**SHENFIELD HIGH SCHOOL – RISK REGISTER – JUNE 2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Ref No** | **Description of Risk** | **Staff****Resp.** | **Inherent** | **Risk Mitigation Plan** | **Managed** |
|  |  | **Resp.** | **I** | **L** | **T** |  | **I** | **L** | **T** |
| 1 Rep | Threats to long term sustainability/falling roll | **CJH** | 5 | 3 | 15 | Marketing, open evenings, transition arrangements, engagement with primary schools, including organised activities, visiting Yr 6 parents and students in primary schools, advertising in the Basildon and Wickford areas forming links with schools in Grays, estate agent board advertising, local radio interviews.Increased outreach e.g. literacy and science supportEngaging Yr 6s in SHS life e.g. sporting, literacy and maths activitiesFocus on communicating the School strategy: a smaller school, large enough to offer a diverse curriculum, strong at the core, with excellent results and Oxbridge success, plus excellent offers in sporting and performing arts academies and vocational provision.Aptitude admissions of 10% from 2016.Continued focus on improving progression through maintenance and use of “War room”, communicating with parents; introduction of Go4Schools to further improve data collection, analysis and use.Maintaining MIS data accuratelyMaintain high quality student experienceStaff restructuringRegular review and refresh of School Strategy by Governing Body, next due in Jan 2018 | 5 | 1 | 5 |
| 2 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 Governor100% 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 areaSchool trips policy being reviewed and a lock down policy being developed in light of recent terrorist incidents | 4 | 2 | 8 |
| 3 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 PlanRegular reviews of policies and procedures. | 3 | 2 | 6 |
| 4 Phy | Major ICT failure – hardware and software loss. | **SR** | 5 | 2 | 10 | Daily computer backupHard copiesInsuranceAsset registerSkilled ICT in-house team | 3 | 1 | 3 |
| 5 Phy | Security of site eg: safeguarding, theft, vandalism and arson | **SR** | 5 | 2 | 10 | InsuranceAlarm systemCCTV improvedFencing installedExternal gates being moved to improve car park security and reduce the risk of traveller encampmentPhysical parking obstructions being installed in Alexander Lane to prevent dangerous parking and reduce the risk to student safety | 4 | 2 | 8 |
| 6 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 to advance use of allocated fundingRegular revision of future year forecasts to ensure any remedial action identified, planned and executed e.g. staff restructuring; next due October 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 |
| 7 Mgt | 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 | 2 | 6 |

**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