

Croydon Community School & OPTIONS

Fraud and Corruption Policy



PURPOSE

To ensure Croydon Community School & OPTIONS understands its obligations to report all instances of actual or suspected fraud.

To ensure the school complies with DET policy and guidelines and legislative requirements.

SCOPE

Schools must report fraud of any nature, regardless of materiality or parties involved.

Any employee who has knowledge of a fraud or corruption incident, or has reason to suspect that a fraud or corruption has occurred, has an obligation to immediately report the matter. The matters can be reported generally, or as a complaint or a protected disclosure.

This policy is intended for School Leadership and School Council.

DEFINITION

Fraud

Fraud is defined as dishonest activity causing actual or potential financial loss to the Department (including thefts of monies or other property) and where deception is used at the time, immediately before or immediately following the activity.

This also includes deliberate falsification, concealment, destruction or use of (or intention to use) falsified documentation and the improper use of information or position for personal financial benefit.

Corruption

Corruption is a dishonest activity in which an executive, manager, employee or contractor of the Department acts contrary to the interests of the Department and abuses his/her position of trust in order to achieve some personal gain or advantage for him or herself or for another person or entity.

Fraud and corruption can be perpetrated against the Department by:

- a DET employee
- an agency or external individual
- a contractor or service provider
- any combination of the above, acting in collusion or otherwise

POLICY

Any employee with knowledge of or who has reason to suspect that fraud or corruption has occurred has an obligation to immediately report the matter.

The matters can be reported generally, or as a complaint or a protected disclosure

There are three reporting avenues:

- Notify the Executive Director, Integrity & Assurance Division on (03) 9631-3650 or email: kaplan.jonathon.e@edumail.vic.gov.au or
- Notify the Manager, Fraud & Corruption Control on (03) 9637-2353 or email: hurrell.ashley.k@edumail.vic.gov.au or
- Use the Education Speak Up Service (Edumail PIN & Password required)

Any employee who wishes to make a protected disclosure about the Department or any of its employees and/or officers should contact or report to the Department's Protected Disclosure Coordinator - Jonathan Kaplan as above; or the

Independent Broad-based Anti-corruption Commission (IBAC)

Level 1, North Tower

459 Collins Street

Melbourne Vic 3000

Postal address: GPO Box 24234, Melbourne VIC 3001

Telephone: 1300 735 135

Website: www.ibac.vic.gov.au

FURTHER INFORMATION AND RESOURCES

For further information on protected disclosures please refer to the guidelines below.

Reference:

www.education.vic.gov.au/school/principals/spag/governance/Pages/fraud.aspx

Please refer also to the school's:

- Cash Handling Policy
- Emergency & Incident Reporting Policy
- Fetes & Fairs Policy

REVIEW CYCLE

This policy, first developed in March 2019 and will be reviewed as part of the school's three-yearly review cycle or if guidelines change (latest DET update early February 2018).