

Conyers School

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ANTI-FRAUD, BRIBERY AND CORRUPTION POLICY

Updated: January 2016

Origin: Governors' Leadership &
Management Finance Committee

Introduction:

This policy is applicable to all employees of Conyers School.

The framework document effectively outlines what Conyers School as an Academy need to do to meet the Policy's aims.

The Academy has an important part to play as part of the implementation of the Policy. The adoption of a revised Anti-Fraud and Corruption Policy by the Academy and the maintenance of effective arrangements within the Academy in this area will help to ensure the Academy maintains high standards and an anti-fraud culture, ensures that the Academy's policy reflects current good practice and remains fit for purpose, and provides a clear message as to its attitude toward fraud, corruption and other impropriety which is consistent across the whole of the Academy.

Policy:

The responsible officer for this policy is the Director of Finance & Operations

Background

The United Kingdom public sector maintains high standards of probity and has a good reputation for protecting the public purse. Conyers School and the Board of Trustees share these high standards and reputation and are committed to protecting the public funds entrusted to it so that the maximum amount of resources can be used for their intended purpose.

Conyers spends approximately £6m annually on the services required for the continuous running of the Academy. As part of the Academy's and Governing Body's commitment to protecting public funds, and to make the most efficient and effective use of the resources it is responsible for, it is essential that the risk to the Academy of financial losses due to fraud, corruption and financial impropriety are minimised.

The Governing Body is committed to ensuring that the stakeholders of Conyers School have complete confidence that the affairs of the Academy are conducted in accordance with the highest standards of probity and accountability. As part of this commitment the Governing Body is committed to combating fraud, corruption and other financial impropriety (e.g. theft) wherever it may arise in relation to any of the Academy's activities or services and, in achieving this aim, realises this involves any Governor or Academy appointed worker, officer or member of the public or any other third party associated with the Academy's activities.

Commitment

The Governing Body expects Governors and its Academy appointed workers to demonstrate the highest standards of honesty, probity, openness and integrity in the discharge of their functions. This includes:

Standards

a) compliance with appropriate legislation, Codes of Conduct, Delegation Scheme, Conditions of Service, standards of appropriate professional bodies, and any other standards, guidelines or instructions which are relevant to the particular service or activity,

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- b) providing a framework within which counter fraud arrangements will flourish, and
- c) promoting an anti-fraud and corruption culture within the Academy.
- d) All financial transactions are conducted in an open and transparent manner in line with the Conyers Financial Handbook.

Likewise the Academy and the Governing Body expect that all external individuals and organisations that it deals with, e.g. suppliers, contractors, partners, service providers, parents and members of the public etc., will act with honesty and integrity and without thought or actions involving fraud, corruption or financial impropriety. In such relationships the principles outlined in this Policy must be applied. Where external third parties become aware of any fraud and corruption they should report their concerns promptly to the Academy or the DfE.

The Governing Body is committed to establishing and maintaining effective arrangements to prevent fraud, corruption and financial impropriety. The Governing Body recognises, however, that these cannot always be prevented and so effective arrangements have been established to detect, report and investigate all incidents or situations where they are suspected.

Implementation

The Governing Body is committed to creating and maintaining an anti-fraud and corruption culture which promotes the highest standards of conduct and which enables Governors, Academy appointed workers and other external parties to express concerns and suspicions without fear of repercussion or intimidation and in the knowledge that the information will be treated confidentially and will be investigated fully and rigorously. This includes established reporting arrangements through the Academy's Whistle-blowing Policy.

The Governing Body will not tolerate dishonesty on the part of any Governor, Academy appointed worker or any person or organisation involved in any way with the Academy. Where fraud or corruption is detected they will rigorously pursue appropriate action against the persons concerned including legal and/or disciplinary action, and wherever possible and deemed appropriate, will take action to recover any losses suffered.

The Governing Body and the Academy are committed to working constructively with the police and other relevant agencies in relation to combating fraud, corruption and financial impropriety within the Academy or within the wider public sector.

The Governing Body and the Academy will seek to ensure that its stance on anti-fraud and corruption is widely publicised both internally and externally to the Academy. All Governors, employees and other associated bodies/persons with whom the Academy conducts its business will be appropriately briefed as to this Policy.

How will it be monitored:

By Whom: Governors' Leadership &
Management Finance Committee
Director of Business & Finance

Review Date:
Annually, January

Review Assigned to:
Director of Finance & Operations