

Henderson Intermediate School

THEFT & FRAUD PREVENTION POLICY

RATIONALE

The Board accepts that it has a responsibility through the Principal, to protect the resources of the school.

Any investigation into any theft or fraudulent actions will be conducted in a manner that conforms to the principles of natural justice and is procedurally just and fair.

The Board requires the Principal will establish systems and procedures to guard against the actions of theft and fraud.

GUIDELINES

1. Through the Principal, the School will take all preventative measures against theft and fraud.
2. Staff members will inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other person associated with the school.
3. Should an allegation be made to the Principal, consultation with the Board Presiding Member will determine action to be taken.
4. If a *Prima facie* case is thought to exist further action will be taken, including informing the New Zealand Police.
5. Disciplinary Action against a staff member, will be through the processes outlined in the relevant Collective Employment Agreement.
6. The Board recognises that supposed or actual instances of theft or fraud can affect the rights and reputation of the person or persons implicated.
7. The Board affirms that any allegation of theft or fraud must follow due process. Should a case be deemed to be answerable then the due process of the law shall apply.

8. Any intimation or written statement made on behalf of the School and related to any instance or supposed or actual theft or fraud shall be made by the Board Presiding Member who shall do so after consultation with the Principal and if considered appropriate after taking expert advice.

Allegations Concerning the Principal or a Trustee

9. Any allegation concerning the Principal should be made to the Board Presiding Member. The Presiding Member will then investigate in accordance with this policy.
10. Any allegation concerning a member of the Board should be made to the Principal. The Principal will then advise the manager of the local office of the Ministry of Education and commence an investigation in accordance with this Policy.

Reviewed on 3rd March 2025