



Oakswood College

Empowering Through Education



Fraud Reporting & Response

Pathway

PROMOTING EXCELLENCE • ENSURING COMPLIANCE
SUPPORTING OUR COMMUNITY



GOVERNANCE



QUALITY



COMPLIANCE



EXCELLENCE

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Appendix C: Oakwood College Fraud Reporting & Response Pathway

This flowchart evidences **clear reporting and escalation arrangements** as required under **E8.3(d)** and **E8.3(g)**.

Fraud Response Flow (Narrative Version)

1. **Concern Identified**
 - Staff, student, contractor, or third party identifies suspected fraud or misuse of funds.
2. **Initial Reporting**
 - Report submitted via:
 - Fraud Reporting Form (Appendix A), or
 - Whistleblowing Policy route.
3. **Initial Triage (within 48 hours)**
 - Conducted by Head of Accounting and Finance.
 - Risk rating applied (Low / Medium / High).
4. **Escalation Decision**
 - Low risk → Officer review.
 - Medium risk → Head of Accounting and Finance + Audit and Risk Committee Chair notified.
 - High risk / Public funds → Immediate escalation to Audit and Risk Committee.
5. **Formal Investigation**
 - Investigation initiated using Appendix B.
 - Evidence secured; audit support engaged as required.
6. **External Reporting (if required)**
 - OfS (reportable event).
 - SLC.
 - Law enforcement or DfE (if applicable).
7. **Outcome & Remedial Action**
 - Disciplinary action.
 - Financial recovery.
 - Control improvements.
8. **Closure**
 - Case formally closed and lessons logged.