



WILLOW TREE ACADEMY



Greasbrough Primary School



**Executive Headteacher
Jane Fearnley**

FRAUD POLICY STATEMENT

This institution has a duty to its stakeholders to take all responsible steps to prevent fraud occurring, whether perpetrated by staff, students, contractors and suppliers, other organisations or members of the public.

The institution will maintain robust control mechanisms to both prevent and detect fraud. All line managers have a responsibility for maintaining documented control systems and must be seen to be setting an example by complying fully with procedures and controls.

All members of staff have a responsibility to protect the assets and reputation of the institution and are expected to be alert to the potential for fraud. Line managers should brief staff on the common types of fraud perpetrated in their areas of responsibility.

Confidential mechanisms have been established to allow staff to report suspected frauds to management. All reported suspicions will initially be investigated by the fraud investigation group (representatives of the Schools Finance Team).

Further information for staff on reporting fraud and their role in the prevention and detection of fraud is provided in the institution's policy for fraud prevention, detection and investigation.