

LOOK 23 - 27 OCTOBER 2017
CHARITY
LISTEN FRAUD
AWARENESS
SPEAK WEEK

Supporter pack

CHARITY
FRAUD OUT.

Introduction

Charity fraud is estimated to cost as much as £2bn a year. Last year 800 cases were reported to the police.

National Charity Fraud Awareness Week promotes fraud awareness. For the last week in October everyone involved in the charity and voluntary sectors is encouraged to:

- look out
- listen out, and
- speak out

to keep charity fraud out.

This campaign provides your organisation with an opportunity to take part in our nationally co-ordinated effort to inform charities and the general public about:

- what charity fraud is
- how to spot the warning signs
- how to protect charities, donors, funders and beneficiaries
- how to report charity fraud to the law enforcement and regulators.

It is led by the *Charities Against Fraud* partnership of over 40 charities, professional representative bodies and other not-for-profit stakeholders working together to combat fraud targeted against charities. This includes the Charity Commission, Fraud Advisory Panel, ICAEW, NCVO, Institute of Fundraising and the Foundation for Social Investment as well as charities such as Oxfam, Macmillan, British Council and Help for Heroes.

By joining together we can make a difference in stopping fraud against charities.

Campaign timeline

The campaign will run between Monday 23 October and Friday 27 October 2017. Each day will have a specific theme:

Monday 23 October	Creating a counter fraud culture
Tuesday 24 October	Bribery and corruption
Wednesday 25 October	Cyber-fraud Identity fraud
Thursday 26 October	Fundraising fraud
Friday 27 October	Insider fraud Reporting fraud

The hashtag for the campaign is **#CharityFraudOut**. Please include it in your social media posts.

How to get involved

Help us to raise fraud awareness and share counter-fraud best practices within the sector.

- Join the conversation at [#CharityFraudOut](#)
- Organise some activities aimed at your staff and volunteers, members and beneficiaries, donors and supporters
- Enter the Charities Against Fraud Awards 2017 (deadline 06 October)
- Watch and share our series of short e-learning resources on key charity fraud risks and how to prevent them
- Enter our photo competition for a chance to win a morning tea hamper for your team
- Come along to our free counter-fraud drop-in centre and launch event
- Participate in our Tweetathon
- Download and use our free resources.

All campaign materials are free to download from

<https://www.fraudadvisorypanel.org/charity-fraud/get-involved/>

Web banners



Twitter banners



Posters

Posters are editable (so you can add your own logo) and can be scaled to fit any metric size up to A2.

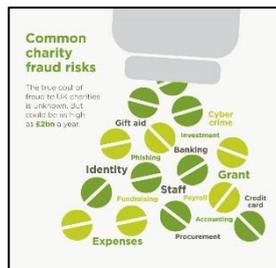
For internal charity use



For the general public



Infographics



Suggested tweets

We have created a wide range of suggested tweets for this campaign. These are day-sensitive (to match our daily themes), but are not time-sensitive.

Please feel free to tailor these to suit your own in-house style, messaging preferences and/or communications guidelines. Alternatively, write your own content which is on-message and includes our campaign hashtag.

Please remember to include #CharityFraudOut in all your posts to promote best practices and counter fraud initiatives. This will enable us to count them in our campaign evaluation.

Anytime: generic posts

[Insert charity name] is proud to support Charity Fraud Awareness Week 2017. Working together to keep #CharityFraudOut

Fighting fraud is a job for everyone. Let's work together to keep #CharityFraudOut

Charity money? Charity info? I don't think so! @TakeFive to stay safe from scams #CharityFraudOut

Monday 23 October

Do your trustees talk about fraud? Start a conversation today #CharityFraudOut
[Recommended infographic: 10 questions trustees should ask]

Trustees must actively manage risks. Read 4.7 of the new charity governance code #CharityFraudOut [Recommended link <https://www.charitygovernancecode.org/en>]

Be aware of the risks your charity faces. Conduct annual fraud risk reviews #CharityFraudOut

Conduct process checks & watch key procedures in action to identify gaps & weaknesses that need fixing to keep #CharityFraudOut

Tuesday 24 October

Identify your main bribery & corruption risks & decide how best to mitigate them #CharityFraudOut

Always protect staff who try to stand up to bribery & corruption. Let's work together to keep #CharityFraudOut

Don't be tempted to adopt prevailing customs, local standards & values in countries where bribery flourishes #CharityFraudOut

Follow @ChtyCommission guidance on due diligence to get to know your local partners better #CharityFraudOut

