



Risk Management Policy

RATIONALE

Risk is intrinsic to our world and therefore, the management of risk and recognition of opportunities are integral to achieving our vision, mission and goals and delivering on our strategic plan.

This policy recognises systematic risk management is integral to good management and effective governance required of an autonomous public school. Through proactive management of risks and opportunities, Surrey Hills Primary School aims to improve decision making and outcomes.

Risk will manifest itself in most activities and endeavours we undertake including delivering key learning outcomes, supporting wellbeing, maintaining finances and infrastructure and building our reputation.

By asking “*What if ...*” questions and through planning, risk can be reduced or mitigated. Through these processes we will foster success and be better prepared to respond if (or when) the risks materialise.

PURPOSE

The recognition and management of risk will underpin the Surrey Hills Primary School commitment to Child Safety

GUIDELINES

As the Secretary states in the foreword on the Department’s Risk Management Policy, “*Risk management is everyone’s responsibility and must be wired into all planning and implementation.*” All school staff are specifically responsible for identifying and for managing risk within their areas of responsibility.

Risks must be balanced against our goals and our community’s expectations when making decisions on whether or not they are acceptable. If for example, our aim is to improve language proficiency but there is a high risk of long term medical impact (such as from radiation) it would be inconceivable that the benefit would outweigh the risk.

The effort expended on risk management should be proportional to the risk but we must at least identify, communicate and consult on risks to be able to make the assessment of how much effort to expend. Resources used to manage risk should also be commensurate with the risks and legislative requirements.

Risk management must be integrated into all planning, when activities occur spontaneously or plans change risk management may become even more important and must be considered.

Any risks which cannot be mitigated below “High” must be immediately brought to the Principals attention, i.e. if the residual risk is “High” inform the Principal and consider stopping the activity. Additionally, where the residual risk is medium staff should consider whether they have responsibility for the activity and the authority to accept the risk.

IMPLEMENTATION

The school will utilise the Department’s Enhanced Risk Management Framework adopting and using the procedures, guidelines, language and tools which can be accessed through the edugate Risk Management site at; <https://edugate.eduweb.vic.gov.au/Services/Policies/Pages/Risk.aspx>

Risks will be captured in the schools Risk Register (based on the Department’s sample register), with the exception of those hazards recorded in the Occupational Health and Safety Register.

Where the current risk is assessed as medium (or above) the risk must be recorded in the risk register. Additionally, risks should be recorded where they have been “keeping us awake at night”, are considered noteworthy, have a number of control mitigating them, or it is thought the risk may escalate in the future.

The risk register will be reviewed by the Leadership Team at the start of each term and by the School Council at their second meeting of each term. The purpose of these reviews will be to gauge the effectiveness of risk management as a whole and of specific controls for critical activities and risks.

The School Council will also review risk assessments for all activities to be undertaken away from the school grounds. Risks are to be assessed using the Department's guidelines unless agreed by School Council.

Risk management is everyone's responsibility and must be wired in to all planning and implementation at Surrey Hills Primary School.

Risk understanding and our tolerance for risk will be key considerations in our decision making. In the areas of wellbeing, financial management and governance our tolerance for risk is low but this does not mean a culture of risk aversion as we strive to achieve our vision.

EVALUATION

This policy will be reviewed as part of the school's three-year/annual review cycle