



SCHOOL POLICY: THEFT AND FRAUD PREVENTION

Rationale:

The board has a responsibility to protect the school and resources of the school, both physical and financial, from Theft and Fraud. This policy is intended to prevent Theft and Fraud from occurring within Orini Combined School.

Introduction:

- 1) The Board accepts that it has a responsibility to protect the physical and financial resources of the School. The Board has agreed that through its chief executive, the Principal, the School has a responsibility to prevent and detect theft and fraudulent actions by persons who are employed or contracted by the School or who are service recipients of the School. The Board accepts that any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.
- 2) The Board, therefore, requires the Principal to establish systems and procedures to guard against the actions of theft and fraud. The Principal is to report such actions to the Board Chairperson as prescribed in the procedures set in Procedure 19.

General:

- 1) As preventative measures against theft and fraud the Board requires the Principal to ensure that:
 - a) The School’s physical resources are kept secure and accounted for.
 - b) The School’s financial systems are designed to prevent and detect the occurrence of fraud. All such systems must meet the requirements and standards as set out in the Public Finance Act 1989, Section 45C(b) and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand.
 - c) Staff members who are formally delegated responsibility for the custody of physical and financial resources by the Principal are proven competent to carry out such responsibilities and that such persons are held accountable for the proper execution of their responsibilities.
 - d) All staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.
- 2) The Board recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated. All matters related to the case shall remain strictly confidential with all written information kept secure. Should any delegated staff member or any other staff member improperly disclose information the Principal shall consider if that person or persons are in breach of confidence and if further action is required. Any action the Principal considers must be in terms of the applicable conditions contained in their contract of employment and any code of ethics or code of responsibility by which the staff member is bound.



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- 3) The Board affirms that any allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person or persons implicated.
- 4) Any intimation or written statement made on behalf of the School and related to any instance of supposed or actual theft or fraud shall be made by the Board Chairperson who shall do so after consultation with the Principal and if considered appropriate after taking expert advice.
- 5) In the event of an allegation of theft or fraud the Principal shall act in accordance with the requirements of the Orini Combined School Theft & Fraud Prevention, Procedure 19.

Allegations Concerning the Principal or Trustee:

- 1) Any allegation concerning the Principal should be made to the Board Chairperson. The Chairperson will then investigate in accordance with the requirements of the Orini Combined School Theft & Fraud Prevention, Procedure 19.
- 2) Any allegation concerning a member of the Board of Trustees should be made to the Principal. The Principal will then advise the manager of the local office of the Ministry of Education and commence an investigation in accordance with the requirements of the Orini Combined School Theft & Fraud Prevention, Procedure 19.

Approval:

- 1) When the Board approved the Policy it was agreed that no variations of this Policy or amendments to it can be made except by the unanimous approval of the Board.
- 2) As part of its approval the Board requires the Principal to circulate this Policy to all staff and for a copy to be included in the Orini Combined School Policy & Procedures File, copies of which shall be available to all staff. The school Policy & Procedure File shall also be made available to students and parents at their request. The Board requires that the Principal arrange for all new staff to be made familiar with this Policy and other policies approved by the Board.

PRINCIPAL

BOARD CHAIR

Dated: May 18, 2015