



# **Academy Anti-Fraud Policy**

Richard Huish Trust

Approved: 11 Dec 2018

Review Date: March 2020

Vice Principal-Finance

## Summary

This policy and procedure defines the expected conduct of all staff engaged by the Trust, whether in paid or voluntary employment, in relation to deterring and/or detecting fraud and who to report it to.

There are separate policies covering Gifts and Hospitality for Trust Staff and RHT Trustees/Local Governing Body (LGB) Governors/ Members. This policy re-affirms what the Trust deems to constitute acceptable and unacceptable practice and how any such matters are to be declared.

### 1. Introduction:

- 1.1 Richard Huish Trust is committed to ensuring that it acts with integrity and has high standards of personal conduct. Everyone involved with the Trust or any of its member organisations has a responsibility in respect of preventing and detecting fraud. All staff and governors have a role to play. The Trust also recognises the role of others in alerting them to areas where there is suspicion of fraud.
- 1.2 Recognising a potential fraud and being able to report it is just as important as the measures to prevent and detect.
- 1.3 It is the duty of all employees, Trustees, Governors and Members of Richard Huish Trust to take reasonable steps to limit the possibility of corrupt practices, and it is the responsibility of the Chief Accounting Officer and Auditors to review the adequacy of the measures taken by the Trust to test compliance and to draw attention to any weaknesses or omissions.
- 1.4 Any investigation carried out in relation to alleged irregularities is linked to the Trust's Disciplinary & Dismissals procedure and Code of Conduct for Trustees, Members and LGB Governors.

### 2. Definitions:

#### 2.1 Fraud

Fraud is a general term covering theft, deliberate misuse or misappropriation of assets or anything that leads to a financial advantage to the perpetrator or others upon whose behalf he or she acts, even if these "others" are in ignorance of the fraud. Fraud is in fact intentional deceit and for this reason it cannot include negligence.

Fraud incorporates theft, larceny, embezzlement, fraudulent conversion, false pretences, forgery, corrupt practices and falsification of accounts.

#### 2.2 Gifts and Hospitality

Any gifts, rewards and benefits that are disproportionately generous or that could be seen as an inducement to affect a business decision should be declared.

The acceptance of gifts and hospitality is a sensitive area where actions can easily be misconstrued. Therefore, employees' actions should be such that they would not be embarrassed to explain them to anyone.

2.3 Irregularities fall within the following broad categories, the first three of which are criminal offences –

- **Theft** - the dishonest taking of property belonging to another person with the intention of depriving the owner permanently of its possession;
- **Fraud** - the intentional distortion of financial statements or other records by persons internal and external to the Trust, which is carried out to conceal the misappropriation of assets or otherwise for gain;
- **Bribery and corruption (see separate Anti-Bribery and Corruption Policy)** involves the offering or the acceptance of a reward, for performing an act, or for failing to perform an act, which leads to gain for the person offering the inducement;
- **Failure to observe**, or breaches of, Scheme of Delegation and Financial Regulations; Trust procedures which in some circumstances can constitute an irregularity, with potentially significant financial consequences.

2.4 Examples of what could constitute fraud are -

- theft of cash;
- non-receipt of income;
- substitution of personal cheques for cash;
- travelling and subsistence claims for non-existent journeys/events;
- travelling and subsistence claims inflated;
- manipulating documentation to increase salaries/wages received, e.g. false overtime claims;
- payment of invoices for goods received by an individual rather than the individual Academy or School;
- failure to observe, or breaches of, regulations and/or other associated legislation laid down by the Trust;
- breaches of confidentiality regarding information;
- creation of false documents;
- deception;
- using position for personal reward.

The above list is not exhaustive, fraud can take many different paths. If in any doubt about whether a matter is an irregularity or not, clarification must be sought from the Chief Finance Officer of the Richard Huish Trust or the Academy/School Business Manager/Secretary.

2.5 Similarly, if there is concern or doubt about any aspect of a matter which involves an irregularity, or an ongoing investigation into a suspected irregularity, the best approach is to seek advice from the Head Teacher. If the Head Teacher is suspected of the fraud staff are advised to contact the Chair of the Local Governing Body.

### 3. **Policy Statement:**

3.1 This policy and procedure defines our stance on Fraud and offers guidance for all Trust staff.

3.2 The Trust aims to be an honest and ethical institution. As such, it is opposed to fraud and seeks to eliminate fraud by the way it conducts Trust business. This document sets out the Trust's policy and procedures for dealing with the risk of significant fraud.

