

FRAUD POLICY

Updated: May 2025



What are we talking about in this document?

This policy is to how Keiki Early Learning will prevent, detect, and respond to fraud in relation to Child Care Subsidy (CCS) funding and compliance with Family Assistance Law.



Who is this for?

This policy applies to families, staff and management of Keiki Early Learning



Why do we need this policy?

It explains Keiki’s commitment to maintaining integrity and transparency in handling government subsidies and financial processes.



Key Terms

Term	Meaning	Source
Child Care Subsidy	The Child Care Subsidy (CCS) is a government program that helps families with the cost of approved child care. It's a financial assistance payment designed to make early learning and childcare more affordable and accessible for Australian families.	Department of Education
Additional Child Care Subsidy	The Additional Child Care Subsidy (ACCS) provides extra help with the cost of early childhood education and care to families facing difficult or challenging circumstances.	Department of Education
Fraud	An intentional act by one or more individuals to obtain an unjust or illegal advantage through deception.	
Corruption	Dishonest activity by a person in a position of trust to gain personal benefit or advantage.	



The Important Stuff

This policy aligns with:

- Family Assistance Law
- Child Care Subsidy Secretary’s Rules 2017
- National Quality Standard – Quality Area 7: Governance and Leadership

Keiki Early Learning has sought approval to administer public money on behalf of the Australian Government. Part of that process is to explain what Keiki Early Learning will do in our service/s to prevent the risk of fraud in the reporting of attendances, absences or fees.



Roles and Responsibilities

- **Approved Provider:** Ensures systems are in place to prevent and respond to fraud.
- **Nominated Supervisor:** Implements procedures and monitors compliance.
- **Staff and Educators:** Must report any suspected fraud and follow internal procedures.

Fraud Prevention Measures

- Staff training on CCS Compliance
- Use of the CCS Compliance Checklist

- Secure Handling of Enrolment and Attendance Records
- Regular internal audits

Online system Xplor ensures all attendances are digitally recorded at delivery and collection times. Attendance records are provided on all family account statements. The attendance data is submitted automatically via our software and cross checked against family statements and payments to be processed.

Xplor provide secure record control of all CCS enrolments and payments received on behalf of families. The CCS enrolment is submitted and approved through secure links to Canberra requiring parent approvals for the application and claim of CCS.

Reporting and Investigation

- Suspected fraud must be reported to the Approved Provider, Operations Manager – Finance and Systems or Nominated Supervisor.
Reports may also be made to the Department of Education via:
 - Phone: 1800 664 231
 - Email: tipoff@education.gov.au
- All reports will be treated confidentially and investigated promptly.

Procedural Fairness

All individuals involved in an investigation will be treated fairly and given the opportunity to respond to allegations.



Supporting Documents

Sources, Resources and information

[Childcare Subsidy Financial Integrity Strategy](#)

[Services Australia – Resources for Childcare Providers](#)

[Childcare Subsidy Secretary Rules 2017](#)

[Australian Standard AS 8001:2021 – Fraud and Corruption Control](#)

[Services Australia – Child Care Subsidy](#)



Links to Regulations

Education and Care Services National Regulations

168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
172	Notification of change to policies and procedures

Related Legislation

Child Care Subsidy Secretary’s Rule 2017
A New Tax System (Family Assistance) Act 1999
Family Law Act 1975



Review & Document Control	
Policy Reviewed	Modifications
May 2025	New template. Reviewed content.

Disclaimer

It is each employee, family and visitor to the service’s responsibility to read, understand, follow and address any concerns with management about this policy.

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