



# Mount Eden Normal

## PRIMARY SCHOOL

Te Whare Akoranga o Maungawhau

POLICY

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### *Theft & Fraud Prevention*

#### **Rationale**

The Board recognises its responsibility to protect the physical and financial resources of the School. The Board recognises it has a responsibility, through its chief executive, the Principal, 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 requires 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.

The Board requires the Principal to establish systems and procedures to guard against the actions of theft and fraud, as set out below.

## Requirements

- 1) As preventative measures against theft and fraud the Board requires the Principal to ensure that:
  - 1.1. The School's physical resources are kept secure and accounted for;
  - 1.2. 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 Finance Policy, the Crown Entities Act 2004 and of generally accepted accounting practice promulgated and supported by the Institute of Chartered Accountants of New Zealand;
  - 1.3. 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;
  - 1.4. 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. In the event of an allegation of theft or fraud, the Principal will act in accordance with the following procedures:
  - 2.1. Decide to either immediately report the matter to the New Zealand Police if the matter is deemed to be potentially criminal or proceed, so far as it is reasonably practical, and within 24 hours to;
  - 2.2. Decide on the initial actions to be taken, including consulting with the person who provided the information and, if appropriate, confidentially consulting with other senior members of staff about the person who is the subject of the allegation;
  - 2.3. Inform the Presiding Member of the information received and consult with them as appropriate;
  - 2.4. On the basis of advice received and after consultation with the Presiding Member, the Principal shall decide whether or not a prima facie case of theft or fraud exists and, if not, to document the decision and record that no further action is to be taken

3. When further investigation is warranted, the Principal will;
  - 3.1. Determine if a prima facie case is thought to exist to continue with their investigation;
  - 3.2. Invoke any disciplinary procedures contained in the contract of employment should the person be a staff member;
  - 3.3. Lay a complaint with the New Zealand Police;
  - 3.4. If necessary, commission an independent expert investigation;
  - 3.5. In the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
  - 3.6. Inform the Manager, National Operations, Ministry of Education local office and, the school's auditors, and seek NZSTA advice
  
4. Once all available evidence is obtained, the Principal will consult the Presiding Member. The Presiding Member may, if they consider it necessary, seek legal or other advice as to what further action should be taken
  
5. If a possible case is considered to be in need of further investigation, the Principal will:
  - 5.1. Inform the person in writing of the allegation that has been received and request a meeting with them at which their representative or representatives are invited to be present
  - 5.2. Meet with the person who is the subject of the allegation of theft or fraud and their representatives to explain the complaint against them
  - 5.3. Obtain a verbal or preferably a written response (all verbal responses must be recorded as minutes of that meeting, and the accuracy of those minutes should be attested by all persons present)
  - 5.4. Advise the person in writing of the processes to be involved from this point
  
6. The Board recognises that alleged, 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 observe the 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

7. 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, and principles of natural justice will be observed at all times

8. Any media or written statement made on behalf of the School and related to any instance of supposed or actual theft or fraud will be made only by the Presiding Member who shall do so after consultation with the Principal and if considered appropriate after taking expert advice

### **Allegations Concerning the Principal or a Trustee**

9. Any allegation concerning the Principal shall be made to the Presiding Member. The Chairperson will then investigate in accordance with the requirements of sections 3 and 4 of this Policy

10. Any allegation concerning a member of the Board of Trustees shall be made to the Principal. The Principal will then advise the manager of the local office of the Ministry of Education, seek NZSTA advice and commence an investigation in accordance with the requirements of paragraphs 3 and 4 of this Policy

### **Related Policies:**

- Finance Policy
- Governance Policy
- Privacy Policy
- Protected Disclosures

Signed: Annette Quesado

Presiding Member, Mt Eden Normal Primary

Board of Trustees

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