



*Status: FINAL*

*Approval Date: 27<sup>th</sup> June 2018*

*Review Date: June 2019*

*Review Period: Annually*

*Requirement: Optional*

*Delegation: Resources Committee*

## **RISK MANAGEMENT POLICY 2018 - 2019**

### **1) Purpose**

- a) The purpose of this policy and procedure is to outline Ralph Sadleir Academy's risk management strategy.
- b) The academy sets out strategic and business objectives and risk management is the discipline by which risks that threaten the achievement of those objectives are identified and managed as part of the planning process.
- c) "Risk" is used in this policy and procedure to describe the uncertainty surrounding events and their outcomes that might have a significant effect, either enhancing or inhibiting: operational performance; achievement of aims and objectives; or meeting the expectations of stakeholders.
- d) "Major risks" are those risks which have a high likelihood of occurring and would, if they occurred, have a severe impact on operational performance, achievement of aims and objectives, or could damage the reputation of the Academy Trust.

### **2) Scope**

- a) This policy and procedure applies to the risk management strategy for the academy as a whole.

### **3) Key Principles**

- a) Ralph Sadleir Academy believes that an effective risk management strategy is a matter of good organisational practice, lying at the heart of good management and good governance.

### **4) Rationale**

- a) The Governing Body has a responsibility under charity law to state in its annual accounts that the major risks to which the charity is exposed, as identified by the Governors, have been reviewed and systems have been established to mitigate those risks.

- b) Property controlled risk taking is necessary to the success of the organization to build capacity for the future and deliver against the strategic goals set out in the academy's Development Plan.

## 5) Policy

- a) Ralph Sadleir Academy's policy is to adopt best practice in the identification, evaluation and effective control of risks to ensure they are managed to an acceptable level. It is acknowledged that some risks will always exist and will never be eliminated. The specific procedures for the implementation of this policy and the personnel responsible are detailed below.
- b) The Governing Body is responsible for making a statement on risk management in the annual accounts of the Academy Trust. In order to be able to make the required statement with reasonable confidence the Governors should ensure that:
  - c) The identification, assessment and mitigation of risk is linked to the achievement of the Academy Trust's vision and strategic goals asset out in the Academy's Development Plan
  - d) The process covers all areas of risk, e.g. governance and management, operational, financial, reputational and external factors and is focused primarily on major risks
  - e) The process produces a risk exposure profile that reflects the Governors' views as to levels of acceptable risk;
  - f) The Principal results of risk identification are reviewed, evaluated and managed; and ensure that the risk management is ongoing and embedded in management and operation procedure.
  - g) The Governing Body is responsible for overseeing the development and implementation of the risk management strategy.
  - h) The academy's Senior Leadership Team (SLT) has responsibility for ensuring that the risk management policy is implemented and for coordinating risk management activity across the academy. The SLT will provide an annual report on risk management to the Governing Body.
  - i) The Headteacher and SLT are responsible for ensuring that they take personal responsibility for championing risk assessment across the Academy and for reinforcing risk-aware attitudes and responses. Their role is to provide objective assurance to the Governing Body that risks are correctly evaluated;
  - j) Key risks are being managed appropriately including the effectiveness of the controls and other responses to them; the risk management framework and internal control framework is operating effectively; and management is properly reporting the status of key risks and controls.

## **6) Procedure**

### **a) Risk Identification**

- i) The process of risk identification will involve both Governors and management.
- ii) Consideration will be given to the following factors: the vision, beliefs, values and strategic goals; the nature and scale of the Academy's activities, both current and planned; external factors that may affect the academy such as legislation and regulation, and the Academy's reputation with its key stakeholders; the operating structure, e.g. functions and issues that the Academy Trust may face due to transition to academy status.

### **b) Risk Assessment**

- i) Discuss and agree that all involved are satisfied with the list of risks;
- ii) Determine the appropriate response to each risk;
- iii) Assess existing controls and determine appropriate action;
- iv) Allocate responsibility for new action; and
- v) Agree future reporting and review procedures.
- vi) Taking each of the risks in turn, discuss and rate them in terms of both likelihood and impact and categorise as either Low, Medium or High Risk.
- vii) The assessment of each risk will take into consideration the control measures currently in place to manage the risk. The controls identified will be assessed to determine whether they are an appropriate mitigation of the risks identified. The value for money of the chosen responses needs to be considered, i.e. it is as important to avoid over-control of minor risks as under-control of serious risks; this will determine what response the board wishes to make to each risk.

### **c) Action Planning/Risk Register**

- i) Any risks requiring treatment should be recorded in a risk register. The actions required to produce an acceptable control system will be identified and documented. Clear responsibilities should be allocated to these actions along with a deadline for the action to be completed and a scheduled date for review.
- ii) A final version of the register will be circulated to all senior members of the academy so that they are aware of the risk management policy and the controls in place to limit exposure to risk.

### **d) Monitoring and Review**

- i) The risk register will be reviewed regularly by SLT and the Governing body to ensure that risks are identified and that appropriate controls and responses are in place and to

ensure that;





- (1) New risks/escalating risks are identified
- (2) Planned actions are carried out in line agreed timescales
- (3) Updating of the risk register as risks change over time
- (4) Early signs of developing risks are identified

## 7) References

- EFA Financial Handbook Annex 1G Risk Management
- Charity Commission Guidance on Charities and Risk Management

## 8) Policy Review

This policy was reviewed and adopted by the Resources Committee on 27<sup>th</sup> June 2018.

Governance	Chair Person / Headteacher	Signature	Date
Resources & Audit Committee	Mrs EM Hinton		27 <sup>th</sup> March 2015
Resources & Audit Committee	Mr D Spong		27 <sup>th</sup> April 2016
Resources Committee	Mr D Spong		5 <sup>th</sup> July 2017
Resources Committee	Mr D Spong		27 <sup>th</sup> June 2018

Reviewable annually in Summer Term.