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

|  |  |  |  |  |  |  |  |  |  |
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| **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 support  Engaging Yr 6s in SHS life e.g. sporting, literacy and maths activities  Focus 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 accurately  Maintain high quality student experience  Staff restructuring  Regular 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 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  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  School 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 Plan  Regular reviews of policies and procedures. | 3 | 2 | 6 |
| 4 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 |
| 5 Phy | Security of site eg: safeguarding, theft, vandalism and arson | **SR** | 5 | 2 | 10 | Insurance  Alarm system  CCTV improved  Fencing installed  External gates being moved to improve car park security and reduce the risk of traveller encampment  Physical 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 funding  Regular revision of future year forecasts to ensure any remedial action identified, planned and executed e.g. staff restructuring; next due October 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 |
| 7 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 | 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