DESIGNATED SAFEGUARDING LEAD	Headteacher
DEPUTY DESIGNATED SAFEGUARDING LEAD	Deputy Headteacher
DESIGNATED SAFEGUARDING GOVERNOR	Brian Davis
Review Date	September 2020 (or in line with statutory updates)

Risk Management Policy

The Belsteads School

believe and achieve

1.   Risk Management Objectives

The objectives for managing risk across the school are:

- To comply with risk management best practice;
- To ensure risks facing the school are identified and appropriately documented;
- To provide assurance to the Governing Board that risks are being adequately controlled, or identify areas for improvement;
- To ensure action is taken appropriately in relation to accepting, mitigating, avoiding and transferring risks

2.   Risk Management Policy

This policy aims to:

- Outline the roles and responsibilities for risk management.
- Identify risk management processes to ensure that all risks are appropriately identified, controlled and monitored
- Ensure appropriate levels of awareness throughout the school

2.1   Roles and responsibilities

The Headteacher and School Business Manager have overall responsibility for risk management, including responsibility for risk management processes and the school-wide risk register. 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 Governing Board

The Risk Register is formally reviewed each term by the Governing Board together with any action plan arising from this.

2.2   Identification of risks

The school has assessed the risks using the categorisation as laid out in the school's development plan. The structure and organisation of the school's risk register addresses these risk categories in the context of the school's SIP.

2.3   Evaluation of risks

The Risk Management Standard states that risks should be evaluated against agreed criteria to make decisions about the significance of risks to the organisation.

The school uses a risk matrix to assess impact and likelihood as L, M, H, VH as illustrated in the diagram below:

RISK RATING	ACTION REQUIRED
VERY HIGH (vh) Strong likelihood of fatality/serious injury occurring or major impact to the business	**The activity must not take place at all.** You must identify further controls to reduce the risk rating
HIGH (H) Possibility of fatality/serious injury occurring or high impact to the business	You must identify further controls to reduce the risk rating
MEDIUM (M) Possibility of significant injury or over 3 days absence occurring. Some impact to the business	If it is not possible to lower risk further consider the risk against the benefit.
LOW (L) Possibility of minor injury only. Very little impact on the business,	No further action required

2.4   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.

The school will adopt one of the 3 risk responses outlined below:

Plan   Counter measures are put in place that will either stop a problem or threat occurring or prevent it from having an impact on the business.
The risk may be transferred to a third party, for example through an insurance policy.

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

Tolerate   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.

3.   Risk Reporting & Communication

The aim of reporting risk is to provide assurance to the Governing Board, Headteacher and School Business Manager that the school is effectively managing its risks and has a robust system of internal controls.

3.1   Risk register

The reporting mechanism will be the school's risk register and action plan. This will highlight the key risks facing the school. The risk register will be monitored by the Headteacher and School Business Manager on a termly basis.

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 register as it occurs. Any new or increased risks identified in SLT meetings, or raised by a member of staff will be evaluated and, if appropriate, recorded in the risk register.

3.2   Communicating Risks

The Governing Board monitors the risk management plan each term. The School Business Manager will ensure that any perceived new or increased risks are considered by the Headteacher and reported to the Governing Board.

 The Headteacher 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 senior management any perceived new risks or failure of existing control measures.

3.3 Annual risk review and assessment

The Management Teams review provides an annual assessment of the effectiveness of the school's management of risk.

The Management Team will prepare a termly review of the risk register and a biennial review of the policy management plan for the Headteacher. This will enable the Headteacher to report 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 to the Governing Board annually.