**SHENFIELD HIGH SCHOOL – RISK REGISTER – MARCH 2018**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref No** | **Description of Risk** | **Staff****Resp.** | **Inherent** | **Risk Mitigation Plan** | **Managed** |
|  |  | **Resp.** | **I** | **L** | **T** |  | **I** | **L** | **T** |
| 1 Rep | Safeguarding of students, bullying, death, abuse, violent behaviour, carrying of weapons and drugs  | **JIC** | 5 | 3 | 15 | School policies and proceduresRegular presentations, events etc. for students to help them understand new and growing risks.PREVENT trainingHigh level of staff engagement in safeguarding community e.g. Deputy Head’s various roles outside the School increasing School’s access to knowledge and expertiseStaff and Governor Child Protection trainingDuty staff at break timesImproved site security; CCTVRegular review of application of procedures by Safeguarding Governor; dedicated safeguarding monitoring visit by 6 governors in July 2017 and SEN visit by 2 governors in October 2017100% compliance with requirements as demonstrated by self-audit using LA audit toolRegular updating of existing guidance and training and introduction of guidance and training on new issues e.g. FGM Ofsted judgement recognises high level of competence in this area4 DSLs appointed and trained, two of whom are WRAP trained to ensure PREVENT awareness is highSchool trips policy being reviewed and a lock down policy being developed in light of recent terrorist incidents | 4 | 2 | 8 |
| 2 Phy | Major catastrophic incident eg: fire, flood, storm, terrorism, extreme weather | **SR** | 5 | 2 | 10 | Insurance including business interruption.Communications with staff, parents and pupils including website and text messaging.Evacuation procedures.Disaster Recovery Plan and Business Continuity Plan under reviewRegular reviews of policies and procedures. | 3 | 2 | 6 |
| 3Phy | Major ICT failure – hardware and software loss. | **SR** | 5 | 2 | 10 | Daily computer backupHard copiesInsuranceAsset registerSkilled ICT in-house team | 3 | 1 | 3 |
| 4Phy | Security of site eg: safeguarding, theft, vandalism and arson | **SR** | 5 | 2 | 10 | InsuranceAlarm systemCCTV improvedFencing installedExternal gates moved to improve car park security and reduce the risk of traveller encampmentPhysical parking obstructions installed in Alexander Lane to prevent dangerous parking and reduce the risk to student safety | 4 | 2 | 8 |
| 5Fin | Financial failure, financial shortfall | **SR** | 5 | 4 | 20 | School strategy developed and managed to ensure future viability and sustainable growth in funding.Successful funding request to Schools Forum for Falling Rolls Funding; continued strong performance evidenced to support future falling rolls funding to end of commitmentRegular revision of future year forecasts to ensure any remedial action identified, planned and executed e.g. staff restructuring; next due Spring Term 2018Research into alternative funding streamsConstant review of costs including staffingBudgetary processes and monitoringAnnual review by auditorDetailed monitoring by Resources Committee including regular review of cashflow | 5 | 2 | 10 |
| 6Mgt | Inadequate staff numbers, skills, training and performance; loss of key personnel such as HeadteacherTeacher recruitment crisis | **CJH** | 5 | 4 | 20 | Cover supervisorsAgency staff coverMajor restructure undertaken and in place for September 2016Professional Development opportunities created and managed to support retention and succession planning including broadening of the leadership team, to continue the drive on standards, assist with the delivery of the longer term strategy and create additional leadership capacity.Staff trainingOfsted Good judgement recognises hard work and skill of staff, supporting high levels of motivation and loyalty to School | 3 | 3 | 9 |  |  |  |
| 7Rep/Fin | General Data Protection Regulation readiness by 25 May 2018 and ongoing compliance |  | 4 | 4 | 16 | Essex Information Governance team engaged and acting as our Data Protection Officer (out-sourced). Full audit and report obtained from Essex IGS detailing areas that need to be addressed.Full toolkit provided by Essex IGS (including templates, policies, procedures and guidance).Senior Information Risk Officer (in-house) in place.Information Governance Team set up and undertaking the work to enable GDPR readiness and ongoing compliance.Training materials (on-line) being provided by Essex IGS for all staff and Governors. Information Governance Team to define and deliver any additional bespoke training requirements. | 4 | 1 | 4 |

**Key**: Phy = Physical

 Fin = Financial

 Mgt = Management

 Rep = Reputation

**Risk Level Key I = Impact; L = Likelihood; T = Total**

Up to 8 = green

Between 9 and 16 is amber Between 17 and 25 is red