3 Staff and volunteers are responsible for:

- Ensuring that RSAC's reputation and asset are protected against fraud.
- Reporting known or suspected fraud.
- Assisting in the investigation of suspected fraud.

4. REPORTING SUSPICIONS

4.1 Staff and volunteers must report concerns about actual, attempted or suspected fraud to management or the Board of Trustees.
4.2 Staff and volunteers should not attempt to investigate any fraud themselves.
4.3 The Public Interest Disclosure Act 1998 protects employees who raise concerns about certain matters of public interest in good faith. Staff can obtain free independent advice from the charity Public Concern at Work at at www.pcaw.org.uk or on 020 7404 6609.

5. FRAUD RESPONSE PLAN

5.1 RSAC has established guidelines for the Board of Trustees and management on the immediate actions to be taken in the event of fraud being discovered or suspected within the charity. It covers reporting and recording requirements, securing evidence and preventing further losses, and the investigation process.
5.2 A copy of the Fraud Response Plan can be requested from the Board of Trustees or management.

CONTACT DETAILS

Board of Trustees

Amy Gibb
George Field
Seamus Allen
Paul McMullen

Staff Members

Nicola Garcia (PT Book-keeper)
Stephen French (PT Caretaker)

Date ratified: unknown
Date reviewed: July 2026. Updated to reflect change in RS staff structure – no paid Centre Manager in post.