Risk Management Policy

1.1 Purpose

The Council of Banksia Montessori School has developed its Risk Management Policy to:

- Support effective decision-making guided by the School's Mission, Vision and Values;

- Ensure a consistent and effective approach to risk management;

- Foster and encourage a risk-aware culture where risk management is seen as a positive attribute of decision-making rather than a corrective measure;

- Align the School's planning, quality and risk management systems, and their integration into all areas of the School's operations.

1.2 Scope

- Risk management is incorporated into all areas of the School's operations, including academic and governance;

- Risk management is the responsibility of the whole School Community;

- Other types of management are covered by separate policies and procedures.

1.3 Overview

- The School is committed to excellence and continual improvement whilst maintaining a low-risk profile. Staff are encouraged to adopt a positive approach to risk management, which strengthens the risk-aware culture (as opposed to a risk-averse culture);

- Risk management is incorporated at all levels within the School in order to minimise the impact of risk.

1.4 Risk Management Model

1.4.1 The Risk Management Model

The Risk Management Model outlines the School's approach to risk management, integrates Risk Management Principles and Risk Management Procedure.

Figure 1 – Risk Management Model

Risk Management Principles, to support the effective management of risk across the School, risk management should:

- Align with the School's Mission and Vision;

- Have clear accountability, ownership and governance;

- Include effective consultation and communication;

- Consider the context (both the internal and external environment);

- Support evidence-based decision-making; and;

- Facilitate continual improvement.

Risk Management Procedure includes the following steps:

- Identify: Identify the risk events that may prevent or delay the achievement of the School's strategic goals and objectives;

- Analyse: Outline the causes, impacts and existing treatments in order to assess the consequence and likelihood of the risk and determine the risk rating;

- Treat: Implement both existing and future treatments in order to prevent and/or mitigate the risk;

- Monitor: Continually monitor and evaluate the risks and treatments in order to maintain the effectiveness;

- Report: Provide regular reports and updates in order to assure the School Council and key stakeholders that the risks are being appropriately managed and treated.

1.5   Risk Management Procedure

1.5.1   Identify

Identify the risk events that may prevent or delay the achievement of the School's strategic goals and objectives. Staff will need to outline the:

- Risk Event – brief description of the risk; and

- Risk Owner – person who is responsible for the risk and ensures that the risk is effectively managed.

When identifying risks, staff is encouraged to focus on the high-level risks that impact upon the School. The Risk Owner will most likely be the Chairperson of the School Council for governance matters, and the Principal for operation matters.

1.5.2   Analyse

Outline the causes, impacts and existing treatments in order to assess the consequence and likelihood of the risk and determine the risk rating. The Risk Owner will need to outline the:

- Causes – origin of the risk and/or mechanisms that fail;

- Impacts – consequences or outcomes that the School can expect if the risk eventuates;

- Existing Treatments – existing treatments that are in place, which may include procedural or administrative policies or physical barriers;

- Likelihood Rating – chance that the risk will occur;

- Consequence Rating – extent to which the risk will affect the School if it occurs; and

- Risk Rating – combined result of the consequence rating and likelihood rating, which defines the magnitude of the risk.

The following risk assessment matrix will be used:

Consequence	Likelihood		
	High (Likely)	**Medium(Possible)**	**Low (Improbable)**
Major	Very High Risk (VHR)	High Risk (HR)	Medium Risk (MR)
Serious	High Risk (HR)	Medium Risk (MR)	Low Risk (LR)
Minor	Medium Risk (MR)	Low Risk (LR)	No Significant Risk (Nil)

1.5.3   Treat

Implement both existing and future treatments in order to prevent and/or mitigate the risk. The Risk Owner will need to outline the:

- Future Treatments – specific treatments that will further prevent and/or mitigate the risk;

- Action Owner – person responsible for implementing the future treatments; and

- Resolution/ Review Date – the date the treatments will be resolved or reviewed.

The risk treatments should be proportionate to and indicative of the risk rating. The Action Owner, in consultation with the Risk Owner, is responsible for ensuring that the risk treatments are implemented in accordance with the resolution/review date. Once a future treatment has been implemented, it will become part of usual practice and be considered an existing treatment.

1.5.4   Monitor

The Risk Owner will need to review the effectiveness of current treatments and if further treatments need to be considered.

1.5.5   Report

The Risk Owner will need to provide reports and updates in order to assure the School Council and key stakeholders that risks are being appropriately managed and treated. The frequency and method of reporting may vary and should reflect the significance of the risk, and should be agreed upon by the School Council.

1.6   Roles and Responsibilities

The School Council is responsible for reviewing the risk management practices of the School on an annual basis.

The Principal is responsible for overseeing the ongoing development, implementation, review and improvement of the School's Risk Management Model. This includes the reporting of significant risks to the Chairperson as part of the School's governance processes.

All teaching and administration staff will be responsible for:

- Supporting the ongoing implementation of risk management in all areas of operations;
- The identification, analysis, treatment, monitoring and evaluation, and reporting of significant risks;
- Fostering a positive and proactive risk-aware culture.

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Signed by Chairperson:	Council Approval Date: March 2021
	Council Review Date: March 2024