



# Springcroft Primary School

## Anti Fraud & Corruption Policy

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**Author/owner: Springcroft Primary School**

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| Approved | Signature | Date |
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### **Our Mission Statement:**

**The place to learn, the place to succeed, the place to make friends, the place to grow.**

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## **Anti-Fraud and Corruption**

The Fraud Act 2006 clearly states that fraudulent activity 'manifests itself in many different ways including deception, bribery, forgery, counterfeiting, extortion, corruption, theft, conspiracy, collusion, embezzlement, misappropriation of assets, false representation and concealment of material facts'. The Act provides for a general offence of fraud with three ways of committing it which are:

- by false representation
- by failing to disclose information
- by abuse of position

We believe corruption is the 'giving, soliciting or acceptance of an inducement or reward' which may influence any measures taken by this school.

We are committed to preventing fraud and corruption by creating a culture within the school which deters fraudulent activity by having in place systems and procedures that will assist in the prevention, detection and the investigation of fraud and corruption.

We wish to conduct all school business in an honest and ethical manner and therefore to prevent and eliminate any fraudulent and corrupt practices. We expect all school personnel to adhere to the Code of Conduct and for them to raise any concerns they may have relating to fraud and corruption.

We believe that in regard to the Human Rights Act 1998, the Data Protection Act 1998 and the Regulation of Investigatory Powers Act 2000, it is our duty to report and investigate all allegations of suspected fraud and any financial irregularities that come to our attention.

We as a school community have a commitment to promote equality. Therefore, an equality impact assessment has been undertaken and we believe this policy is in line with the Equality Act 2010.

### **Aims**

- To have in place procedures to prevent fraud and corruption.
- To share good practice within the school.
- To work with other schools to share good practice in order to improve this policy.

## **Responsibility for the Policy and Procedure**

### **Role of the Governing Body**

The Governing Body has:

- appointed an Office Support Manager with responsibility to manage effective financial systems and to ensure internal controls prevent and detect any frauds promptly;
- delegated powers and responsibilities to the Headteacher to oversee the financial arrangements on behalf of the Governing Body;
- delegated powers and responsibilities to the Headteacher to ensure all school personnel and stakeholders are aware of and comply with this policy;
- a duty to declare all business interests that they may have;
- responsibility to declare all gifts and hospitality;
- responsibility for ensuring that the school complies with all equalities legislation;
- nominated a designated Equalities governor to ensure that appropriate action will be taken to deal with all prejudice related incidents or incidents which are a breach of this policy;
- responsibility for ensuring funding is in place to support this policy;
- responsibility for ensuring this policy and all policies are maintained and updated regularly;
- responsibility for ensuring all policies are made available to parents;
- nominated a link governor to visit the school regularly, to liaise with the Headteacher and the coordinator and to report back to the Governing Body;
- responsibility for the effective implementation, monitoring and evaluation of this policy

### **Role of the Headteacher and Senior Leadership Team**

The Headteacher and the Senior Leadership Team will:

- ensure all school personnel, pupils and parents are aware of and comply with this policy;
- oversee the financial arrangements on behalf of the Governing Body;
- ensure that the financial resources are being managed in an efficient, economical and effective manner;
- ensure that financial control systems are being maintained;
- ensure that all financial decisions are undertaken in agreement with the Governing Body;
- declare all business interests that they may have;
- declare all gifts and hospitality that is offered to them;
- work closely with the link governor and Financial Manager;
- provide leadership and vision in respect of equality;
- provide guidance, support and training to all staff;
- monitor the effectiveness of this policy;
- annually report to the Governing Body on the success and development of this policy

## **Office Support Manager**

The Office Support Manager will:

- lead the development of this policy throughout the school;
- maintain effective financial systems and procedures;
- have in place internal controls to prevent fraud and corruption;
- maintain and manage all financial records;
- provide an Annual Report and Financial Statement;
- cooperate with the independent financial auditor;
- comply with all accounting requirements relevant to the Companies Act;
- deal with all allegations of suspected fraud and financial irregularities;
- report to the Headteacher and the Governing Body all allegations of suspected fraud and financial irregularities;
- work closely with the Headteacher and the nominated governor;
- provide guidance and support to all staff;
- provide training for all staff on induction and when the need arises regarding;
- keep up to date with new developments and resources;
- undertake risk assessments when required;
- review and monitor;
- annually report to the Governing Body on the success and development of this policy

## **Role of the Nominated Governor**

The Nominated Governor will:

- work closely with the Headteacher and the Office Support Manager;
- ensure this policy and other linked policies are up to date;
- ensure that everyone connected with the school is aware of this policy;
- report to the Governing Body every term;
- annually report to the Governing Body on the success and development of this policy

## **Role of School Personnel**

School personnel will:

- comply with all aspects of this policy;
- be aware of and comply with the School Staff Code of Conduct;
- declare all business and personal interests;
- realise it is their duty to report any suspected fraudulent or corrupt activities;
- implement the school's equalities policy and schemes;

- report and deal with all incidents of discrimination;
- attend appropriate training sessions on equality;
- report any concerns they have on any aspect of the school community

### **Raising Awareness of this Policy**

We will raise awareness of this policy via:

- the School Handbook/Prospectus
- the school website
- the Staff Handbook
- meetings with school personnel
- reports, such as annual report to parents and Headteacher's reports to the Governing Body

### **Training**

We ensure all school personnel have equal chances of training, career development and promotion.

Periodic training will be organised for all school personnel so that they are kept up to date with new information and guide lines concerning equal opportunities.

### **Equality Impact Assessment**

Under the Equality Act 2010 we have a duty not to discriminate against people on the basis of their age, disability, gender, gender identity, pregnancy or maternity, race, religion or belief and sexual orientation.

This policy has been equality impact assessed and we believe that it is in line with the Equality Act 2010 as it is fair, it does not prioritise or disadvantage any pupil and it helps to promote equality at this school.

### **Monitoring the Effectiveness of the Policy**

The practical application of this policy will be reviewed annually or when the need arises by the Office Support Manager, the Headteacher and the nominated governor.

A statement of the policy's effectiveness and the necessary recommendations for improvement will be presented to the Governing Body for further discussion and endorsement. (See Policy Evaluation)