ST THOMAS'S SCHOOL

Theft and Fraud Prevention Policy

To ensure that systems and procedures are in place and to guard against theft and fraud.

The Board requires the Principal to:

1. Ensure the school's physical resources are kept secure and accounted for.
2. Ensure the school's financial systems are designed to prevent and detect the occurrence of fraud.
3. Hold staff members who are formally delegated responsibility for the custody of physical and financial resources, accountable for the proper execution of their responsibilities.
4. Ensure all staff members are aware of their responsibility to immediately inform the Principal should they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students or other persons associated with the school.

Any allegation concerning the Principal should be made to the Board Chairperson.

Any allegation concerning a member of the Board of Trustees should be made to the Principal. The Principal will seek legal advice and then advise the manager of the local office of the Ministry of Education.

Ratified by Board

Signed _____

Date 18.11.26

Reviewed: November 2026 **Next Review:** November 2029