**SHENFIELD HIGH SCHOOL – RISK REGISTER – OCTOBER 2015**

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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 | 4 | 20 | 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% in 2016.Continued focus on improving progression through maintenance and use of “War room”, communicating with parentsMaintaining MIS data accuratelyMaintain high quality student experienceStaff restructuringRegular review and refresh of School Strategy by Governing Body (already twice in 14-15) | 5 | 3 | 15 |
| 2 Rep | Safeguarding of students, bullying, death, abuse, violent behaviour, carrying of weapons and drugs | **JIC** | 5 | 3 | 15 | School policies and proceduresStaff 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 area | 4 | 2 | 8 |
| 3 Phy | Major catastrophic incident eg: fire, flood, storm, terrorism, extreme weather | **CO** | 5 | 2 | 10 | Insurance including business interruption.Support from Brentwood Council-continuity officer, Greg Campbell.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 | **CO** | 5 | 2 | 10 | InsuranceAlarm systemCCTV improvedFencing installed | 4 | 2 | 8 |
| 6 Fin | Financial failure, financial shortfall | **CO** | 5 | 4 | 20 | School finance policySuccessful funding request to Schools ForumResearch into alternative funding streamsConstant review of costs including staffingBudgetary processes and monitoringAnnual review by auditorMonitoring by Finance and PremisesRegular cashflow reviews by finance staff and governors | 5 | 2 | 10 |
| 7 Mgt | Inadequate staff numbers, skills, training and performance; loss of key personnel such as Headteacher | **CJH** | 5 | 4 | 20 | Cover supervisorsAgency staff coverMajor restructure undertaken and in place for September 2015Staff trainingOfsted Good judgement recognises hard work and skill of staff, supporting high levels of motivation and loyalty to 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