Anti fraud checklist for schools 2018

School Name:..

Completed by:.. Date:..................................

Statement	Response: Yes/No/Don't know	Reference documents and links	Action plan
1 Our school has a clear commitment to prevent and detect fraud, bribery and corruption		Warrington Borough Council anti-fraud, bribery and corruption statement and policy.	
2 Governors and staff at the school are clear about their roles in preventing, detecting and reporting cases of fraud or other irregularity.		Schools fraud response plan.	
3 We have clear and confidential arrangements for staff to express concerns about fraud, concerns about fraud, corruption or other irregularities.		Schools whistleblowing procedure. Whistleblowing reporting line and on-line form	
4 We make staff at our school aware of required standards of conduct and behaviour.		Teachers' Standards. Code of Conduct for Council Employees	
5 We make school staff aware of the whistleblowing procedure (through induction, team meetings, staff handbook or other staff communication).		Schools whistleblowing procedure. Whistleblowing reporting line and on-line form	
6 We carry out effective vetting and pre-employment checks as part of the recruitment process.		The Recruitment and Selection Code of Practice for Schools. Safe Recruitment and Vetting Policy	

Statement	Response: Yes/No/Don't know	Reference documents and links	Action plan
7 We update job descriptions and person specifications to reflect any changes in responsibilities. Where possible, we build separation of duties for financial matters into the job descriptions.		The Recruitment and Selection Code of Practice for Schools.	
8 Our disciplinary procedures provide an effective deterrent against fraud and corruption.		Schools Disciplinary Procedure	
9 We keep registers of business and pecuniary interests and make relevant staff aware of the need to complete declarations.		SFVS Support Notes section A: "The Governing Body and School Staff"	
10 We have proper internal controls and procedures in place to prevent and detect fraud, bribery and corruption.		School's manuals of internal procedures	
11 We have adequate procedures in place to guard against external fraud risks, e.g. scams, contractor fraud.		National Anti-Fraud Network Bulletins and other alerts circulated to schools via My School Services	
12 Internal audit reports and audits of school fund accounts are presented to the Governing Body and any agreed actions are monitored for implementation.		SFVS Support Notes section D: "Protecting Public Money"	