

**SHENFIELD  
HIGH SCHOOL**



# **Anti Fraud and Corruption Policy**

**November 2017**

Adopted by Resources Committee:	December 2017
Ratified by the Governing Body on:	December 2017
Review Date:	November 2019

# Anti-Fraud and Corruption Policy

## Background

The United Kingdom public sector maintains high standards of probity and has a good reputation for protecting the public purse. Shenfield High School and Academy Board of Governors share these high standards and reputation and are committed to protecting the public funds entrusted to them so that the maximum amount of resources can be used for their intended purpose.

As part of the School's and Governing Body's commitment to protecting public funds, and to make the most efficient and effective use of the resources they are responsible for, it is essential that the risk to the School of financial losses due to fraud, corruption and financial impropriety is minimised.

This policy should be read in conjunction with the schools finance regulations and the latest staff code of conduct (which includes whistle blowing policies), as appropriate.

## Commitment

The Governing Body is committed to ensuring that the affairs of the school are conducted in accordance with the highest standards of probity and accountability. As part of this commitment, the Governing Body is committed to combating fraud, corruption and other financial impropriety (e.g. theft) wherever it may arise in relation to any of the School's activities or services, and, in achieving this aim, realises this involves any Governor or School-appointed employee, or member of the public or any other third party associated with the School's activities.

## Standards

The Governing Body expects Governors and its School-appointed employees to demonstrate the highest standards of honesty, probity, openness and integrity in the discharge of their functions.

This includes:

- a) Compliance with appropriate legislation, Codes of Conduct, the Delegation Scheme, Conditions of Service, standards of appropriate professional bodies, and any other standards, guidelines or instructions which are relevant to that particular service or activity,
- b) Providing a framework within which counter fraud arrangements will flourish, and
- c) Promoting an anti-fraud and anti-corruption culture within the school.

Likewise, the School and the Governing Body expect that all external individuals and organisations that it deals with e.g. suppliers, contractors, partners, service providers, parents and members of the public etc., will act with honesty and integrity and without thought or actions involving fraud, corruption or financial impropriety. In such relationships the principles outlined in this Policy must be applied. Where external third parties become aware of any fraud and/or corruption they should report their concerns promptly to the Academy or the DfE.

## Implementation

The Governing Body is committed to establishing and maintaining effective arrangements to prevent fraud, corruption and financial impropriety. The Governing Body recognises, however, that these cannot always be prevented and so effective arrangements have been established to detect, report and investigate all incidents or situations where they are suspected.

In its commitment to identify any fraud, corruption or impropriety, the Governing Board is committed to creating and maintaining a culture in which Governors, School-appointed employees workers and all other relevant parties are able to express concerns and suspicions without fear of repercussion or intimidation and in the knowledge that the information will be treated confidentially and will be investigated fully and rigorously.

The Governing Body will not tolerate dishonesty on the part of any Governor, School- appointed employee or any person or organisation involved in any way with the school. Where fraud or corruption is detected the school will rigorously pursue appropriate action against the persons concerned including legal and/or disciplinary action, and wherever possible and deemed appropriate, will take action to recover any losses suffered.

The Governing Body and the school are committed to working constructively with the police and other relevant agencies in relation to combating fraud, corruption and financial impropriety within the school or within the wider public sector.

### PROCEDURES

It is often the alertness of employees and the public to possible fraud and corruption that brings these to light, and the school has in place arrangements to ensure that such information is properly dealt with. These arrangements are set out in the financial regulations and staff code of conduct. The latter is published to all staff annually.

Any employee that suspects fraud or corruption has a duty to report their suspicions, in accordance with the Whistle Blowing Policy.

Where external third parties become aware of or become concerned about the possibility of any fraud and corruption, they should report their concerns promptly to the school. In the first instance to the Head Teacher or Business Manager.

All reports of suspected fraud, bribery or corruption will be formally investigated by the Head Teacher or Business Manager, or Chair of Governors should suspicions relate to these post holders.

The Head Teacher, in consultation with the Chair of Governors where appropriate, will decide whether any matter should be referred to the police for further investigation or whether disciplinary proceedings should be taken against any employee in accordance with established procedures.

### Awareness

The Governing Body and school will seek to ensure that its stance on fraud, corruption and impropriety is widely publicised both internally and externally to the school. All Governors, employees and other associated bodies/persons with whom the School conducts its business will be appropriately briefed as to this policy.