



Anti- Fraud & Theft Policy

for ACT and the following Academies:

Our Lady of Lourdes Catholic Primary School
Sacred Heart Catholic Primary School
St Helen's Catholic Primary School
Holy Family Catholic Primary School
St Teresa's Catholic Primary School
St Joseph's Catholic Primary School
St George's Catholic Primary School
Our Lady of Ransom Catholic Primary School
St Thomas More High School

This Anti-Fraud and Theft Policy has been approved and adopted by the Assisi Catholic Trust in February 2021 and will be reviewed in July 2022.

Committee Responsible: Audit and Risk Committee

Assisi Catholic Trust Mission Statement

Our mission is to inspire the children in our care and that our schools place Christ and the teaching of the Catholic Church at the centre of all we do. We believe that every child has a right to educational excellence and we are committed in partnership to ensure this happens.

Motto

'Start doing what is necessary, then do what's possible and suddenly you are doing the impossible'

Summary

This policy and procedure defines the expected conduct of all trustees, governors, staff and volunteers engaged at Assisi Catholic Trust, whether in paid or voluntary employment, in relation to deterring and/or detecting fraud and corruption, and who to report it to. It includes clear guidelines on what is acceptable in terms of gifts and hospitality and how these matters are declared. Also, reference is made to other Academy Trust policies where appropriate.

Introduction

Assisi Catholic Trust is committed to ensuring that it acts with integrity and has high standards of personal conduct. Everyone involved with the Academy Trust has a responsibility in respect of preventing and detecting fraud. All staff, governors and trustees have a role to play. The Trust also recognises the role of others in alerting them to areas where there is suspicion of fraud. Recognising a potential fraud and being able to report it is just as important as the measures to prevent and detect. It is the duty of all employees, governors and trustees at the Academy Trust to take reasonable steps to limit the possibility of corrupt practices, and it is the responsibility of the Internal and External Auditors to review the adequacy of the measures taken by the Academy Trust to test compliance and to draw attention to any weaknesses or omissions. Any investigation carried out in relation to alleged irregularities is linked to the Academy's Disciplinary & Dismissals procedure.

Definitions:

Fraud

Fraud is a general term covering theft, deliberate misuse or misappropriation of assets or anything that leads to a financial advantage to the perpetrator or others upon whose behalf he or she acts, even if these "others" are in ignorance of the fraud. Fraud is in fact intentional deceit and for this reason it cannot include negligence.

Fraud incorporates theft, larceny, embezzlement, fraudulent conversion, false pretences, forgery, corrupt practices and falsification of accounts.

Corruption

The term 'corrupt practices' is defined for the purpose of this code as the offering, giving, soliciting or acceptance of an inducement or reward which may influence the actions taken by the Academy, its staff, governors or trustees.

Gifts and Hospitality

Any gifts, rewards and benefits that are disproportionately generous or that could be seen as an inducement to affect a business decision should be declared.

The acceptance of gifts and hospitality is a sensitive area where actions can easily be misconstrued. Therefore, employees' actions should be such that they would not be embarrassed to explain them to anyone.

Irregularities fall within the following broad categories, the first three of which are criminal offences:

- **Theft** - the dishonest taking of property belonging to another person with the intention of depriving the owner permanently of its possession;

- **Fraud** - the intentional distortion of financial statements or other records by persons internal and external to the Academy, which is carried out to conceal the misappropriation of assets or otherwise for gain;
- **Bribery and corruption (Refer to Gifts & Hospitality Policy/Bribery Act 2010)** - involves the offering or the acceptance of a reward, for performing an act, or for failing to perform an act, which leads to gain for the person offering the inducement;
- **Failure to observe**, or breaches of, Scheme of Delegation and Financial Regulations; Academy's Procedures which in some circumstances can constitute an irregularity, with potentially significant financial consequences.

Examples of what could constitute fraud and corruption are –

- theft of cash;
- non-receipt of income;
- substitution of personal cheques for cash;
- travelling and subsistence claims for non-existent journeys/events;
- travelling and subsistence claims inflated;
- manipulating documentation to increase salaries/wages received, e.g. false overtime claims;
- payment of invoices for goods received by an individual rather than the Academy; failure to observe, or breaches of, regulations and/or other associated legislation laid down by the Academy;
- unauthorised borrowing of equipment;
- breaches of confidentiality regarding information;
- failure to declare a direct pecuniary or otherwise conflicting interest;
- concealing a generous gift or reward;
- unfairly influencing the award of a contract;
- creation of false documents;
- deception;
- using position for personal reward.

The above list is not exhaustive, and fraud and corruption can take many different paths. If in any doubt about whether a matter is an irregularity or not, clarification must be sought from the Headteacher of a trust school or the Chief Finance Officer.

Similarly, if there is concern or doubt about any aspect of a matter which involves an irregularity, or an ongoing investigation into a suspected irregularity, the best approach is to seek advice from the Headteacher.

Policy Statement

This policy and procedure defines Anti-Fraud & Corruption and offers guidance for all staff in the Academy Trust.

The Academy Trust aims to be an honest and ethical institution. As such, it is opposed to fraud and seeks to eliminate fraud by the way it conducts business. This document sets out the Academy Trust's policy and procedures for dealing with the risk of significant fraud or theft. In order to minimise the risk and impact of fraud, our objectives are, firstly, to create a culture which deters fraudulent activity, encourages its prevention and promotes its detection and reporting and, secondly, to identify and document its response to cases of fraud and corrupt practices.

