

Our school assets need to be protected, adequately maintained and not placed at risk. The Board **delegates** the day to day responsibilities regarding the school’s assets to the Principal.



The Principal will:

- make sure that the school’s physical resources are kept secure and accounted for
- make sure that assets are insured
- not allow unauthorised personnel to handle funds or school property
- make sure that plant and equipment is not subject to improper wear and tear, insufficient maintenance or inappropriate use
- make sure that the ten year property maintenance plan is implemented
- protect intellectual property, information and files from loss, significant damage, unauthorised access or duplication.

The school has a specific policy that covers theft and fraud prevention (see below).

This policy statement is supported by the following school procedures.

- **NAG 4A: Asset protection procedures**
 - School security including computer security
 - Property
 - Asset register
 - Damage to school property
 - Use of school buildings outside school hours
 - Property reports and checks
 - Resources

Also see:

- NAG 5: Alcohol on school grounds procedure

Last reviewed: July 2017	Next review date: July 2019
Signed Principal:	Signed Board of Trustees:
Date:	Date:

Theft and fraud prevention policy

Note: this policy deals with allegations of theft or fraud by adults in the school. Petty theft by students is dealt with through the school's discipline plan.

Our theft and fraud prevention policy:

- fulfils the Board's responsibility to protect the school's resources
- fulfils the Principal's responsibility to prevent and detect theft or fraud by anyone involved with the school, for example, staff, contractors or students
- puts in place a fair and transparent system for investigating any allegations of theft or fraud.

To achieve this:

- the school's physical resources are kept secure and accounted for
- our financial systems prevent and detect fraud, and meet the requirements and standards of generally accepted accounting practice and relevant legislation
- staff members will inform the Principal immediately if they suspect or become aware of any improper or fraudulent actions by staff, suppliers, contractors, students, or anyone else associated with the school.

Also refer to NAG 5: Protected disclosure policy.

The school will investigate any allegation of theft or fraud. The Principal may decide to notify the Police immediately, or may begin an investigation using our procedures for investigating formal complaints or serious allegations. This should be done as soon as possible.

Note: Supposed or actual instances of theft or fraud can affect the rights and reputation of the person implicated. All matters related to the case are strictly confidential and all written information is kept secure.

Any breach of confidentiality may result in action against the person involved.

Allegations can be very different. Refer specific matters to the local School Trustees Association Industrial Advisor, or to the school's legal advisor.

Theft by Students

Any case of theft, or suspected theft, must be notified to a teacher or administration staff as soon as possible after it occurs.

If a student is accused of theft, be aware of the legislation regarding unlawful detention or search. Ask for permission to search their bags or for them to empty their pockets.

A student who admits theft is managed according to the school's behaviour management procedures. Their parents, and if appropriate the Police, are notified.

If a student denies an accusation of theft, and declines to have their bag searched, their parents should be advised and asked for support. The Principal can notify the Police and request their powers of search, if appropriate.