



Risk Management Policy

Date of approval:	July 2024
Review date:	July 2027
Staff lead:	Head Teacher
Approved by:	Full Governing Body

Chancel Primary School Risk Management Strategy

1.0 Introduction

- 1.1 Risk management is the process whereby the School methodically addresses the risks attached to its objectives and associated activities with the goal of achieving sustained benefit within each activity and across the whole range of activities.
- 1.2 Risk management will be aimed at ensuring that the School achieves its objectives in the most effective way, and resources are directed at those objectives. It will not be seen as a separate exercise but as the means of best achieving the School's objectives.
- 1.3 This risk management strategy has been designed to provide a framework for managing the risks the School faces and ensuring its objectives are achieved in the most effective way.
- 1.4 It has been designed for use by all staff of the School and it serves to:
 - Communicate the strategies for managing risk in the School
 - Establish procedures which should be adopted in the risk management process

2.0 The Aims and Objectives of Risk Management

- 2.1 The School's overall risk management plan is aimed at:
 - Protecting its students, staff and assets
 - Managing risk in accordance with best practice and reducing the cost of risk
 - Anticipating and responding to changing social, environmental and legislative requirements
 - Integrating risk management into the culture of the School
 - Adopting legal compliance as a minimum standard
- 2.2 These aims and objectives will be achieved by:
 - Maintaining documented procedures for the control of risk
 - **Maintaining a school risk register of key strategic risks**
 - Providing suitable information, training and supervision
 - Maintaining effective communication and the active involvement of all staff
 - Maintaining an appropriate incident reporting and recording system, with investigation procedures to establish cause and prevent recurrence
 - Monitoring arrangements on an ongoing basis

3.0 The Potential Benefits of Risk Management

3.1 Effective risk management protects and adds value to the School and its stakeholders through supporting the School's objectives by:

- Improving decision making, business planning and prioritisation by comprehensive and structured understanding of the wider business environment
- Supporting more efficient allocation and use of resources within the School
- Enhancing communication between school and services
- Protecting and enhancing School assets and image
- Developing and supporting staff and the School's knowledge base
- Helping to focus the internal audit plan

4.0 The Structure and Administration of Risk Management

4.1 The School has a fundamental role to:

- Set the tone and influence the culture of risk management within the School
- Determine the appropriate risk appetite or level of exposure for the School
- Approve major decisions affecting the School's risk profile or exposure
- Set policy and strategy for risk management
- Frequently monitor the management of significant risks to reduce the likelihood of unwelcome surprises or impact
- Satisfy itself that the less significant risks are being actively managed, with the appropriate controls in place and working effectively

4.2 The Senior Leadership Team (SLT) will:

- Support and implement policies approved by Governors
- Develop risk response processes, including contingency and business continuity programmes
- Focus and co-ordinate risk management activities throughout the School
- Develop risk management as part of the culture of the School
- Provide a mechanism for risk management issues to be discussed and disseminated to all areas of the School
- Have primary responsibility for managing risk on a day-to-day basis
- Ensure that risk management is incorporated at the conceptual stage of projects as well as throughout a project
- Ensure that risk management is a regular management meeting item to allow consideration of exposure and to prioritise work in the light of effective risk analysis
- **Ensure the school risk register is regularly reviewed and updated, with a termly review held with the governor responsible for risk management.**
- **Provide termly executive summaries of the risk register to the full Governing Board via the Head Teacher's termly report.**

5.0 Risk Identification

- 5.1 Risk is not only about adverse events, it is also about missed opportunities. All areas of activity within the School and partnerships with third party organisations should be considered together with what would stop them being as successful as they should. The key risks that the School faces will be those that would stop it achieving its objectives in these areas.
- 5.2 As the first step in the risk identification process all staff with responsibility for delivering operations aims or targets need to understand the school's corporate objectives and the legal and regulatory environment in which it operates.
- 5.3 The second step is the translation of these objectives into operating aims in the form of detailed School Development Planning and performance reviews for each area of activity. This should be an ongoing annual exercise with regular updating of the aims.
- 5.4 There are many methods for grouping risks, starting from either categorising risk or analysing it using a functional approach. Consideration by category, for example, would include:
- **Strategic risks** – concern the long-term strategic objectives of the School. They can be affected by such areas as capital availability, legal and regulatory changes, reputation and changes in the physical environment.
 - **Operation risks** – concern the day-to-day issues that the organisation is confronted with as it strives to deliver its strategic objectives.
 - **Financial risks** – concern the effective management and control of the finances of the School and the effects of external factors.
 - **Compliance risks** – concern such issues as health and safety, data protection, employment practices and regulatory issues.

A risk **register** will be compiled, to be reviewed **regularly** by SLT and **termly** by Governors.

Chancel Primary School's Risk Management Strategies:

- *Analysis of: internal & external data, SFR, ASP, ISDR....*
- *Producing a comprehensive: School Development Plan [SDP] and Self-Evaluation Form [SEF]*
- *General Data Protection Regulations [GDPR] policies and risk assessments*
- *School Business Continuity Plan (with annual whole-school evacuation to evaluate procedures)*
- *Annual H&S Audit and Self-Evaluation – completed with Premises Committee*
- *Annual audit of financial procedures, adhering to Schools' Financial Value Standard [SFVS] – completed with Finance Committee*
- *Premises risk assessments, completed annually*
- *Pupil activity risk assessments, as required, for activities that pose a higher than 'normal' risk i.e. cooking*
- *Regular safeguarding refresher training and Child Protection Audits*

- *Ongoing CPD opportunities for all staff and Governors*
- *Succession planning and staff deployment – completed by HT and SLT*
- *Annual staff performance management meetings*
- *Policy implementation and review by Governing Board*
- *Governor effectiveness review and evaluation*
- *Termly Governor information pack guidance, supported by clerk to the Governors*
- *Purchasing Service Level Agreements [SLAs] for appropriate support and advice: HR, H&S, Legal, Finance, IT, Buildings, SEND and Information Governance.*

Equality Information

This policy is underpinned by the Equality Objectives Policy for Chancel, which is available on request.

As a dyslexia friendly school we take into account the needs of children with specific learning difficulties.

This policy applies to the whole of Chancel Primary School, including the Early Years Foundation Stage.

This policy will be disseminated widely to all staff members, governors and parents, and will be reviewed every three years.

Approved by Governing Body (sign): _____

Dated: _____