

## RISK MANAGEMENT POLICY

### PRESHIL VISION STATEMENT

At our core remains an unshakeable commitment to encouraging all children to set and achieve their own goals and to be respected as individuals in their own right. This is a commitment to our children to be nurtured and challenged in an atmosphere that inspires creativity and independent thinking in all areas of life and does not, overtly or subtly, use competition or punishment to motivate through the fear of failure. As global citizens we encourage an awareness of world issues and encourage effort to make a positive difference. We believe that education should prepare students to be thoughtful, peace-loving and active citizens of the world. Preshil will remain a school that puts kindness, compassion and social relationships at the centre of its operations.

### Introduction

Managing risk means considering the effect of uncertainty (whether positive or negative) on school objectives. Preshil will proactively manage risks by following the **DET Risk Management Process for Schools**.

Managing risk involves

- identifying and assessing risks and controls
- documenting risks in a risk register
- implementing actions and treatments to manage identified risks
- monitoring risks, including regularly reviewing risk registers
- reporting on risks

Managing risk is everyone's responsibility. Identifying and managing risks maximises the School's ability to make sound decisions to:

- deliver the best outcomes for the school and the community
- safeguard student and staff wellbeing

### Definitions

#### Risk Management

The identification, analysis, assessment and prioritisation of risks to the achievement of an objective. Risk management involves the coordinated allocation of resources to

- minimise, monitor, communicate and control risk likelihood and or impact or
- maximise the potential presented by opportunities.

#### Risk Register

A risk register is a formatted list that records identified risks, assesses their impact and describes the actions (controls) to be taken to mitigate them. Typically it describes the risk, the cause for that risk and the responsible group or person for managing it. The School has risk registers for the following risks

- Anaphylaxis Risk Register and Prevention Strategies
- Child Safety Risk Register
- Excursions Risk Register

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- General Risk Register
- Health and Safety (OHS) Risk Register
- Risk Assessment for Science experiments and other curriculum activities

### Control

A control is any existing measure that modifies risk such as a policy or procedure.

Controls are methods or procedures that assist in achieving objectives, safeguarding assets, ensuring financial information is accurate and reliable and supporting compliance with all financial and operational requirements.

Identifying current controls and their effectiveness is one of the most important aspects of risk management. It allows you to better understand the elements that are impacting the likelihood and/or consequence of a risk.

### Treatment

A risk treatment is an action you undertake to reduce a risk to an acceptable level, by adding new or improving/modifying existing controls.

## Assessing and Documenting Risk

### Mandatory Risk Assessments

Schools must adopt a risk management process when assessing and documenting the risk(s) associated with the following

- Anaphylaxis Management
- Child Safe Standards
- Emergency and Critical Incident Management Planning
- Excursions
- OHS Management System (OHMS) overview
- Vehicles (including buses) - owned or hired by the school.

### Additional Risk Assessments

When assessing the risks above, schools must document the identified risks in a risk register.

Schools may also assess and document risks in the risk register for the following

- the delivery of the School Strategic Plan
- community events such as school fetes, concerts and science fairs
- school projects / programs such as infrastructure builds
- lesson planning associated with higher risk activities such as science experiments.
- Indoor and outdoor elective activities

## Monitoring Risk

Preshil monitors risks for the Mandatory Risk Assessments and Additional Risk Assessments outlined above.

The School will monitor risks by

- including a standing item to review the School's current and emerging risks on the School Management Team (Principal, Business Manager, Heads of Campus, Human Resources Compliance Manager and the Communications and Marketing Manager) meeting agenda.
- undertaking a review of all risks associated with delivery of the School Strategic Plan
- reviewing all risk registers as necessary or when advised.

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- referring relevant risks to the School Risk and Compliance Committee for review and monitoring by the School Council

### Reporting Risks

The School reports and escalates **relevant risks** to the School Council via the Risk and Compliance Committee on a regular basis. The Council reviews and monitors the Child Safety Risk Register at least annually and more frequently if a critical incident occurs.

### Communication of this Policy

The Principal and the School Management Team are responsible for

- providing staff with relevant training opportunities to support staff to manage risks at an operational level.
- ensuring that all school staff follow policies and procedures and
- ensuring that risk management is integrated into other policies and processes.

### Related Documents

#### Anaphylaxis Management Policy (Prevention Strategies)

Child Safety Standards

Child Safety Risk Register

#### DET Risk Management Framework

Emergency and Critical Incident Management Planning

Excursions Policy and Procedures

OHS Management System Overview

AS ISO 31000:2018 Risk Management Guidelines

#### Risk Management Process for Schools Pocket Guide

### Review

This policy was reviewed and approved by the Management Team and the School Board in October 2022. It will be reviewed again no later than two years after the date of approval or if legislation changes or a major incident occurs.