



The Catlins Area School

Currently under review

We are reviewing this policy for its content and how well the school implements it. To share your comments and rate its implementation, click the "Start your review" button. This policy's subtopics are also under review if they have a review button.

About the review process

Start your review

Prevention of Bribery, Corruption, Fraud, and Theft

This policy enables us to meet board responsibilities to:

- protect school resources
- prevent and detect **bribery, corruption, fraud, and theft** by anyone involved with the school, such as, staff, board members, contractors, and students.

The Catlins Area School has zero tolerance for bribery, corruption, fraud, and theft . All incidents are investigated regardless of the nature of the offending. Our financial processes for preventing and detecting bribery, corruption, fraud, and theft include:

- following all **reporting and auditing requirements**, including procedures for segregation of duties
- providing guidance to board members and staff about **financial conflicts of interest**
- monitoring and managing **income** and **expenditure**
- guidelines for **sensitive expenditure, travel** and **entertainment expenditure, gifts, and gifts for staff**
- guidelines for using **bank cards**
- assessing offers of **sponsorship**.

School and community responsibility

The board has overall responsibility to prevent and detect fraudulent behaviour, but every member of the school community contributes. We promote a culture of transparency, responsibility, and compliance. We expect all staff and board members to act with integrity and to follow school policies and procedures.

We safeguard our school community from bribery, corruption, fraud, and theft by:

- completing **background and reference checks** for new employees
- performing due diligence on suppliers including credit checks, conflicts of interest, and regularly monitoring changes to supplier details
- keeping physical resources secure and accounted for
- maintaining digital networks and **computer security and cybersecurity**
- identifying, eliminating, and minimising hazards through **risk management**
- protecting personal information about individuals through our **privacy policy**
- monitoring **staff conduct** and sharing **community conduct expectations**.

Reporting

All members of the school community with information about bribery, corruption, fraud, or theft (whether suspected or confirmed), or who witness a criminal incident, have a responsibility to report this information. Concerns should be raised as soon as possible after an incident occurs.

We have a confidential **protected disclosure** process for reporting suspected or detected corruption. The school investigates allegations through our fair and transparent **concerns and complaints** policy and reports any suspected or detected corruption immediately to the school auditor.

The school reports corruption to the relevant authorities. If staff or board members are concerned about reporting it within the school, they can also contact outside organisations such as the [Controller and Auditor General](#) or [Serious Fraud Office](#).

All matters related to an investigation are strictly confidential and all written information kept secure. Any breach of confidentiality may result in action against the person or people involved.

Legislation

- [Crimes Act 1961](#)

Related topics

- [Income](#)
- [Expenditure](#)
- [School Security](#)
- [Privacy Policy](#)

Resources

- [Serious Fraud Office](#)
- Controller and Auditor-General: [Discouraging fraud](#)
- New Zealand Police: [Burglary Free: Strategies for the school](#)

Release history: [Term 2 2021](#), [Term 3 2020](#)

IN THIS SECTION

[Investigation of Bribery, Corruption, Fraud, and Theft
Theft by Students](#)

Last review	Term 1 2021
Topic type	Core