

# Theft and fraud policy

## Introduction:

The Board of Trustees accepts it has a responsibility to protect the physical and financial resources of the school. Through the Principal, the school will be responsible for preventing and detecting theft and/or fraudulent actions by employees or contractors to the Board.

In terms of its responsibility as a good employer, the Principal and/or the Board will ensure that any investigation in to alleged theft or fraudulent actions will be conducted in a manner that is just, discreet and fair and follows the principles of natural justice.

## General:

As a preventative measure against theft and fraud, the Principal will ensure that:

1. The school's physical resources are kept in a secure manner notwithstanding the need to have these accessible to users.
2. The school's financial systems are designed and documented to both prevent and detect fraud. All financial systems will meet the requirements set out in the Crown Entities Act 2004 and generally accepted accounting practice promulgated by the Institute of Chartered Accountants of NZ.
3. Staff members who are delegated responsibility for either physical or financial resources are both aware of the parameters of their responsibility and that accountability processes are in place as appropriate.
4. All staff members are aware of their responsibilities to immediately inform the principal if they suspect or become aware of any improper or fraudulent action by staff, students, contractors and suppliers or any other persons associated with the school.
5. If the circumstances are appropriate, the Protected Disclosures Policy should guide action.

In the event of any allegation of theft or fraud, the Principal or Board shall act in accordance with the following procedures:

1. Act immediately to report the matter to the police.

**OR**

2. So far as it is possible and within 24 hours of becoming aware of the issue :
  - Record details of the allegation including the persons involved and the quantity and/or value of the theft or fraud;
  - Obtain a statement (*preferably written*) from the person who informed them with details as to the nature of the theft or fraud, the time and circumstances in which this occurred and the quantity or value of the theft;

- Decide on the initial actions to be taken and, if appropriate, consult with other senior members of staff about the allegation;
- Inform the Chairperson of the Board as appropriate.

On the basis of the information and/or advice received and after consultation with the Board Chairperson, the Principal shall determine whether or not a *prima facie* case of theft exists. If so, the appropriate legal action should be taken, if not, the decision should be documented to record that no further action is to be taken.