

Anti-Fraud and Corruption Policy

Grass Roots Nursery Group: Anti-Fraud and Corruption

Purpose:

To establish procedures for preventing, detecting, and responding to fraud, corruption, and other irregularities at Grass Roots Private Day Nursery, ensuring the safety and well-being of children and the integrity of the organisation.

Key Principles:

- **Prevention:** Implement proactive measures to prevent fraud and corruption.
- **Detection:** Encourage early detection of suspicious activity through a culture of awareness.
- **Reporting:** Provide a safe and confidential way for staff to report concerns.
- **Investigation:** Conduct thorough and impartial investigations into allegations.
- **Compliance:** Ensure compliance with relevant laws and regulations.

Responsibilities

- **Directors:**
 - Oversee the implementation of anti-fraud measures.
 - Monitor compliance and review the policy regularly.
 - Report suspected fraud to relevant authorities.
 - Declare interests and gifts.
 - Ensure staff recruitment aligns with the Safe Recruitment and Vetting Policy.
- **Management Team:**
 - Develop and maintain robust internal controls.
 - Monitor compliance and investigate allegations.
 - Report suspected fraud to directors.
 - Declare interests and gifts.
 - Train staff on anti-fraud procedures.

Reporting Suspicions

- Staff are encouraged to report any concerns about suspected fraud or corruption.
- Reports can be made anonymously through the whistleblowing procedure.
- Do not attempt to investigate fraud independently.

Fraud Response Plan

- All allegations will be reported to the directors.
- Investigations will be conducted promptly, thoroughly, and impartially.
- Evidence will be secured and preserved.
- Witnesses will be interviewed.
- Internal or external agencies may assist in the investigation.
- If evidence of fraud is found, appropriate action will be taken, including disciplinary procedures or referral to authorities.

Additional Considerations:

- **Training:** Provide ongoing training to staff on fraud prevention, detection, and reporting procedures.

- **Risk Assessments:** Conduct regular risk assessments to identify potential vulnerabilities.
- **Internal Controls:** Strengthen internal controls and review them periodically.
- **Third-Party Reviews:** Consider external audits or reviews to assess the effectiveness of anti-fraud measures.
- **Culture of Integrity:** Foster a culture of honesty, integrity, and accountability among staff.

By implementing this revised policy, Grass Roots Private Day Nursery aims to create a strong anti-fraud and corruption framework, protecting its assets, ensuring compliance, and maintaining a culture of trust and integrity.