This policy, in line with the Academy Trust's corporate values of integrity, consistency, impartiality, fairness and best practice, provides both staff and management with mutually understood guidelines for the administration of this procedure.

The scope of this procedure extends to all Academy employees, permanent, voluntary and fixed term.

Time limits specified in this document may be extended by mutual agreement.

If requested, employees may be accompanied by a recognised trade union representative or work colleague, not involved in any part of the process, at any interviews.

Roles and Responsibilities:

Staff, Governors and Trustees

Assisi Catholic Trust has adopted the following measures to demonstrate its commitment to antifraud and corruption:

- Standards, Resources and Audit & Risk Committees meets regularly;
- A requirement for all staff, governors and trustees to declare prejudicial interests and not contribute to business related to that interest;
- A requirement for staff, governors and trustees to disclose personal interests;
- All staff, governors and trustees are made aware of the understanding on the acceptance of gifts and hospitality;
- Clear recruitment policies and procedures.

Staff, governors and trustees also have a duty to report another member of staff, governor or trustee whose conduct is reasonably believed to represent a failure to comply with the above.

Internal Auditors

The Internal Auditors has specific responsibility for overseeing the financial arrangements on behalf of the governors.

- The main duties of the Internal Auditors are to provide the governors with periodic independent assurance that:
 - The financial responsibilities of the governors are being properly discharged;
 - The resources are being managed in an efficient, economical and effective manner;
 - Sound systems of financial control are being maintained; and
 - Financial considerations are fully taken into account in reaching decisions.

Chief Financial Officer (CFO) and Academy Business Managers

The CFO has a responsibility for ensuring that effective systems of internal controls are maintained and will safeguard the resources of the Academy Trust. In respect of fraud it is therefore the responsibility of Each individual Academy School Business Manager to ensure internal controls prevent and detect any frauds promptly.

This includes:

- Proper procedures and financial systems;
- Effective management of financial records;
- Management of the Academy's financial position.

External Audit

The Academy Trust's Annual Report and Financial Statements include an Independent Auditors' Report. This report includes a view as to whether the financial statements give a true and fair view and whether proper accounting records have been kept by the Academy Trust throughout the financial year. In addition, it reports on compliance with the accounting requirements of the relevant Companies Act and confirms compliance with the financial reporting and annual accounting requirements issued by the Department of Education.

Reporting a Suspected Fraud:

All allegations of suspected fraud and irregularities are to be brought to the attention of the CFO and also referred to the Headteacher, unless this individual is involved in the irregularity in which case the Chair of Governors should be informed. Please refer to the Academy Trust's Whistleblowing Policy for further guidance.

Response to Allegations

The Headteacher will have initial responsibility for co-ordinating the initial response. In doing this he/she will consult with the Human Resource advisors regarding potential employment issues. The Headteacher of a Trust school will also see legal advice from the Academy's solicitors on both employment and litigation issues before taking any further action.

The CFO and the Headteacher of the Trust school will ascertain whether or not the suspicions aroused have substance. In every case, and as soon as possible after the initial investigation, they will pass the matter on to the Chair of Audit & Risk Committee. Even if there is no evidence to support the allegation, the matter must be reported.

The Audit & Risk Committee will undertake the management of the investigation.

- They will, if appropriate, conduct a preliminary investigation to gather factual information and reach an initial view as to whether further action is required.
- They will determine whether the findings, conclusions and any recommendations arising from the preliminary investigation should be reported to the Chair of Governors.
- If further investigations are required, they will determine which outside agencies should be involved (police, auditors).

The Headteacher is required to notify the Local Governing Committee and Trustees of any serious financial irregularities. This action will be taken at the first opportunity following the completion of the initial investigations and will involve keeping the chair of the Governing Committee and chair of Trustees fully informed between scheduled meetings of any developments relating to serious control weaknesses, fraud or major accounting breakdowns.

If evidence of fraud is forthcoming then the Local Governing Committee will inform the Chair of the Trust Board who will refer to the Department for Education as required by the Funding Agreement and will consider with the whether or not to refer the matter to the police.

Confidentiality and Safeguards

The Academy Trust recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the alleged malpractice. The Academy Trust will not tolerate harassment or victimisation and will do what it lawfully can to protect an individual when a concern is raised in good faith.

This does not mean that if the person raising the concern is already the subject of a disciplinary, redundancy or other procedure, that those procedures will be halted as a result of the concern being reported.

There is a need to ensure that the process is not misused. For further guidance refer to the Academy Disciplinary, Grievance and Capability policy.

Links with other Policies:

The Local Governing Committees and Trustees are committed to preventing fraud and corruption. To help achieve this objective there is a clear network of systems and procedures in place for the prevention, detection and investigation of fraud and corruption. This Anti-Fraud and Theft policy should be read in conjunction with the following Academy policies:

Whistle-Blowing Policy

Gifts and Hospitality Policy (including Bribery Act 2010- essentials)

Financial Regulations

Disciplinary, Grievance and Capability policy.

Conflict of Interest Policy

Not for profit Policy

Equalities Policy

Scheme of Delegation

Confidentiality Policy

Data Protection Policy

Child Protection / Safeguarding Policy – incorporating safer recruitment

Signed:

Chair of Trustees

Date: