**SHENFIELD HIGH SCHOOL – RISK REGISTER – Sept 2020 DRAFT**

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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 | 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 Governor; dedicated safeguarding monitoring visits by governors and SEN visits by governors. 100% 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 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 highSchool 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 |
| 3Phy | Major ICT failure – hardware and software loss. | **SR** | 5 | 2 | 10 | Daily computer backupHard copiesInsuranceAsset registerSkilled ICT in-house team | 3 | 1 | 3 |
| 4Phy | Security of site eg: safeguarding, theft, vandalism and arson | **SR** | 5 | 2 | 10 | InsuranceAlarm systemCCTV improvedFencing installedExternal gates moved to improve car park security and reduce the risk of traveller encampmentPhysical parking obstructions installed in Alexander Lane to prevent dangerous parking and reduce the risk to student safety | 4 | 2 | 8 |
| 5Fin | 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 requirementsRegular 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 streamsConstant review of costs including staffingAnnual review by auditorDetailed monitoring by Resources Committee including monthly review of cashflow by Chair and Vice Chair in line with ESFA requirements | 5 | 2 | 10 |
| 6Mgt | Inadequate staff numbers, skills, training and performance; loss of key personnel such as HeadteacherTeacher recruitment crisis | **CJH** | 5 | 4 | 20 | Cover supervisorsAgency staff coverProfessional 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 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