**SHENFIELD HIGH SCHOOL – RISK REGISTER – Sept 2020 DRAFT**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 visits by governors and SEN visits by governors.  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 said “safeguarding is a strong aspect of the school and safeguarding arrangements are fit for purpose”  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  Since the Covid outbreak the school have implemented a separated risk assessment at each stage. The current version incorporates a the processes and procedures in place to facilitate a full re-opening of the school in Sept 2020. All Government guidance and advice is being adhered to in order to operate safely. | 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, Business Continuity Plan and Lock Down procedure in place.  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  Robust budgetary processes and monitoring; monthly review by Chair and Vice Chair of governors in line with ESFA requirements  Regular revision of future year forecasts to ensure any remedial action identified, planned and executed e.g. staff restructuring, reviewed by Resources Committee  Research into alternative funding streams  Constant review of costs including staffing  Annual review by auditor  Monthly financial monitoring reports are published to all Trustees in line with ESFA requirements.  Loss of income and additional expenditure due to Covid lockdowns and risk response measures has added significant financial risk. Careful tracking of expenditure and projections of likely/possible costs is taking place throughout the year. Loss of income due to future lockdowns is a concern but the only action is to monitor the impact of any lockdowns as they happen and be aware of impact on other spending decisions in light of this. | 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  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 said “your staff appreciate the consideration…..[given] to their needs and well-being…..they are proud to work at the school”  Since the Covid outbreak, there may be short term impact with numbers of staff needing to self-isolate. There is also a need to reduce the number of supply\agency staff regularly coming on site to reduce risk of infections.  Alternative ways to cover absence have been put in place and careful monitoring of absences is in place. | 3 | 3 | 9 |  |  |  |
| 7  Mgt | Future Covid lockdowns and remote learning and working |  | 5 | 4 | 20 | A remote learning policy and procedures have been setup to cover short term self-isolations for students and longer term lockdowns or rota systems that may come into place throughout the year.  Procedures for staff working during self-isolations have been implemented along with cover arrangements for delivering learning onsite.  Policies and regulations have been updated or amended wherever needed to allow for necessary operational adjustments during lockdown periods. | 3 | 3 | 9 |  |  |  |

**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