

## Anti-Fraud Policy

### 1. Introduction

This document sets out the policy and procedures of Lordsfield Swimming Club against fraud and other forms of dishonesty.

It applies to Trustees, staff and volunteers. Anybody associated with Lordsfield Swimming Club who commits fraud, theft or any other dishonesty, or who becomes aware of it and does not report it, will be subject to appropriate disciplinary action.

### 2. Statement of intent

Lordsfield Swimming Club will continually strive to ensure that all its financial and administrative processes are carried out and reported honestly, accurately, transparently and accountably and that all decisions are taken objectively and free of personal interest. We will not condone any behaviour that falls short of these principles.

All members of Lordsfield Swimming Club have a responsibility for putting these principles into practice and for reporting any breaches they discover.

### 3. Definitions

a) Fraud: A deliberate intent to acquire money or goods dishonestly through the falsification of records or documents. The deliberate changing of financial statements or other records by either; a member of the public, someone who works or is a volunteer for Lordsfield Swimming Club. The criminal act is the attempt to deceive, and attempted fraud is therefore treated as seriously as accomplished fraud.

b) Theft: Dishonestly acquiring, using or disposing of physical or intellectual property belonging to Lordsfield Swimming Club or to individual members of the organisation.

c) Misuse of equipment: Deliberately misusing materials or equipment belonging to Lordsfield Swimming Club for financial or material benefit.

d) Abuse of position: Exploiting a position of trust within the organisation for financial or material benefit.



#### 4. **Culture**

Lordsfield Swimming Club fosters honesty and integrity in its entire staff. Trustees, staff and volunteers are expected to lead by example in adhering to policies, procedures and practices. Equally, members of the public, service users and external organisations (such as suppliers and contractors) are expected to act with integrity and without intent to commit fraud against the Charity.

As part of this, Lordsfield Swimming Club will provide clear routes by which concerns may be raised by Trustees, staff and volunteers. Details of this can be found in the Complaints and Concerns Handling Policy.

Trustees and the Management Team are expected to deal promptly, firmly and fairly with suspicions and allegations of fraud or corrupt practice.

#### 5. **Responsibilities**

In relation to the prevention of fraud, theft, misuse of equipment and abuse of position, specific responsibilities are as follows:

##### **a) Trustees & Management Committee**

The Trustees and Management Committee are responsible for establishing and maintaining a sound system of internal control that supports the achievement of the Charity's policies, aims and objectives.

The system of internal control is designed to respond to and manage the whole range of risks which the Charity faces.

The system of internal control is based on an on-going process designed to identify the principal risks, to evaluate the nature and extent of those risks and to manage them effectively. Managing fraud risk is seen in the context of the management of this wider range of risks.

##### **b) Officers of the Charity**

Overall responsibility for managing the risk of fraud has been delegated to the Officers of the charity, the Chair, Secretary and Treasurer. The day-to-day responsibility has been delegated to the Management Committee to act on behalf of the Trustees.

Their responsibilities include:

- Undertaking a regular review of the fraud risks associated with each of the key organisational objectives.
- Establishing an effective anti-fraud response plan, in proportion to the level of fraud risk identified.
- The design of an effective control environment to prevent fraud.
- Establishing appropriate mechanisms for:

- o Reporting fraud risk issues
- o Reporting significant incidents of fraud or attempted fraud to the Board of Trustees
- Making sure that all staff/volunteers are aware of the Charity's Anti-Fraud Policy and know what their responsibilities are in relation to combating fraud.
- Ensuring that appropriate anti-fraud training is made available to Trustees, staff and volunteers as required.
- Ensuring that appropriate action is taken to minimise the risk of any previous frauds occurring in future.

### **c) Management Committee**

The Management Committee is responsible for:

- Ensuring that an adequate system of internal control exists within their areas of responsibility and that controls operate effectively
- Preventing and detecting fraud as far as possible
- Assessing the types of risk involved in the operations for which they are responsible
- Regularly reviewing the control systems for which they are responsible
- Ensuring that controls are being complied with and their systems continue to operate effectively
- Implementing new controls to reduce the risk of similar fraud occurring where any fraud has taken place.

### **d) Volunteers / Staff**

Every member of Lordsfield Swimming Club is responsible for:

- Acting with propriety in the use of Charity's resources and the handling and use of funds whether they are involved with cash, receipts, payments or dealing with suppliers
- Conducting themselves with selflessness, integrity, objectivity, accountability, openness, honesty and leadership
- Being alert to the possibility that unusual events or transactions could be indicators of fraud
- Alerting management committee/trustees when they believe the opportunity for fraud exists e.g. because of poor procedures or lack of effective oversight
- Reporting details immediately if they suspect that a fraud has been committed or see any suspicious acts or events
- Cooperating fully with whoever is conducting internal checks or reviews or fraud investigations.

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