Bromley Heath Infant School

Risk Management Policy

Signed (chair):	Name: Linda Russ	Date:
Signed (Head):	Name: Tina Long	Date:
Ratified by: Full Governing Body on		Next Review: May 2019

Equality Impact Assessment (EIA) Part 1: EIA Screening

Policies, Procedures or Practices	Risk Management Policy	Date	23rd May 2018
EIA CARRIED OUT BY:	T Lomg	EIA APPROVED BY:	T Long

Groups that may be affected: N/A

Are there any concerns that the policy could have a different impact on any of the following groups? (please tick the relevant boxes)	Existing or potential adverse impact	Existing or potential for positive impact
Age (young people, the elderly: issues surrounding protection and welfare, recruitment, training, pay, promotion)		
Disability (physical and mental disability, learning difficulties; issues surrounding access to buildings, curriculum and communication).		
Gender Reassignment (transsexual)		
Marriage and civil partnership		
Pregnancy and maternity		
Racial Groups (consider: language, culture, ethnicity including gypsy/traveller groups and asylum seekers		
Religion or belief (practices of worship, religious or cultural observance, including non-belief)		
Gender (male, female)		
Sexual orientation (gay, lesbian, bisexual; actual or perceived)		

Any adverse impacts are explored in a Full Impact Assessment.

Rationale

The Risk Management Policy aims to ensure that the school thinks strategically, is future focused and analytical regarding challenges that threaten safeguarding and the future security and success of the setting.

Aims

- To ensure risks facing the school are identified and appropriately documented

- To ensure current processes for risk management meet best practice

- To provide assurance to the Governors that risks are being adequately assessed and that   areas for improvement are identified

- To ensure appropriate action is taken in relation to accepting, mitigating, avoiding and   transferring risk

Guidelines

An ongoing process for identifying, evaluating and managing all significant risk must be in place. The Governors must acknowledge responsibility for monitoring the internal Risk and Issue Log using information supplied by the school, including undertaking an annual review of its effectiveness.

The Risk and Issue Log

The Risk and Issue Log should identify the nature and extent of the risks facing the school, in particular:

- The extent, probability and category of risk (low, medium or high)

- The reasons for the risk occurring

- Possible outcomes should the risk become an issue

- The categorization of impact (Low, medium, or high)

- With whom the responsibility for the risk lies

- The organization's proposed actions and mitigation to minimise the risk and/or impact that may materialise

- The date of review to measure progress against mitigating or controlling the risk, eliminating the possible impact

Roles and Responsibilities

The Senior Leadership Team (SLT) has overall responsibility for managing risk on a day to day operational basis. The Headteacher and School Business Manager have lead responsibility for risk management processes and the school-wide Risk and Issue Log. This responsibility includes:

- Monitoring the performance of risk management processes

- Ensuring that appropriate controls are in place to manage identified risks

- Preparation of periodic reports to the appropriate committee upon request (e.g. Governors, Audit, Ofsted)

- Review by the Full Governing Body, as a standing agenda item

Identification of Risks

The Risk Management Standard states that risk identification should be approached in a methodical way to ensure that all significant activities have been identified and all the risks flowing from these activities have been defined.

Our approach to risk management is linked to five key aims:

- Outstanding staff, leadership and management

- Outstanding infrastructure

- Financial strength

- Inspiring and supportive culture

- Strong community and partnerships

The structure and organisation of the school's Risk and Issue Log seeks to ensure that all significant objectives and activities have been identified and the risks associated with each area have been identified.

Evaluation of Risks

Impact	Description
High	The financial impact will be significant (in excess of £50,000) Has a significant impact on the school's strategy or on teaching and learning Has significant stakeholder concern Can cause significant reputational damage to the school
Medium	The financial impact will be moderate (between £25,000 and £49,000) Has no more than a moderate impact on strategy or on teaching and learning Moderate stakeholder concern Can cause moderate reputational damage to the school
Low	The financial impact is likely to be low (below £25,000) Has a low impact on strategy or on teaching and learning Low stakeholder concern Is unlikely to cause any reputational damage to the school

Probability of Risk Occurring

Probability	Description	Indicator
High	Likely to occur each year, or more than 25% chance of occurrence within the next 12 months	Potential of it occurring several times within a 4 year period. Has occurred recently
Medium	Likely to occur within a 4 year time period or less than 25% chance of occurring within the next 12 months	Could occur more than once within a 4 year period.
Low	Not likely to occur within a 4 year time period or less than 5% chance of occurrence	Has not occurred Is not likely

Addressing Risks

- When responding to risks, the school will seek to ensure that it is managed and does not develop into an issue where the potential threat materialises.

- Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the school.

- The risk is transferred to a third party, for example through an insurance policy.

- The response actions either reduce the likelihood of a risk developing, or limit the impact on the school to acceptable levels.

- We accept the possibility that the event might occur, for example because the cost of the counter measures will outweigh the possible downside, or we believe there is only a remote probability of the event occurring.

Risk Reporting and Communication

- The aim of reporting risk is to provide assurance to the Governors, SLT and Auditors that the school is effectively managing its risks and has a robust system of internal controls.

Risk and Issue Log

- The reporting mechanism will be the school's Risk and Issue Log. This will highlight the key risks facing the school, as well as a breakdown for each key strategic aim. The Risk and Issue Log will be monitored by the Finance Committee.

- Any significant changes in risk impact or probability, or the occurrence of an event which raises the profile of a risk will be recorded on the Risk and Issue Log as it occurs. Any new or increased risks identified by SLT, Governors or raised by a member of staff will be evaluated and, if appropriate, recorded in the Risk and Issue Log.

Communicating Risks

- The Finance Committee monitors the Risk and Issue Log and the School Business Manager will ensure that any perceived new or increased risks or significant failure of risk management control measures are considered and reported to the Finance Committee along with a summary of actions taken.

- The School Business Manager will endeavour to raise awareness that risk management is a part of the school's culture and seek to ensure that:

    - Individual members of staff are aware of their accountability for individual risks

- Individuals report promptly to SLT any perceived new risks or failure of existing control measures.

Annual Risk Review and Assessment

The School Business Manager will prepare an annual review of risk for the Finance Committee, this will be reported to the Full Governing Body on:

- The significant risks facing the School

- The effectiveness of the risk management processes

- That the School has published a risk management Policy covering risk management   philosophy and responsibilities

Areas for Improvement

Any areas identified as being in need of improvement will be discussed and agreed at the Resources Committee.