

Carrdus School

Risk Management Policy

Rationale

Tudor Hall and Carrdus Schools (together the 'School') define risk as the threat that internal or external events will adversely affect its ability to achieve its strategic, operational, financial, regulatory and/or environmental goals. It aims to manage the exposure to those risks to a satisfactory level and to integrate risk management into the culture of the School.

Objectives

The School will identify and manage risk that endangers the achievement of its Objects, defined in its Articles of Association, or its operational aims as defined in the School Development Plan. The approach adopted will meet the requirements of the Department for Education, Charity SORP (FRS 102), Charity Commission risk management standards (CC26), and the Independent Schools Inspectorate Regulatory Requirements. It will be enhanced by best practice as opportunities arise. The School's internal framework incorporates a risk management approach applied throughout the organisation in line with BS OHSAS 18001, supported by an active training and education programme.

Success Criteria

- The School identifies and manages possible and probable risks that it may face over time; and
- The School monitors risk in an effective and systematic manner on a regular basis.

Methodology

1. Implementation

Risks will be assessed against criteria approved by the Board of Governors in the Risk Register. These criteria cover the potential impact of the risk and the likelihood of its occurrence. The risk will be considered for its effect on the Quality of Leadership & Management, Finances (internal and external), Quality of Education, Staffing, Premises & Accommodation, and Systems.

The Headmistress (Tudor Hall), Head (Carrdus) and Bursar are responsible for ensuring that the School identifies and manages risks using the Risk Register. They will also be responsible for identifying the acceptable tolerance level for the risks involved and confirming them with the Head. As risks are managed, this tolerance level will be used as the prompt for the escalation of risk reporting to the Board.

Risks will be managed within an agreed approach ranging from terminating the risk, through possible reduction measures, acceptance and monitoring or transferring the risk, such as using licensed providers. Review of the risks will be carried out by the Board committee or manager assigned responsibility for it.

The Risk Register will be reviewed as often as circumstances require, but at least:

- Annually by the Board (Autumn meeting);

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- Termly by the Finance & Resources Committee;
- Annually by the Head as part of the School Development Plan monitoring.

Periodically, the reasonable effectiveness of Risk Management is reviewed and the findings reported to the Board. Plans for further improvement are developed where appropriate and approved by the Head.

2. Monitoring

The School monitors risk both on a dynamic basis (as and when risks arise) and on a cyclical basis (as and when risks change). To achieve this, the School is organised so that all staff share in the responsibility for risk monitoring. Staff communicate their findings regarding risk monitoring to the Head and the Risk Management Committee.

Teachers and managers take responsibility for the material completeness of the risk identification, the material correctness of their risk analysis, as well as for the timeliness and appropriateness of their risk decisions, and the implementation, tracking and reporting of risk where appropriate.

Evaluation

The risk management structure and efficacy is reviewed termly and a summary provided in the Annual Report.

Planning -

The main roles and responsibilities are as follows:

Board:

The Board is responsible for confirming that the risk management approach adopted by Governors and the School will aid the achievement of policy aims.

Finance and Resources Committee:

F&RC is responsible for regular review of progress on risk management actions at termly meetings.

Head at Carrdus:

The Head is responsible for ensuring that the risk management framework is adequate and that processes are in place to ensure that it is working effectively. The Head is responsible for risk review across the school and for promoting the required culture.

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Risk Management Team:

The RMT is responsible specifically for health and safety and the maintenance and management of associated risk ensuring that changes are recommended to the Head.

Teachers and Managers:

Teachers and managers at all levels are responsible for ensuring that risks to their activities are identified, recorded, assessed and managed on an agreed basis.

Review

This policy will be reviewed by the Bursar every three years unless significant issues arise that merit an immediate review.