

**THEFT AND FRAUD
POLICY****Our why (Rationale)**

The Wesley College School Board has the responsibility to protect the physical and financial resources of the School.

The Board recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person(s) implicated.

The purpose of this policy is to ensure that there are procedures in place 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.

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 that person(s) to be in breach of confidence and if further information is required. Any action the Principal considers must be in terms of the applicable conditions contained in the appropriate contract of employment any code of ethics or code of responsibility by which the staff member of bound.

The board delegates to the principal the responsibility to ensure the school's physical resources are kept secure and accounted for, the financial systems are designed to prevent and detect the occurrence of fraud. The principal will ensure that any staff members who are formally delegated responsibility for the custody of physical resources by the are proven competent to carry out such responsibilities and that such persons are held properly accountable for the proper execution of their responsibilities. The principal will also provide support to ensure that staff are aware of their responsibility to 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.

Our how (Implementation actions)

The Board requires the Principal to establish systems and procedures to guard against the actions of theft and fraud.

1. The Board requires any investigation into any allegation of theft or fraudulent actions to be conducted in a manner that conforms to the principles of natural justice, is procedurally fair and just, and conforms to the requirements of any applicable contractual agreements that may cover those being investigated. The Principal will decide to either report the matter to the New Zealand Police or proceed as outlined below.

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.
2. Any allegation concerning the Principal is to be made to the Board Presiding Member. The Presiding Member will investigate in accordance with the requirements established in the procedures.

3. Any allegation concerning a member of the School Board is to be made to the Principal. On receipt of a written allegation the Principal will follow Ministry of Education guidelines and commence an investigation in accordance with the requirements established in the school's implementation actions.
4. 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.
5. This policy is to be circulated to all staff, and a copy included in the Wesley College Policy Manual, copies of which shall be available to all staff.
6. This policy shall also be made available to students and parents on request.
7. Any intimation or written statement made on behalf of the School and related to any instance of supposed or actual theft or fraud shall be made by the Presiding Member, who shall do so after consultation with the Principal, and if considered appropriate, after taking expert advice.
8. 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.
9. 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.

Relevant School Documentation

Relevant legislation

Education and Training Act 2020
Crown Entities Act 2004
Financial Reporting Act 1993

The Wesley College School Board approved this policy September 2023.
This policy will be reviewed on / before the September meeting 2026.


PRESIDING MEMBER

21 September 2023
DATE