Wednesday 25 October

Data protection & cyber-security go hand-in-hand. Learn more at @cyberawaregov & @ChtyCommission **#CharityFraudOut**

Cyber-security matters. Educate staff & volunteers to @GetSafeOnline **#CharityFraudOut**

Cyber-security matters. Be aware of the latest scams & speak out. Keep **#CharityFraudOut** with @cyberawaregov @ChtyCommission

If you are suffering a live cyber-attack call @actionfrauduk 24/7 for advice & assistance on 0300 123 2040 **#CharityFraudOut**

Thursday 26 October

Reduce opportunities for fundraising fraud by understanding your key risks

#CharityFraudOut

Periodically check for fake fundraising websites set up in your name to protect donors & keep **#CharityFraudOut**

Control the distribution of branded fundraising merchandise & always follow-up post-event **#CharityFraudOut**

Friday 27 October

Build a workplace culture where fraud is never acceptable & everyone knows it. Together we can keep **#CharityFraudOut**

Don't make it easy for known fraudsters to job-hop. Tell others to keep **#CharityFraudOut**

Report charity fraud to @actionfrauduk @ChtyCommission & your insurer, bank & auditors **#CharityFraudOut**

Planned activities

Here are some of our planned activities for the week that you may wish to attend, support or use. All are offered free or on a non-commercial basis.

Charity fraud awareness week: fighting fraud together

09:00 – 12:00 Monday 23 October at The City Centre, 80 Basinghall Street, London EC2V 5AG

Join us for the City of London launch of Charity Fraud Awareness Week 2017. Learn more about how the sector is taking collective action to fight fraud and speak to experts at the free drop-in centre and exhibition. Bookings: lucy.sandford@cityoflondon.gov.uk

Supported by  Crowe Clark Whitehill.

A Member of Crowe Horwath International

Counter fraud drop-in centre

09:00 – 12:00 Monday 23 October at The City Centre, 80 Basinghall Street, London EC2V 5AG

Are you a charity or voluntary group that wants to know more about how to fight fraud? Visit our drop-in centre for free practical advice from experts on how to prevent, detect and respond to fraud.

Drop by anytime or, if you have a specific question, book a private 10-minute appointment with an expert. Bookings: info@fraudadvisorypanel.org or 020 7920 8637

Supported by  Crowe Clark Whitehill.

A Member of Crowe Horwath International

Photo competition

Monday 23 October to Thursday 26 October inclusive

Take part in our free photo competition to win a morning tea hamper for you and your charity team. Tweet your photo to [@Fraud_Panel](https://twitter.com/Fraud_Panel) showing us how you are getting involved in the week by using our posters and other resources. Include the hashtag [#CharityFraudOut](https://twitter.com/CharityFraudOut)

Supported by  RSM

Tweetathon for small charities

09:00 onwards Monday 23 October at [#CharityFraudOut](https://twitter.com/CharityFraudOut)

Put your questions about preventing, detecting and responding to fraud to [@TheFSI](https://twitter.com/TheFSI) and have it answered by a panel of counter-fraud experts.

Creating a counter fraud culture e-learning resource

Available online from 09:30 onwards Monday 23 October

Learn more about how to build a counter fraud culture with the British Council and Charity Finance Group in a short pre-recorded webinar.

Bribery and corruption e-learning resource

Available online from 09:30 onwards Tuesday 24 October

Learn more about how to prevent bribery and corruption with the British Council in a short pre-recorded webinar.

Charities against fraud awards ceremony

18:00 Tuesday 24 October at Moore Stephens, 150 Aldersgate St London EC1A 4AB

All shortlisted nominees are invited to join leading figures from the counter fraud and charity sectors for the awards ceremony and drinks reception. Winners will be announced.

Supported by [MOORE STEPHENS](#)

Cyber-fraud e-learning resource

Available online from 09:30 onwards Wednesday 25 October

Learn more about how to protect your charity from cyber-fraud in this short pre-recorded webinar from the Charity Commission and University College London.

Identity fraud e-learning resource

Available online from 09:30 onwards Wednesday 25 October

Learn more about how to protect your charity from identity fraud in this short pre-recorded webinar from Cifas.

