



THEFT AND FRAUD POLICY
2006/1

RATIONALE

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

PURPOSE

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.

GENERAL

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

POLICY

1. The Board requires the Principal to establish systems and procedures to guard against the actions of theft and fraud.
2. 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.
3. Any allegation concerning the Principal is to be made to the Board Chairperson. The Chairperson will investigate in accordance with the requirements established in the procedures.
4. Any allegation concerning a member of the Board of Trustees is to be made to the Principal. On receipt of a written allegation the Principal will advise the Manager, National Operations, Ministry of Education Auckland Office and commence an investigation in accordance with the requirements established in the procedures.
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 allegation of theft or fraud must be subject to due process, equity and fairness. Should a case be deemed to be answerable then the due process of the law shall apply to the person(s) implicated.
8. 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 Board Chairperson, who shall do so after consultation with the Principal, and if considered appropriate, after taking expert advice.

Adopted by the Board of Trustees on 09 February 2006.

This policy will be reviewed on or before the February Board of Trustees meeting 2008.

E. Laurenson

Chairperson

09 February 2006



WESLEY COLLEGE BOARD OF TRUSTEES

**THEFT AND FRAUD PREVENTION
PROCEDURES 2006/1**

These procedures have been formulated as required by the Wesley College Board of Trustees Policy Statement Theft and Fraud Prevention dated 09 February 2006

GENERAL

In applying the Board's Theft and Fraud Prevention policy the Principal will ensure that

- a. the School's physical resources are kept secure and accounted for;
- b. the School's financial systems are designed to prevent and detect the occurrence of fraud;
- c. staff members who are formally delegated responsibility for the custody of physical resources

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Principal are proven competent to carry out such responsibilities and that such persons are held properly accountable for the proper execution of their responsibilities; and

- d. staff members are made aware of their responsibility to inform the Principal immediately should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the School.

PROCEDURE TO BE FOLLOWED IN RESPONSE TO ALLEGATIONS OF THEFT OR FRAUD

In the event of an allegation of theft or fraud the Principal shall act in accordance with the following procedures:

1. The Principal will decide to either report the matter to the New Zealand Police or proceed as outlined below.
2. 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 Chairperson of the information and discuss this as appropriate.
3. On the basis of the information and advice received the Principal shall decide whether or not a prima facie case of theft or fraud exists, and if not, to document this decision and record that no further action is to be taken.
4. If the decision is that a prima facie case of theft or fraud exists the Principal shall then:
 - i. continue with the investigation;
 - ii. invoke any disciplinary procedures contained in the contract of employment should the person be a staff member;

- iii. lay a complaint with the New Zealand Police;
 - iv. If necessary, commission and independent expert investigation;
 - v. in the case of fraud, require a search for written evidence of the possible fraudulent action to determine the likelihood or not of such evidence;
 - vi. seek legal advice; or
 - vii. inform the Manager, National Operations, Ministry of Education Auckland Office and / or the School's auditors.
5. Once all available evidence is obtained, the Principal shall consult with the Board Chairperson. The Board Chairperson may, if the Chair considers necessary, seek legal or other advice as to what further action should / may be taken.
6. 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.

This procedure was issued by the Principal on 10 February 2006.

Jan Faulkner

PRINCIPAL

10 February 2006