



# Clifton High School

co-educational nursery pre-school to sixth form

<b>Policy applies from EYFS to Sixth Form</b>	<b>Risk Management</b>
Date policy updated	03.12.2019
Date policy to be reviewed	03.11.2020
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A shaded area denotes a regulation to which all schools must comply	

*Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.*

## **Related Policies**

Risk Assessment

Educational Visits

Child Protection and Safeguarding

## **Objectives**

The objectives are to

- Set out clearly how our Council of Governors meet their legal obligations to manage identified risks effectively
- Set the tone and influence the culture of risk management within Clifton High School
- Ensure that there is no complacency as new Regulations are less prescriptive than their predecessors
- Allow our President of Council to confidently make a statement on risk in the annual accounts
- Ensure regular reviews take place with the Council of Governors and that they are advised when the risk register is updated

## **Process**

The Clerk to the Council of Governors is responsible to the Head of School and the Governors for maintaining a risk register. This identifies major risk areas in the following areas: Strategic, Recruitment, Managing Compliance, Financial and Insurance against Risk.

## **Strategic Risk**

The likelihood of potential "major" risks and the impact that they might have on the school will vary enormously from "certain and critical" to "impossible and minor". To quantify which is which, each identified risk has been given a likelihood score - where 1 is low and 5 is high and an 'impact' score again 1 being low and 5 high.

The Clerk after discussion with the Head of School will update the register as necessary and advise the Council of Governors of any new or changed risk, the score and the contingent actions. The Risk register is a "live document" which is available at every Council meeting and subject to scrutiny at any time.

## **Recruitment Risk**

The Chair of the Council of Governors examines the Single Central Register (SCR) annually to ensure that the record keeping is up to date. All relevant Staff are fully trained by competent solicitors specialising in these matters and an accredited trainer in safer recruitment.

### **Managing Compliance Risk**

Health and Safety, Educational, Welfare, and other Operational risk are headings on the Risk Register. The headings are based on the advice of the School's auditors who specialise in Independent Schools. The

Register conforms to the standards required by the Schools Insurance broker Hayes Parsons. Hayes Parsons specialises in insuring Independent Schools.

A series of tables articulates how the risk is assessed and addressed. Clifton High School invests continuously in training in Child Protection and Safeguarding and Keeping Children Safe in Education for all staff. This takes the form of initial induction training for all new staff and at compulsory Continuous Professional Development (CPD) sessions twice each year, as well as refresher training sessions for cleaning staff, sports coaches, language assistants and peripatetic music teachers. All training is documented and recorded on the School Information Management System (SIMS). Specialist positions in School attend courses run by the Independent Schools Inspectorate (ISI) to ensure understanding and compliance with Independent Schools Regulatory Requirement (ISSR).

The School employs a professional Health and Safety advisor who provides telephone support and attends site termly or as required and is on call for guidance and expert advice. The Health and Safety adviser works with the Director of Finance and Operations and conducts risk assessments, provides training and ensures that CHS is compliant with pending and current legislation. The Health and Safety adviser attends the termly Health and Safety meeting with the Governor responsible for this area.

The School employs a specialist Architect with expertise in planning and heritage buildings to provide advice and to conduct a five yearly dilapidation survey for the Council of Governors. This informs the setting of the maintenance budget and the development plan for facilities.

The Parent Contract is regularly reviewed against a template provided by a law firm specialising in independent schools to ensure that statutory changes are incorporated in the document, thereby mitigating the risk of financial penalty or reputational risk. The last review took place in March 2018 and took effect in September 2018. A further review is scheduled for March 2020.

### **Financial Risk**

Clifton High School is in the business of education. An experienced Finance Department provides the Finance Committee and the Head of School with detailed information and reports from which decisions are made in line with the objects as defined by the memorandum and articles of the School. The finances of the School are discussed at each of the planned six full meetings of the Council and at further meetings of the Finance Committee. The School retains a professional firm of accountants specialising in independent schools. Audit services are rotated as directed by the Council of Governors, a tendering exercise for audit will begin in November 2018. There is a six-week formal audit period each year. The Director of Finance and Operations and the School Finance Department attend relevant briefings to understand pending legislation and the impact on Independent Schools. For example, changes to pension's legislation, the national living wage shared parental leave have been incorporated in the last two years.

### **Insurance against Risk**

Clifton High School uses the services of an insurance broker specialising in independent schools to comprehensively assess the risks facing the school and provide recommendations to the Finance committee so that the School is correctly insured.

The School runs formal tender exercises, assisted by a subject matter expert as required.