**SHENFIELD HIGH SCHOOL – RISK REGISTER – OCTOBER 2016**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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% in 2016.  Continued focus on improving progression through maintenance and use of “War room”, communicating with parents  Maintaining MIS data accurately  Maintain high quality student experience  Staff restructuring  Regular review and refresh of School Strategy by Governing Body (already twice in 14-15) | 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  Staff 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 | 4 | 2 | 8 |
| 3 Phy | Major catastrophic incident eg: fire, flood, storm, terrorism, extreme weather | **SR** | 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 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 | 4 | 2 | 8 |
| 6 Fin | Financial failure, financial shortfall | **SR** | 5 | 4 | 20 | School finance policy  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 September 2016  Research into alternative funding streams  Constant review of costs including staffing  Budgetary processes and monitoring  Annual review by auditor  Monitoring by Finance and Premises  Regular 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  Teacher recruitment crisis | **CJH** | 5 | 4 | 20 | Cover supervisors  Agency staff cover  Major restructure undertaken and in place for September 2016  Staff training  Ofsted 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