

Procedure on the Handling of Suspected Thefts and Frauds (Including Bribery)

This procedure applies to all suspected thefts and fraud relating to The Albany School's property including any suspicion of bribery.

1.1 Introduction

We value our reputation for ethical behaviour, financial probity and reliability. All employees will maintain conduct of the highest standard, so that public confidence in their integrity is sustained.

- We aim to encourage our employees to be vigilant and report any suspicion of bribery, thefts and fraud.
- Rigorously investigate of any alleged bribery, theft or fraud and assist the police and other appropriate authorities in possible prosecution.
- Prosecute any individual(s) involved in bribery, thefts or fraud of school property.

1.2 Criminal Offence

It is a criminal offence for any person to use their position within the Academy to accept or ask for any gift, reward or other advantage from work done in an official capacity on behalf of the Academy.

1.3 Duty of Employees to report Suspected Irregularities

All employees have an important role to play in preventing and tackling malpractice at work. Employees have a responsibility to report suspected irregularities to the Head teacher, Finance Director or Chair of Governors.

1.4 Reporting of irregularity

If any irregularity is disclosed, the Head teacher will report it immediately to the Chair of Governors or his Deputy in his absence.

1.5 Confidential Reporting Policy

All employees, who have serious concerns about any thefts and frauds of property from the academy, are encouraged to come forward and voice them without fear of harassment or victimisation.

All concerns will be treated in confidence and every effort will be made not to reveal the identity of the person who has raised it. However, it may be necessary to act as a witness.

1.6 How to raise a concern

Concerns may be raised verbally or in writing. The earlier the concern is raised the easier it is to investigate and take action.

Staff who wish to make a written report are invited to use the following format;

- The background and history of the concern (giving relevant dates)
- The reason why they are particularly concerned about the situation
- Sign and dated.

For verbal concerns

- The member of staff (who has been approached regarding the concern) should record the allegations in writing.
- Then both parties, (the member of staff making the allegations and the one recording them) should check, sign and date the written record.

Concerns expressed anonymously are much less powerful and will only be considered at the discretion of the Academy Trust. In exercising this discretion following factors will be taken into account;

- The seriousness of the issue raised
- The credibility of the concern
- The likelihood of confirming the allegation from attributable sources.

Although it is not expected that the person who has raised the concern will be able to prove it beyond doubt, they will need to demonstrate that there are reasonable grounds for the concern.

If an allegation is made in good faith, but is not confirmed by the investigation, no action will be taken against the person who has raised the concern. If, however, the allegation is made frivolously, maliciously or for personal gain, disciplinary action may be taken.

The relevant investigating officer will respond promptly to the concern raised. Testing out the concerns is not the same as either accepting or rejecting them.

Where appropriate the matters raised may be;

- investigated by Management, The Academy Board of Directors, the Responsible Officer, or disciplinary process.
- referred to the Police
- referred to the Academy's Auditor
- the subject of an independent enquiry

APPENDIX 1 Useful Contacts

Chair of Governors Mr T Brown – 07802 912957
Deputy Chair Mr J Lawrence -

Auditors

McIntyre Hudson - 01245 353 177

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