




THE
LONG EATON
SCHOOL

ANTI FRAUD POLICY

Date Drafted:	January 2019
Date Approved by Governors:	31/1/19
Signed:	
Review Frequency:	Annually
To be Reviewed By:	Mrs L Reeve

The Definition of Fraud

Fraud is “deceit, trickery, sharp practice, or breach of confidence, perpetuated for profit or to gain some unfair or dishonest advantage”. In the broadest sense a fraud is an intentional deception made for personal gain or to damage another individual. Fraud is both a crime and also a civil law violation. Defrauding people or entities of money or valuables is a common purpose of fraud, but there have also been fraudulent “discoveries”, e.g. to gain prestige rather than immediate monetary gain.

Specific examples of fraud:

1. Falsifying or altering accounting records or other documents
2. Suppressing or omitting the effects of transactions from records or documents
3. Adding records of transactions which have no substance
4. Wilful misrepresentation of transactions or other school affairs.

For the purpose of this policy statement, fraud includes all irregularities which could normally be described as theft, deception, fraud, corruption, or impropriety. Fraud is always wrong. In any organization, it countermands the management at every level and positive action is needed to prevent and discourage it. The prevention of fraud and the protection of the School is the responsibility of every member of staff. In every case, reported suspicions will be passed to the Finance & General Purposes Committee who will decide on the subsequent course of action.

When fraud is identified, action will be taken to:

- Limit the damage
- Seek reparation for losses incurred
- Punish the perpetrators
- Revise procedures to prevent any recurrence

Response to Suspected Fraud

The School has rules which attempt to allocate resources on a fair and even handed basis. Fraudulent activity circumvents these rules and gives an unfairly generous allocation to one or more individuals to the detriment of all others.

Reporting of Suspected Fraud

Any suspicion of fraud should be reported to a member of the Senior Management Team. If it is considered more appropriate (for example, if a member of the Senior Management Team is involved) the suspicions may be reported directly to either the Chair of Governors, the Chair of Finance of any other governor who can pass on the information.

After a Suspicion is Reported

The Senior Management Team member or governor will make any initial enquiries considered necessary to validate the report. In every case and as soon as possible after these initial investigations, he or she will pass the matter to the Chair of the Governing Body. Even if there is no evidence to support the allegation, the matter must be reported.

The Finance & General Purposes Committee

The management of any investigation will be undertaken by the finance committee in conjunction with the independent Smith Cooper. They will:

1. determine whether further investigation is warranted
2. determine whether the matter should be reported to the Chair of governors, head, special meeting of the governors
3. determine who should carry out the investigation
4. determine which outside agencies (police, auditors) should be involved
5. assess the risk to the school
6. determine to whom day to day management of the response should be given
7. allocate responsibility for damage limitation action
8. determine the course of action to recover losses
9. determine the course of action to be taken against wrongdoers
10. evaluate the events which enabled the fraud to occur
11. ensure preventative action is taken

