



# 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, Knox Park 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.

## Guidelines

As the Secretary states in his foreword on the Department's Risk Management Policy, "Risk management is everyone's responsibility and must be wired into all planning and implementation." All Primary 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. The benefits must far exceed any associated risks in any given situation. The effort expended on risk management should be proportional to the risk and 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 Principal's attention, i.e. if the residual risk is 'High' consider stopping the activity and inform the Principal. 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

Knox Park Primary 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 assessed according to the Department's Occupational Health and Safety Register. Additionally, risks should be recorded where they have been "keeping us awake at night", are considered noteworthy, have a number of controls 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 Knox Park Primary School Council will also review risk assessments for all overnight activities to be undertaken away from the school grounds. Risks are to be assessed using the Department's guidelines unless agreed otherwise by School Council.

## Evaluation

This policy was last updated on August 21<sup>st</sup> 2017 and is scheduled for review every 3 years

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