

St Mary's Afterschool Club **Anti- Fraud Policy**

Policy Statement

St Mary's afterschool club is committed to the prevention of fraud and the promotion of an anti-fraud culture.

St Mary's afterschool club operates a zero-tolerance attitude to fraud and requires all staff, governors and volunteers to act honestly and with integrity at all times, and to report all reasonable suspicions of fraud.

St Mary's afterschool club will investigate all instances of actual, attempted or suspected fraud and will seek to recover any losses and pursue appropriate sanctions against the perpetrators. This may include criminal prosecution, disciplinary action, legal proceedings and professional sanctions.

This policy applies to all staff (full time, part time, temporary and casual), consultants, volunteers and the school's Governing Body.

Definition of Fraud

The term 'fraud' is often used to describe complex financial offences such as false accounting. However, in its simplest form, fraud is lying. Some people will lie, or withhold information, or generally abuse their position to try to trick someone else into believing something that isn't true. Examples might include:

- Sending fake invoices for goods and services that weren't ordered or received.
- Use of the school's purchase card to make personal purchases.
- Intercepting a school cheque and amending the name of the payee and/or the amount.
- Submitting false claims for sickness or expenses.

Individuals caught committing fraud can be prosecuted under the [Fraud Act 2006](#) if they make a false representation, fail to disclose information or abuse their position.

Key Responsibilities

St Mary's afterschool club is responsible for:

- Developing, implementing and maintaining adequate systems of internal control that prevent and detect fraud.
- Testing the system of internal control and seeking independent assurance when appropriate.
- Regularly reviewing the afterschool club's anti-fraud policy and compliance with it to ensure it remains effective and relevant to the needs of the afterschool club.
- Reporting compliance with the policy on at least an annual basis to the Governing Body.
- Reporting allegations of actual, attempted or suspected fraud.
- Ensuring all allegations of fraud are investigated appropriately, in compliance with relevant policies, procedures and legislation and commencing disciplinary and/or legal action where appropriate.

The Governing Body are responsible for:

- Overseeing the financial performance of the afterschool club, including its assets, making sure the afterschool club's money is well spent and measures are in place to prevent losses or misuse, including arrangements for preventing and detecting fraud.

Staff are responsible for:

- Familiarising themselves with the types of fraud that might affect the afterschool club.
- Ensuring they adhere to the agreed policies and procedures, thereby protecting the afterschool club's reputation and assets from fraud.
- Reporting allegations of actual, attempted or suspected fraud
- Assisting in the investigation of suspected fraud when requested to do so, for example by providing witness statements.

Reporting Suspicions

The Governing Body and staff are an important element the afterschool club's stance on fraud and are required to raise any concerns that they may have. The Owner and Governors will deal with any financial irregularities robustly.

Staff should immediately report any concerns about actual, attempted or suspected fraud to the Leader or Deputy Leader. However, if the concerns relate to the Leader

or Deputy Leader, staff should report their concerns to the Owner/Chair of Governors.

Under no circumstances should staff investigate the matter themselves.

Should a member of staff, including the Owner and/or Governors wish to seek advice about how to deal with an allegation of fraud, or want to report the matter anonymously, they can call Action Fraud on 03001232040.

Contact Details

Telephone: Action Fraud **0300 123 2040**

Website: **http://www.actionfraud.police.uk/report_fraud**

Support for Witnesses

Members of staff, Governors and the public may be feeling vulnerable before, during and after they have brought an allegation of fraud to the attention of the afterschool club.

Reassure witnesses that they have acted appropriately by raising their concerns. Members of staff should be provided with a copy of the **Whistleblowing Policy** and reminded that the school does not tolerate reprisals, victimisation or harassment and will take all reasonable action to protect them.

In addition, the school will take steps to minimise any difficulties members of staff may experience as a result of raising a concern. For instance, if they are required to give evidence in criminal or disciplinary proceedings, the school will advise or arrange for them to receive advice and support about the process being followed.