



**Southdale**

C of E Junior school

*Shining like stars in the universe*

**Southdale Church  
of England Junior  
School**

# **Anti-Fraud, Corruption and Bribery Policy**

(Policy SD 35-19)

Adopted: March 2019  
For Review: March 2020

**Southdale C of E Junior School**  
**ANTI-FRAUD, CORRUPTION AND BRIBERY POLICY**

**Introduction**

Southdale Junior School is determined to demonstrate that it will not tolerate fraud, corruption or abuse of position for personal gain, wherever it may be found, in any area of School activity.

The School considers that all instances of fraud, corruption and other dishonesty endanger the achievement of the School's policies and objectives as they divert its limited resources from the provision of education. There is a clear recognition that the abuse of the School's resources, assets and services undermines the School's reputation and also threatens its sound financial standing.

The School requires its staff and any other persons acting on its behalf, at all times to act honestly and with integrity and to safeguard the resources for which they are responsible.

The School is committed to ensuring that its business is conducted in an open and transparent manner and it will take all appropriate steps to address the risks of fraud and bribery (including theft).

The School condemns all acts of bribery or fraudulent behaviour and any cases identified or brought to its attention will be investigated exhaustively and dealt with appropriately.

The School is committed to the highest standards of integrity and to ensuring it adheres to and promotes best practice in fraud and bribery prevention.

**Purpose**

The purpose of this policy is to confirm Southdale Junior School's commitment against fraud. The fulfillment of this Anti-fraud, Corruption and Bribery Policy will assist in the delivery of more effective risk management.

The purpose of this Policy Statement is to set out for governors and employees, the School's main objectives for countering fraud and corruption. This policy statement -

- Defines fraud, corruption and bribery.
- Identifies the scope of the applicability of the policy.
- Sets out the School's intended culture & stance against fraud, corruption and bribery.
- Identifies how to raise concerns and to report malpractice.
- Sets out responsibilities for countering fraud

**Definitions & Scope**

## **Fraud**

Fraud is a range of abuse and malpractice that is covered by the Fraud Act 2006.

Fraud can be defined as an abuse of knowledge or financial position that is done deliberately to create a financial gain for the perpetrator or for a related person or entity and / or cause a loss to another. It can take place in many ways; withholding information, deliberately misleading, misrepresenting a situation to others or by abuse of position. Irrespective of the definition applied, fraud is always deceitful, immoral, and intentional and creates a financial gain for one party and / or a loss for another.

Gains and losses do not have to be direct. A gain to a related party or company through intentional abuse of position, albeit not directly to the officer involved, is still fraudulent. In the same way, using the School's name to procure personal goods and services is also fraudulent; where there is deliberate abuse of position to make a gain in the form of goods and services at a discount price or to get the School to pay for them.

Fraud is 'the intentional distortion of the financial statements or other records by persons internal or external to the organisation, which is carried out to obtain an advantage, avoid an obligation or cause loss to another party

Fraud is therefore a deliberate, dishonest act by an individual or group of people, which can be committed, as per The Fraud Act 2006, by:

- False representation
- Failing to disclose information
- Abuse of position

## **Corruption**

Corruption will normally involve the above with some bribe, threat or reward being involved.

## **Bribery**

Bribery is offering, promising or giving someone a financial or other advantage to induce or reward that person to perform their functions or activities improperly as per the Bribery Act 2010, which came into force 1<sup>st</sup> July 2011. It is also an offence to request, receive or accept a bribe.

The Bribery Act 2010 also introduces a corporate offence of failing to prevent bribery, which requires adequate procedures to be in place and appropriately supported from the very top of the organisation.

There are four key offences under the Act:

- bribery of another person (section 1)
- accepting a bribe (section 2)
- bribing a foreign official (section 6)
- failing to prevent bribery (section 7) The Bribery Act 2010

Bribery is not tolerated. It is unacceptable to:

- give, promise to give, or offer a payment, gift or hospitality with the expectation or hope that a business advantage will be received, or to reward a business advantage already given;
- give, promise to give, or offer a payment, gift or hospitality to a government official, agent or representative to "facilitate" or expedite a routine procedure;
- accept payment from a third party that you know or suspect is offered with the expectation that it will obtain a business advantage for them;
- accept a gift or hospitality from a third party if you know or suspect that it is offered or provided with an expectation that a business advantage will be provided by us in return;
- retaliate against or threaten a person who has refused to commit a bribery offence or who has raised concerns under this policy;

## **Theft**

Theft is the dishonest appropriation of property belonging to another with the intention of permanently depriving the other of it.

