



The Robert Carre Trust

Risk Management Policy

Introduction

The Robert Carre Trust takes steps to identify risks and takes action to reduce the probability of them materialising and/or to limit their impact.

The assets of the Trust include the sites, existing buildings, buildings under construction, plant, furniture, equipment and materials. This also includes data, such as staff, student and financial records.

Purpose

The purpose of this policy is to set out how potential risks will be identified and how risk management strategies will be applied to address them.

Main areas of Risk

The main risks are placed and managed in four categories:

1. Strategic
2. Finance and Resources
3. Education and Personnel
4. New Site Specific

Managing Risks

Effective risk management involves three types of action:

- **Transferring the Risk**

Insurance is a means of transferring risks; whilst it limits the Trust's exposure to risk, it is not a substitute for active risk management.

- **Reducing the Probability of Risk**

The Trust will seek to identify the risks to Trust funds, property and people using their premises, collect them in a Risk Register and assess the potential frequency and severity of each risk, where possible based on careful analysis or recent experience. The Risk Register details the action taken to mitigate the risk and the Lead Professional responsible. The Risk Register will be maintained by the Director of Finance, Administration and Resources in conjunction with the Board of Trustees, the Finance & Resources Committee and the Local Governing Bodies.

The Board scrutinises the strategic risks and the Committees scrutinise the risks linked to their respective areas, on behalf of the Board.

There is also a Risk Register detailing specific lower level risks which is maintained by the Director of Finance, Administration and Resources in conjunction with other SLT members.

All Trustees, Governors, staff and students have a responsibility for identifying and reporting any risks that might adversely affect health and safety, in accordance with the Trust's Health & Safety Policy.

- **Limiting the Impact of Risk**

The school has a Critical Incident Management Plan which is regularly reviewed by the Executive Headteacher, the Senior Leadership Team (SLT) and Trustees. This is aimed at both protecting personal health and safety and minimising the disruption to normal operation that may be caused by an unforeseen emergency.

- **The Role of the Trust Board**

Trustees are responsible for setting the tone and influencing the culture of risk management within the Trust, including the attitude to risk

The Chair of the Board is responsible for challenging leaders appropriately in setting risk appetite and tolerance, ensuring that the Board has sight of, and understands, organisational risks and undertakes scrutiny of the risk management plans.

The Board, through its committees,

- is able to identify and prioritise the organisational and key risks, their impact and appropriate countermeasures, contingencies and risk owners
- ensures risk management and internal control systems are robust enough to enable the organisation to deliver its strategy in the short- and long-term
- advises on how risks should be managed or mitigated to reduce the likelihood or impact of the risk and on how to achieve the right balance of risk
- ensures the risk management and internal control systems are monitored and reviewed and appropriate actions are taken
- actively avoids conflicts of interest or otherwise declares and manages them

Reviewed at the meeting of the Finance & Resources Committee on 5 February 2019

Ratified at the meeting of the Board on 28 February 2019

Next Review Date: March 2020 (annually)