Fraud Response Plan

The Fraud Response Plan sets out RSACs procedures for ensuring that all allegations and reports of fraud or dishonest are properly investigated, considered in a consistent and fair manner and that prompt and effective action is taken to:

- assign responsibility for investigating the fraud;
- minimise the risk of any subsequent losses;
- reduce any adverse operational effects;
- specify the degree of confidentiality required;
- implement damage implementation (to both assets and reputation);
- establish secure evidence necessary for criminal and disciplinary action;
- improve the likelihood and scale of recoveries
- inform the police and liaise with insurers;
- review the reasons for the incident and improve defences again future fraud.

The RSAC's plan is as follows:

1. Initiating Action

Reporting of any suspicions of fraud
Staff and volunteers are encouraged to come forward and give information where they have reasonable suspicion that someone may have or may be about to commit an act of fraud.

All suspected or actual incidents should be reported to management or the Board of Trustees. Any reports will be treated in absolute confidence. Notes of the incident, such as names, dates and times should be written and if appropriate, evidence collected to hand over to the Board of Trustees.

The person reporting the fraud should not attempt to investigate the fraud themselves.

As soon as is practicably possible, the Board of Trustees will hold a meeting to consider the initial response, dependant on the nature of the incident. The Board of Trustees will determine what further investigative action (if any) is necessary.

2. Prevention of Further Loss
Where initial investigation provides reasonable grounds for suspecting fraud, the Board of Trustees will decide how to prevent further loss. This may include suspension of the staff member or volunteer. The Board will engage with management in order to determine how to prevent access to the suspended staff member or volunteer.

3. Recovery of Losses
The Board of Trustees will seek repayment of losses in all cases.

4. Reporting
All cases of actual fraud will be reported immediately to Action Fraud.
The Board of Trustees will also consider whether it is necessary to report the fraud to the police, the Charity Commission, HMRC or other appropriate body.

5. Considering the Impact on the Charity

Financial Impact Assessment

Depending on the scale of the loss, the Board of Trustees will assess the financial impact of the loss on the Charity and assess whether additional funds will be required to cover the loss.

Internal Control Assessment

The Board of Trustees will assess whether the fraud represents a weakness in RSAC's internal control framework and determine appropriate changes in order to improve defences against future fraud.

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