



**THEFT AND FRAUD PREVENTION  
PROCEDURE**

**RATIONALE**

These procedures have been formulated as required by the Wesley College School Board Policy Statement Theft and Fraud Prevention dated 09 February 2006

**GENERAL**

In applying the Board's Theft and Fraud Prevention policy the Principal will 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;
- c) staff members who are formally delegated responsibility for the custody of physical resources by the

Principal are proven competent to carry out such responsibilities and that such persons are held properly accountable for the proper execution of their responsibilities; and

- d) staff members are made aware of their responsibility to inform the Principal immediately should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.

**PROCEDURE TO BE FOLLOWED IN RESPONSE TO ALLEGATIONS OF THEFT OR FRAUD**

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

1. The Principal will decide to either report the matter to the New Zealand Police or proceed as outlined below.
2. So far as is possible and within 24 hours:
  - i. record the details of the allegation, the person(s) allegedly involved, and the quantity and / or value of the theft or fraud;
  - ii. request a written statement from the person who has informed the Principal, with details as to the nature of the theft or fraud, the time and circumstances in which this occurred, and the quantity and / or value of the theft;
  - iii. decide on the initial action to be taken, including consulting with the person who provided the information, and, if appropriate, other senior members of staff about the person who is the subject of the allegation;
  - iv. inform the Board Presiding Member of the information and discuss this as appropriate.
  - v. Inform insurance provider of a potential claim and or staff discipline event.
3. On the basis of the information and advice received the Principal shall decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
4. If the decision is that a prima facie case of theft or fraud exists the Principal shall then:
  - i. continue with the investigation;
  - ii. invoke any disciplinary procedures contained in the contract of employment should the person be a staff member;
  - iii. lay a complaint with the New Zealand Police;
  - iv. If necessary, commission and independent expert investigation;
  - v. in the case of fraud, require a search for written evidence of the possible fraudulent

- vi. seek legal advice; or
- vii. inform the Manager, National Operations, Ministry of Education Auckland Office and / or the School's auditors.

5. Once all available evidence is obtained, the Principal shall consult with the Board Presiding Member. The Board Presiding Member may, if the Chair considers necessary, seek legal or other advice as to what further action should / may be taken.
6. If a case is considered to exist, the Principal or such other person as the Principal and Board Chair may designate shall, unless another course of action is deemed more appropriate:
  - i. inform the person against whom the allegation has been made that the allegation has been received and request a meeting with the person at which their representative(s) are invited to be present;
  - ii. meet with the person who is the subject of the allegation of theft or fraud and any representative (s) to explain the complaint;
  - iii. obtain a written response, or if a written response is not made, include any verbal response in the minutes of the meeting, the accuracy of the minutes of the meeting to be attested by all persons present at the conclusion of the meeting;
  - iv. as soon as possible advise the person in writing of the process that will then be followed.

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

1. Any allegation concerning the Principal should be made to the Board Presiding Member. The Presiding Member will then investigate in accordance with the requirements of paragraph 4 of this Policy.
2. Any allegation concerning a member of the School Board 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 paragraph 4 of this Policy.

This procedure was issued by the Principal 4 June 2020.

This procedure will be reviewed on / before June meeting 2023.

---

**PRINCIPAL**