## **Facilitation Payments**

Facilitation payments are not tolerated and are illegal. Facilitation payments are unofficial payments made to public officials in order to secure or expedite actions.

## **Gifts and Hospitality**

This policy is not meant to change the requirements of the School's approach to gifts and hospitality as set out within the Code of Conduct for Employees. Any offers of gifts and hospitality over £20 should be registered whether they are accepted or not.

The above definitions cover such as acts as deception, forgery, extortion, blackmail, conspiracy, collusion, embezzlement, false accounting / false representation, concealment of material facts, the offering of a gift or reward to influence a person's actions and misappropriation.

Good Corporate Governance requires that the School is firmly committed to dealing with fraud and bribery and will deal equally with perpetrators from inside and outside the School. To this end there will be no distinction made, regarding investigation, between cases that generate financial benefits and those that do not. All cases will be viewed seriously and following investigation the action taken will be in line with the merits of each case and in accordance with other procedures and obligations applicable to the School.

The Headteacher in conjunction with the Governing Body will:

- Adopt and adhere to Wakefield Council's Anti-Fraud & Bribery Policy which can be found on the Council's Intranet;
- Ensure that its staff and those that represent the School are aware of and adhere to the Council's Policy;
- Work at the highest level to adopt and adhere to the six principles of bribery outlined in the Government's guidance.

The Headteacher has lead responsibility for policy implementation within the School.

## Scope of Policy

The Policy Statement applies to all members of the governing body, and all employees (full time, part time, temporary and casual) who work for the School.

The School expects that individuals and organisations (e.g. partners, suppliers, contractors, and service providers) with which it deals will act with integrity and without thought or actions involving fraud and corruption. Where relevant, the School will include appropriate clauses in its contracts about the consequences of fraud, bribery and corruption. Evidence of such acts is most likely to lead to a termination of the particular contract and will normally lead to prosecution.

The School recognises the importance of the seven principles of public life defined by the Nolan Committee 1995, and expects all governors, employees and those acting as its agents to conduct themselves according to them. The seven principles are worthy of being read by all; ·

- **Honesty** - Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Integrity** - Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Selflessness** - Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Objectivity** - In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Openness** - Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Accountability** - Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Leadership** - Holders of public office should promote and support these principles by leadership and example.

Through observance of these principles the School requires the governors, employees and its agents to be alert to the possibility of fraud, corruption and dishonesty in all their dealings.

The School also requires that those employees responsible for its systems and procedures should design and operate systems and procedures which endeavour to minimise losses due to fraud, corruption, and other dishonest action and abuse.

## **Culture & stance against fraud & corruption**

Southdale Junior School is determined that the culture and tone of the organisation will be one of honesty and opposition to fraud and corruption of any kind.

The School expects that the governing body and its employees at all levels will lead by example in ensuring adherence to legal requirements, financial rules, codes of conduct and prescribed procedures and practices.

The School implements and maintains systems of accountability and control to ensure that its resources are properly applied in the way it intended. These systems include, as far as is practical, adequate internal controls to detect not only significant errors but also importantly, fraud and corruption.

The School's Staff, Resource and Finance Committee is responsible for overseeing internal control and financial management.

## **Raising Concerns**

Governors and employees are an important element in the School's defence against fraud and corruption; they are expected to raise any concerns that they may have on these issues where they are associated with the School's activities.

The School's senior management and governors, will be robust in dealing with financial malpractice of any kind.

Governors and employees of the School should follow the guidance issued in the **School's Internal Whistleblowing Policy** and associated procedure.

All concerns reported, by whatever method, will be treated in confidence and will be reviewed and investigated by a member of staff deemed to be appropriate and best placed to do so. This may mean that, depending on the level, type and details of the concerns you raise, that your concerns are investigated by senior School managers, governors or in the case of very serious concerns, the Police.

## **Responsibility for this Policy**

The Head Teacher has overall responsibility for the maintenance and operation of this policy. From time to time they will review and report on this policy.

This policy will be regularly reviewed and any significant amendments proposed to the Governing Body. The School's arrangements for the deterrence, prevention and detection of fraud will be regularly reviewed by those officers charged with responsibility for the policy.

**Policy: Anit-Fraud, Corruption and Bribery Policy**

**This policy is monitored by the Headteacher and governing body.**

**Last reviewed: 14 March 2019**