HELENSVILLE PRIMARY SCHOOL

POLICY: THEFT & FRAUD PREVENTION

2010/09

Purpose:

The Helensville Primary School (HPS) Board of Trustees will endeavour to protect the physical and financial resources of the school and to prevent theft and /or fraudulent actions.

Objectives:

1. Theft or fraudulent activity involving HPS resources will not be tolerated.
2. HPS will instigate robust procedures to protect the physical and financial resources of the school.
3. The Board will undertake any investigation into alleged theft or fraudulent actions in accordance with the principles of natural justice and legislative requirements in a manner which is procedurally just and fair.
4. Where there is prima facie evidence of theft or fraudulent activity occurring the matter will be reported to the New Zealand Police or other appropriate law enforcement agency.
5. Any allegations of theft or fraudulent activity will be reported promptly to the Board.