**SHENFIELD HIGH SCHOOL – RISK REGISTER – Oct 2019**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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 | 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  Detailed monitoring by Resources Committee including monthly review of cashflow by Chair and Vice Chair in line with ESFA requirements | 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” | 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