In order to minimise the risk and impact of fraud, our objectives are, firstly, to create a culture which deters fraudulent activity, encourages its prevention and promotes its detection and reporting and, secondly, to identify and document its response to cases of fraud and corrupt practices.

- 3.3 This policy, in line with the common values of integrity, consistency, impartiality, fairness and best practice, provides both staff and management with mutually understood guidelines for the administration of this procedure.
- 3.4 The scope of this procedure extends to all Trust employees, permanent, voluntary and fixed term.
- 3.5 Time limits specified in this document may be extended by mutual agreement.
- 3.6 If requested, employees may be accompanied by a recognised trade union representative or work colleague, not involved in any part of the process, at any interviews.

#### **4. Gifts & Hospitality:**

- 4.1 These guidelines will help you to judge what sort of gift, and what level of hospitality is acceptable and are in line with separate policies already approved by the Trustees of Richard Huish Trust
- 4.2 The following general rules apply and must guide decisions on receipt of gifts and hospitality as an employee of the Trust:
  - To accept gifts should be the exception. You may accept small ‘thank you’ **gifts** of token value, such as a diary, a coffee mug or bunch of flowers, not over **£25** in value for a gift and **£50 for Hospitality**. You should notify the nominated keeper of the Register of Business Interests at your Academy/School of any gift or hospitality over these values for entry in the Gifts and Hospitality Register.
  - Always say “no” if you think the giver has an ulterior motive. Be sensitive to the possibility that the giver may think that even small gifts or simple hospitality will elicit a more prompt service or preferential treatment. Think about the perceived public perception.
  - Never accept a gift or hospitality from anyone who is, or may be in the foreseeable future, tendering for any contract with the Trust or one of its member organisations, seeking employment with the Trust or is in dispute with the Trust, even if you are not directly involved in that service area.
  - Where items purchased for the Trust or member organisation include a ‘free gift’, such a gift should either be used for Trust business or handed to the Academy/School Business Manager/Secretary to be used for charity raffles.
  - If you are in doubt about the acceptability of any gift or offer of hospitality it is your responsibility to consult the Trust Chief Finance Officer Finance Director or your Headteacher.
- 4.3 A gauge of what is acceptable in terms of hospitality is whether our Trust would offer a similar level of hospitality in similar circumstances.

- Occasional working lunches with customers, providers or partners are generally acceptable as a way of doing business provided they are not to an unreasonable level or cost.
- Invitations to corporate hospitality events must each be judged on their merit. Provided the general rules have been taken into account, it may be acceptable to join other company/organisation guests at:
  - a. sponsored cultural and sporting events, or other public performances, as a representative of the Academy;
  - b. special events or celebrations.

But, consider the number of these events, and always take into consideration what public perception is likely to be if they knew you were attending.

- Acceptability depends on the appropriateness of the invitations, in terms of the level of hospitality, the frequency and the status of the invited employee. In all such cases the Headteacher must be consulted.
- Paid holidays or concessionary travel rates are not acceptable. Neither are offers of hotel accommodation nor the use of company villas/apartments.
- If you are visiting a company to view equipment that the Trust is considering buying, you should ensure that expenses of the trip are paid by the Trust. Acceptance of refreshments and/or a working lunch may be acceptable, but care must be taken to ensure that the Trust's purchasing and/or tender procedures are not compromised.
- Acceptance of sponsored hospitality that is built into the official programme of conferences and seminars related to your work are acceptable.
- Offers to speak at corporate dinners and social gatherings, or events organised by, for example, a professional body, where there is a genuine need to impart information or represent the Academy must be agreed in advance with a Headteacher. Where your spouse or partner is included in the invitation, and approval has been given for you to attend, it will be acceptable for your spouse or partner to attend as well, but if expenses are incurred, these will be met personally.
- Any invitation you accept should be made to you in your professional/working capacity as a representative of the Academy.

## **5. Roles and Responsibilities:**

### **5.1 Staff, Trustees, Members and LGB Governors**

Richard Huish Trust has adopted the following measures to demonstrate its commitment to the prevention and detection of fraud:

- RHT Finance & Audit Committee meets regularly;
- a requirement for all staff and governors to declare prejudicial interests and not contribute to business related to that interest;

- a requirement for staff and governors to disclose personal interests;
- all staff and governors are made aware of the understanding on the acceptance of gifts and hospitality;
- A Code of Conduct; and
- clear recruitment policies and procedures.

Staff and governors also have a duty to report another member of staff or governor whose conduct is reasonably believed to represent a failure to comply with the above.

## 5.2 Chief Accounting Officer (CFO)

The CFO has specific responsibility for overseeing the financial arrangements on behalf of the governors.

