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RISK MANAGEMENT POLICY

ADOPTED AT THE MEETING

OF THE

LOCAL GOVERNING BODY

HELD ON

**REVIEWED BY THE RLT BOARD OF TRUSTEES
ON 17TH DECEMBER 2015**

Signature of Chair of Governors:

Signature of Headteacher:

To be reviewed every 3 years.

(Add School name here) School Risk Management Policy

1. Principles

- 1.1 Risk is inherent in the activities of any school on a daily basis. It is however essential that schools and the organisations and individual schools work to identify and minimise risks so that the safety of individuals, the integrity of the organisation and the assets of the school are protected. Accordingly the Local Governing Body expects all staff to manage risk effectively to the best of their ability, and where appropriate to equip students to do the same so that they can take an active part in managing risks that affect them and others both in and out of school.
- 1.2 Any risks taken by the school have to be assessed against the aims and objectives of the school. If taking an identified risk would not further the aims and objectives of the school then it should not be taken.
- 1.3 The school seeks to be innovative in terms of the curriculum provided to students, the facilities and equipment used to teach students and to offer students the chance to actively learn through extra-curricular activities.

2. Aim and Scope of this policy

- 2.1 The aim of this policy is to:
 - Safeguard the interests and welfare of students, staff, visitors and other third parties associated with the school
 - Set out the risk management culture of the school
 - Set clear expectations that statutory obligations will be complied with
 - Protect the assets and reputation of the school
 - Maintain effective control of public funds
- 2.2 This policy does not detail operational matters or set operational procedures and should be read in conjunction with the policies of the school. All other policies of the school should be read in light of the principles set out in this policy and where any conflict appears must be resolved in favour of this policy.

3. Role of the Local Governing Body

- 3.1 The Local Governing Body has, subject to delegation from the Rowan Learning Trust, responsibility for setting, reviewing and ensuring compliance by the school with this policy.
- 3.2 The Local Governing Body, which includes the Headteacher, has responsibility for setting the risk management parameters of the school.
- 3.3 The Local Governing Body should be kept up to date with the risk profile of the school. This can be done through appropriate reporting via committees or to the Local Governing Body.

4. Role of the Senior Leadership Team and Business Manager

- 4.1 The Senior Leadership Team and the Business Manager are responsible for the practical implementation of this policy.

- 4.2 The Senior Leadership Team and the Business Manager shall ensure appropriate procedures, guidelines, forms, checks, training and such other steps as are necessary are in place to maintain compliance with this policy.
- 4.3 The Business Manager shall maintain an up-to-date risk register that shall be reviewed with the Headteacher on a regular basis according to the risk profile of the school. The Business Manager shall ensure that the Trust's Audit Committee and the Local Governing Body, or the relevant sub-committee, receives sufficient information about the risk profile of the school to discharge statutory functions.
- 4.4 The Headteacher shall ensure that the management of all identified and potential risks are allocated to the areas of responsibility of a member of the Senior Leadership Team or the Business Manager.
- 4.5 The Senior Leadership Team and Business Manager shall ensure that identified risks falling within their areas of responsibility are managed effectively.
- 4.6 The Senior Leadership Team and Business Manager should ensure consistency of approach in risk management.

5. Role of the Responsible Officer

- 5.1 The appointment of a rigorous and effective Responsible Officer is an essential feature of an effective risk management process.
- 5.2 The Headteacher shall ensure that Responsible Officer has sufficient information to fully carry out his/her function.
- 5.3 The Responsible Officer shall ensure that any failings in risk management have an action plan to address them, that the action plan is rigorous and is acted on.
- 5.4 The Responsible Officer shall ensure that any failure to address an identified risk is made known to the Rowan Learning Trust's Audit Committee.

6. Risk Management

- 6.1 Compliance with statutory obligations is a minimum requirement.
- 6.2 All staff, students, suppliers and where applicable third parties shall comply with school policies unless specifically authorised by the Headteacher or Local Governing Body for a good reason that furthers the aims and objectives of the school.
- 6.3 Risk management assessment must consider the following non-exhaustive risks: strategic, reputational, operational, organisational, data protection, regulatory, financial, environmental, safeguarding, health and safety and educational.
- 6.4 Students taking risks must be supervised by someone sufficiently qualified to assess those risks and deal with the outcome of those risks occurring.
- 6.5 Risks must be assessed or reviewed by someone sufficiently qualified/experienced to make an effective assessment.