**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 procedures  Regular presentations, events etc. for students to help them understand new and growing risks.  PREVENT training  High level of staff engagement in safeguarding community e.g. Deputy Head’s various roles outside the School increasing School’s access to knowledge and expertise  Staff and Governor Child Protection training  Duty staff at break times  Improved site security; CCTV  Regular 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 2017  100% compliance with requirements as demonstrated by self-audit using LA audit tool  Regular 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 area  4 DSLs appointed and trained, two of whom are WRAP trained to ensure PREVENT awareness is high  School 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 review  Regular reviews of policies and procedures. | 3 | 2 | 6 |
| 3  Phy | Major ICT failure – hardware and software loss. | **SR** | 5 | 2 | 10 | Daily computer backup  Hard copies  Insurance  Asset register  Skilled ICT in-house team | 3 | 1 | 3 |
| 4  Phy | Security of site eg: safeguarding, theft, vandalism and arson | **SR** | 5 | 2 | 10 | Insurance  Alarm system  CCTV improved  Fencing installed  External gates moved to improve car park security and reduce the risk of traveller encampment  Physical parking obstructions installed in Alexander Lane to prevent dangerous parking and reduce the risk to student safety | 4 | 2 | 8 |
| 5  Fin | 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 commitment  Regular revision of future year forecasts to ensure any remedial action identified, planned and executed e.g. staff restructuring; next due Spring Term 2018  Research into alternative funding streams  Constant review of costs including staffing  Budgetary processes and monitoring  Annual review by auditor  Detailed monitoring by Resources Committee including regular review of cashflow | 5 | 2 | 10 |
| 6  Mgt | Inadequate staff numbers, skills, training and performance; loss of key personnel such as Headteacher  Teacher recruitment crisis | **CJH** | 5 | 4 | 20 | Cover supervisors  Agency staff cover  Major restructure undertaken and in place for September 2016  Professional 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 training  Ofsted Good judgement recognises hard work and skill of staff, supporting high levels of motivation and loyalty to School | 3 | 3 | 9 |  |  |  |
| 7  Rep/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