



# LORD LAWSON OF BEAMISH ACADEMY

## ANTI-FRAUD POLICY

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**Revision: 002**

**Reviewed by Governing Body: October 2021**

**Date of next review: October 2022**



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## **INTRODUCTION**

The purpose of this policy is to confirm Lord Lawson of Beamish Academy's commitment against fraud and corruption. The fulfillment of this Anti-fraud Policy will assist in the delivery of more effective risk management, on which the academy has produced its own separate policy.

## **POLICY STATEMENT**

Lord Lawson of Beamish Academy is determined to demonstrate that it will not tolerate fraud, corruption or abuse of position for personal gain, wherever it may be found, in any area of school activity.

The academy considers that all instances of fraud, corruption and other dishonesty endanger the achievement of the academy's policies and objectives as they divert its limited resources from the provision of education. There is a clear recognition that the abuse of the academy's resources, assets and services undermines the academy's reputation and also threatens its sound financial standing.

The purpose of this Policy Statement is to set out for governors and employees, the academy's main objectives for countering fraud and corruption. This policy statement –

- Defines fraud and corruption
- Identifies the scope of the applicability of the policy
- Sets out the Academy's intended culture and stance against fraud and corruption
- Identifies how to raise concerns and to report malpractice
- Sets out responsibilities for countering fraud and corruption.

## **DEFINITIONS**

### **Fraud**

Fraud is a range of abuse and malpractice that is covered by the Fraud Act 2006. Fraud can be defined as an abuse of knowledge or financial position that is done deliberately to create a financial gain for the perpetrator or for a related person or entity and/or cause a loss to another. It can take place in many ways; withholding information, deliberately misleading, misrepresenting a situation to others or by abuse of position. Irrespective of the definition applied, fraud is always deceitful, immoral, and intentional, and creates a financial gain for one party and/or a loss for another.

Gains and losses do not have to be direct. A gain to a related party or company through intentional abuse of position, albeit not directly to the officer involved, is still fraudulent. In the same way, using the Academy's name to procure personal goods and services is also fraudulent; where there is deliberate abuse of position to make a gain in the form of goods and services at a discount price or to get the Academy to pay for them.

### **Corruption**

Corruption will normally involve the above with some bribe, threat or reward being involved.



## Scope of Policy

The Policy Statement applies to all members of the governing body, and all employees (full time, part time, temporary and casual) who work for the academy.

The academy expects that individuals and organisations (e.g. partners, suppliers, contractors, and service providers) with which it deals, will act with integrity and without thought or actions involving fraud and corruption. Where relevant, the academy will include appropriate clauses in its contracts about the consequences of fraud, bribery and corruption. Evidence of such acts is most likely to lead to a termination of the particular contract and will normally lead to prosecution.

The academy recognises the importance of the seven principles of public life defined by the Nolan Committee 1995, and expects all governors, employees and those acting as its agents to conduct themselves according to them. The seven principles are worthy of being read by all;

- **Honesty:** Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.
- **Integrity:** Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.
- **Selflessness:** Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other material benefits for themselves, their family, or their friends.
- **Objectivity:** In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.
- **Openness:** Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.
- **Accountability:** Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.
- **Leadership:** Holders of public office should promote and support these principles by leadership and example.

Through observance of these principles, the academy requires the governor's, employees and its agents to be alert to the possibility of fraud, corruption and dishonesty in all their dealings. The academy also requires that those employees responsible for its systems and procedures, should

design and operate systems and procedures which endeavour to minimise losses due to fraud, corruption, and other dishonest action and abuse.



## **ANTI-BRIBERY**

### **Introduction**

Bribery is a criminal offence. The Academy prohibits any form of bribery. We require compliance, from everyone connected with our Academy, with the highest ethical standards and anti-bribery laws applicable. Integrity and transparency are of utmost importance to us; we have a zero-tolerance attitude towards corrupt activities of any kind, whether committed by Academy employees or by third parties acting for or on behalf of the Academy.

### **Policy**

It is prohibited, directly or indirectly, for any employee or person working on our behalf to offer, give, request or accept any bribe i.e. gift, loan, payment, reward or advantage, either in cash or any other form of inducement, to or from any person or company in order to gain commercial, contractual or regulatory advantage for the Academy, or in order to gain any personal advantage for an individual or anyone connected with the individual in a way that is unethical.

If the senior leaders or governors suspect that you have committed an act of bribery or attempted bribery, an investigation will be carried out and, in line with our disciplinary procedure where appropriate, action may be taken against you which may result in your dismissal, or the cessation of our business arrangement with you.

If you, as an employee or person working on behalf of the Academy, suspect that an act of bribery or attempted bribery has taken place, even if you are not personally involved, you are expected to report this to the Principal or Business Manager. You may be asked to give a written account of events.

Staff are reminded of the Academy's Whistleblowing policy which is available on the Academy website.

### **Gifts and Hospitality**

We realise that the giving and receiving of gifts and hospitality as a reflection of friendship or appreciation, where nothing is expected in return, may occur or even be commonplace, in the Academy. This does not constitute bribery where it is proportionate and recorded properly. No gift should be given nor hospitality offered by an employee or anyone working on our behalf to any party in connection with the Academy without receiving prior written approval from the Business Manager. Similarly, no gift nor offer of hospitality should be accepted by an employee or anyone working on our behalf without receiving prior written approval from the Business Manager. A record will be made of every instance in which gifts or hospitality are given or received.

As the law is constantly changing, this policy is subject to review and the Academy reserves the right to amend this policy without prior notice.



## **Culture and Stance against Fraud and Corruption**

Lord Lawson of Beamish Academy is determined that the culture and tone of the organisation will be one of honesty and opposition to fraud and corruption of any kind.

The academy expects that the governing body and its employees at all levels will lead by example, ensuring adherence to legal requirements, financial rules, codes of conduct and prescribed procedures and practices.

The academy implements and maintains systems of accountability and control to ensure that its resources are properly applied in the way intended. These systems include, as far as is practical, adequate internal controls to detect not only significant errors but also importantly, fraud and corruption.

The Academy's Finance Committee is responsible for overseeing internal control and financial management.

## **Raising Concerns**

Governors and employees are an important element in the academy's defence against fraud and corruption; they are expected to raise any concerns that they may have on these issues where they are associated with the academy's activities.

The academy's senior leadership and governors, will be robust in dealing with financial malpractice of any kind.

Governors and employees of the Academy should follow the guidance issued in the Academy's **Internal Whistleblowing Policy** and associated procedure. All concerns reported, by whatever method, will be treated in confidence and will be reviewed and investigated by a member of staff deemed to be appropriate and best placed to do so. This may mean that, depending on the level, type, and details of the concerns you raise, that your concerns are investigated by senior Academy managers, governors, or in the case of very serious concerns, the Police.

## **Responsibility for this Policy**

The Principal in conjunction with the Business Manager, has overall responsibility for the maintenance and operation of this policy. From time to time they will review and report on this policy.

This policy will be regularly reviewed and any significant amendments proposed to the Governing Body. The Academy's arrangements for the deterrence, prevention and detection of fraud will be regularly reviewed by those officers charged with responsibility for the policy.