The main duties of the CFO Officer are to provide the governors with on-going independent assurance that:

- the financial responsibilities of the governors are being properly discharged;
- the resources are being managed in an efficient, economical and effective manner;
- sound systems of financial control are being maintained; and
- financial considerations are fully taken into account in reaching decisions.
- the Trust complies with the Regulatory arrangements in place with the funding body on the use of public funds

## 5.3 Chief Finance Officer (CFO)

The CFO has a responsibility for ensuring that effective systems of internal controls are maintained and will safeguard the resources across Richard Huish Trust.

In respect of fraud it is therefore the responsibility of the CFO to ensure internal controls prevent and detect any frauds promptly. This includes:

- proper procedures and financial systems;
- effective management of financial records;
- management of the Trust's financial position, including individual member organisations.

## 5.4 External Audit

The Trust's Annual Report and Financial Statements include an Independent Auditor's Report. This report includes a view as to whether the financial statements give a true and fair view and whether proper accounting records have been kept by the Trust throughout the financial year. In addition, it reports on compliance with the accounting requirements of the relevant Companies Act and confirms compliance with the financial reporting and annual accounting requirements issued by the Dept of Education.

## 6. Reporting a Suspected Fraud:

- 6.1 All allegations of suspected fraud and irregularities are to be brought to the attention of the Trust CFO and also referred to the Headteacher, unless this individual is

involved in the irregularity in which case the Local Governing Body Chair of Governors should be informed.

Please refer to the Trust Whistleblowing Policy for further guidance.

## **7. Response to Allegations**

- 7.1 The Headteacher will have initial responsibility for co-ordinating the initial response. In doing this they will consult with the Human Resource Service Provider regarding potential employment issues. The Headteacher, supported by the HR Services manager, will also see legal advice from the Trust's solicitors on both employment and litigation issues before taking any further action.
- 7.2 The CFO and Headteacher will ascertain whether or not the suspicions aroused have substance. In every case, and as soon as possible after the initial investigation, they will pass the matter on to the Trust Chair of Finance and Audit Committee. Even if there is no evidence to support the allegation, the matter must be reported.
- 7.3 The HR Service provider will undertake the management of the investigation.
- They will, if appropriate, conduct a preliminary investigation to gather factual information and reach an initial view as to whether further action is required.
  - They will determine whether the findings, conclusions and any recommendations arising from the preliminary investigation should be reported to the Trust Chair of Directors.
  - If further investigations are required, they will determine which outside agencies should be involved (police, auditors).
- 7.4 The CFO is required to notify the Trustees of any serious financial irregularities. This action will be taken at the first opportunity following the completion of the initial investigations and will involve keeping the Chair of Trustees and Chair of the Trust Finance and Audit Committee fully informed between Trustee meetings of any developments relating to serious control weaknesses, fraud or major accounting breakdowns.
- 7.5 If evidence of material fraud is forthcoming the Trustees will inform the Department for Education as required by the Funding Agreement and will consider whether or not to refer the matter to the police.

## **8. Confidentiality and Safeguards**

- 8.1 Richard Huish Trust recognises that the decision to report a concern can be a difficult one to make, not least because of the fear of reprisal from those responsible for the alleged malpractice. The Trust will not tolerate harassment or victimisation and will do what it lawfully can to protect an individual when a concern is raised in good faith.
- 8.2 This does not mean that if the person raising the concern is already the subject of a disciplinary, redundancy or other procedure, that those procedures will be halted as a result of the concern being reported.
- 8.3 There is a need to ensure that the process is not misused. For further guidance refer to the Trust Disciplinary, Grievance and Capability policy.

**9. Links with other Policies:**

9.1 The Trustees of Richard Huish Trust are committed to preventing fraud. To help achieve this objective there is a clear network of systems and procedures in place for the prevention, detection and investigation of fraud. This Anti-Fraud policy attempts to consolidate those in one document and should be read in conjunction with the following Trust policies:

- Whistleblowing Policy
- Financial Regulations and procedures
- Disciplinary and Dismissal Policy
- Equal Opportunities Policy
- Gifts and Hospitality Policy for Trust staff
- Anti-Bribery and Corruption Policy
- Code of Conduct for Trustees, Members and LGB Governors

| <b>Version and date</b> | <b>Approval date and committee</b> | <b>Next review</b> |
|-------------------------|------------------------------------|--------------------|
| <b>1.0 – 29/8/2018</b>  | <b>Dec 2018</b>                    | <b>August 2020</b> |
|                         |                                    |                    |