Charity fraud 101: an introduction to fraud for trustees and managers of small charities

10:00 – 13:00 Wednesday 25 October at Frazer Jones, 95 Queen Victoria St, London EC4V 4HN

Attend this practical half-day workshop for small charities to learn what you need to know about fraud and why. Course facilitators are Martin Robinson (Fraud Advisory Panel) and Alan Bryce (Charity Commission). Bookings: <https://www.eventbrite.co.uk/e/charity-fraud-101-tickets-36660815486>

Fundraising fraud e-learning resource

Available online from 09:30 onwards Thursday 26 October

Learn more about how to protect your charity from fundraising fraud in this short pre-recorded webinar from the Institute of Fundraising and Help for Heroes.

Insider fraud e-learning resource

Available online from 09:30 onwards Friday 27 October

Learn more about how to prevent insider fraud in this short pre-recorded webinar from Cifas and Oxfam.

Reporting fraud e-learning resource

Available online from 09:30 onwards Friday 27 October

Learn more about why it is important to speak out and report fraud in this short pre-recorded webinar from the Charity Commission.

Further details are available from

<https://www.fraudadvisorypanel.org/charity-fraud/planned-activities/>

Other resources

We have compiled a selection of free resources that might be helpful in preparing your own counter fraud initiatives and activities.

Creating a counter fraud culture

Charity Commission and Fraud Advisory Panel: *Tackling fraud in the charity sector: a summary of conference proceedings*

https://www.fraudadvisorypanel.org/?s=charity&post_type=resources&res=

Charity Finance Group: *Small charities guide to preventing fraud*

<http://cfg.org.uk/resources/Publications/cfg-publications.aspx#guide>

Charity Commission: *Compliance toolkit: protecting charities from harm: chapter 3 fraud and financial crime*

<https://www.gov.uk/government/publications/charities-fraud-and-financial-crime>

Good Governance Steering Group: *Charity governance code*

<https://www.charitygovernancecode.org/en>

Take Five to Stop Fraud: *Free advice, toolkits and videos to prevent financial fraud*

<https://takefive-stopfraud.org.uk/>

Bribery and corruption

Charity Commission: *Compliance toolkit: protecting charities from harm: Chapter 2: due diligence, monitoring and verifying the end use of charitable funds*

<https://www.gov.uk/government/publications/charities-due-diligence-checks-and-monitoring-end-use-of-funds>

City of London Police: *Say no to bribery and corruption in business* [video]

<https://www.fraudadvisorypanel.org/resources/bribery-and-corruption-3/>

Cyber-fraud

Get Safe Online: *Keep yourself, your charity, and your friends, family and work colleagues safe online* [video and other resources]

<https://vimeo.com/user12224115> and <https://www.getsafeonline.org/>

Metropolitan Police Service: *Little book of cyber scams*

<https://www.met.police.uk/globalassets/downloads/fraud/little-book-of-cyberscams.pdf>

Cyberaware

<http://www.cyberaware.gov.uk/>

Identity fraud

Action Fraud: *Identity fraud and identity theft*

http://www.actionfraud.police.uk/fraud_protection/identity_fraud

Cifas: *Identity protection*

<https://www.cifas.org.uk/services/identity-protection>

Fundraising fraud

Charity Commission for Northern Ireland: *Top ten tips to giving safely*

<http://www.charitycommissionni.org.uk/news/top-tips-for-giving-safely-to-charity/>

Fraud Advisory Panel: *Giving safely*

https://www.fraudadvisorypanel.org/?s=giving+safely&post_type=resources&res

Fundraising Regulator: *6 questions every fundraiser should be able to answer to improve donor confidence*

<https://www.fundraisingregulator.org.uk/wp-content/uploads/2016/10/Fundraiser-Qs-Confident-Giving-2.pdf>

Office of the Scottish Charity Regulator: *10 tips for giving safely* [video]

<https://www.youtube.com/watch?v=npBWapqCP5I>

Take Five to Stop Fraud: *Take five over tea* [charity toolkit to help protect people from fraud]

<https://takefive-stopfraud.org.uk/take-five-tea/>

Insider fraud

Fraud Advisory Panel: *Pre-employment screening helpsheet*

<https://www.fraudadvisorypanel.org/wp-content/uploads/2015/04/Fraud-Facts-3B-Pre-Employment-Screening-Revised-Mar11.pdf>

SAFERjobs: *Free expert advice for job seekers, agency staff and contractors to combat job scams*

<https://www.safer-jobs.com/>

Reporting fraud

Action Fraud: *The UK's national fraud and cybercrime reporting centre*

<http://www.actionfraud.police.uk/>

Charity Commission: *How to report a serious incident in your charity*

<https://www.gov.uk/guidance/how-to-report-a-serious-incident-in-your-charity>
