



Fraud Policy

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1. Introduction

The Nobel School does not tolerate dishonesty or fraud in any form. Maintaining the highest standards of integrity is essential to preserving public trust and ensuring the effective use of school resources.

This policy outlines the school's approach to preventing, detecting, and responding to financial fraud. It is designed to protect the school's resources, reputation, and stakeholders by establishing clear responsibilities and procedures.

2. Scope

This policy applies to all governors, staff, contractors, and suppliers associated with The Nobel School. It covers all aspects of financial fraud, including but not limited to misappropriation of funds, false invoicing and unauthorized use of school resources.

3. Responsibilities

The Governing Board holds overall responsibility for the public resources entrusted to the school. Day to day responsibility for financial controls, including fraud prevention, is delegated to the School Business Manager.

4. Prevention

Fraud risk assessments are reviewed on a regular basis to ensure that controls are applied across all areas of risk. In particular:

- Written purchase orders, including statements of work, and itemised invoices are required for all services;
- Appropriate segregation of duties shall be maintained for all transactions, with at least two people involved in the process of requisition, execution and authorisation.
- Receipt of goods and services shall be confirmed before payment is made;
- The identity of all new employees shall be confirmed with document checks;
- All changes to employee bank details shall be made in person, with wet-ink signatures obtained;
- Supplier bank changes shall be verified by telephone or confirmed on headed notepaper.

5. Detection and Reporting

Staff are encouraged to report any suspicions of financial fraud. Reports can be made in confidence to the School Business Manager or the Headteacher. If the concern involves the Headteacher, it should be reported to the Chair of Governors. The protections afforded by the school's Whistleblowing Policy to anyone raising a concern in good faith will apply.

Audits will be conducted where a need to do so is identified by the risk assessment. This may include:

- Timesheets and ad-hoc salary payments
- Supply of goods and services, including via payment cards
- Expense claims and cash disbursements to staff
- Asset management

Samples for audit shall be selected at random. The routine conducting of such audits is recognized as a key anti-fraud control and does not imply any suspicion of guilt on the part of any group or individual.

6. Fraud Response and Investigation

Initial investigations will be conducted by a member of staff nominated by the Headteacher or School Business Manager. Where appropriate, advice and support may be sought from Hertfordshire County Council or other external agencies.

The school will always seek to recover any financial losses incurred as a result of fraudulent activity. Confirmed cases of fraud by employees will be treated as gross misconduct and will usually result in dismissal and/or referral to the police.