



**JAMES COOK**  
**LEARNING TRUST**

# **Risk Management Policy and Procedure**

**Policy Reviewed and Adopted by Board Trustees:**

**Version:**

**Date of Next Review:**

**Responsible Officer:**

## **Purpose**

The purpose of this policy and procedure is to outline James Cook Learning Trust's risk management strategy.

The Trust sets out strategic and business objectives and risk management is the discipline by which risks that threaten the achievement of those objectives are identified and managed as part of the planning process.

"Risk" is used in this policy and procedure to describe the uncertainty surrounding events and their outcomes that might have a significant effect, either enhancing or inhibiting: <sup>[[1]]</sup>operational performance; <sup>[[1]]</sup>achievement of aims and objectives; or meeting the expectations of stakeholders.

"Major risks" are those risks that have a high likelihood of occurring and would, if they occurred, have a severe impact on operational performance, achievement of aims and objectives, or could damage the reputation of James Cook Learning Trust.

## **Scope**

This policy and procedure applies to the risk management strategy for James Cook Learning Trust as a whole.

## **Key Principles**

James Cook Learning Trust believes that an effective risk management strategy is a matter of good organisational practice, lying at the heart of good management and good governance.

## **Rationale**

James Cook Learning Trust has a responsibility under charity law to state in its annual accounts that the major risks, to which the charity is exposed, as identified by the **trustees/governors**, have been reviewed and systems have been established to mitigate those risks.

Properly controlled risk taking is necessary to the success of the organisation to build capacity for the future and deliver against the strategic goals set out in the James Cook Learning Trust's strategic plan.

## **Policy**

James Cook Learning Trust's policy is to adopt best practice in the identification, evaluation and effective control of risks to ensure they are managed to an acceptable level. It is acknowledged that some risks will always exist and will never be eliminated. The specific procedures for the implementation of this policy and the personnel responsible are detailed below.

The **Board of Trustees/Governing Body** is responsible for making a statement on risk management in the annual accounts of James Cook Learning Trust. In order to be able to make the required statement with reasonable confidence the **trustees/governors** should ensure that:

- The identification, assessment and mitigation of risk is linked to the achievement of James Cook Learning Trust's vision and strategic goals as set out in the Development Plan;
- The process covers all areas of risk, e.g. governance and management, operational, financial, reputational and external factors and is focused primarily on major risks
- The process produces a risk exposure profile that reflects the **trustees'/governors'** views as to levels of acceptable risk;
- The principal results of risk identification are reviewed, evaluated and managed; and ensure that the risk management is ongoing and embedded in management and operation procedure.

**The Board of Trustees/Governing Body** is responsible for overseeing the development and implementation of the risk management strategy.

The Academy's Senior Leadership Team (SLT) has responsibility for ensuring that the risk management policy is implemented and for coordinating risk management activity across the Academy. The SLT will provide an annual report on risk management to the **The Board of Trustees/Governing Body**.

The Headteacher and the SLT are responsible for ensuring that they take personal responsibility for championing risk assessment and management across James Cook Learning Trust and for reinforcing risk-aware attitudes and responses. Their role is to provide objective assurance to the **The Board of Trustees/Governing Body** that: <sup>[L]</sup><sub>[SEP]</sub>

- Risks are correctly evaluated
- Key risks are being managed appropriately including the effectiveness of the controls and other responses to them
- The risk management framework and internal control framework is operating effectively
- Management is properly reporting the status of key risks and controls.

## **Procedure**

### **Risk Identification**

The process of risk identification will involve both **trustees/governors** and the SLT.

- Consideration will be given to the following factors: <sup>[L]</sup><sub>[SEP]</sub>
- The vision, beliefs, values and strategic goals; <sup>[L]</sup><sub>[SEP]</sub>
- The nature and scale of the Academy's activities, both current and planned;
- External factors that may affect the Academy such as legislation and regulation

- The Trust's reputation with its key stakeholders; [L]  
[SEP]
- The operating structure, e.g. functions and issues that James Cook Learning Trust may face due to transition to Academy status.

## See Appendix 1– Typical Categories of Risk

### Risk Assessment

- Discuss and agree that all involved are satisfied with the list of risks;
- Determine the appropriate response to each risk;
- Assess existing controls and determine appropriate action;
- Allocate responsibility for action; and
- Agree future reporting and review procedures.
- Taking each of the risks in turn, discuss and rate them in terms of likelihood e.g. 1 = Very Low 5=Very High and impact, e.g. 1= Insignificant = [L]  
[SEP] to 5=Catastrophic.

A risk matrix (see Appendix 2) will be used to plot each risk.

The assessment of each risk will take into consideration the control measures currently in place to manage the risk. The controls identified will be assessed to determine whether they are an appropriate mitigation of the risks identified. The value for money of the chosen responses needs to be considered, i.e. it is as important to avoid over-control of minor risks as under- control of serious risks

With this exercise complete, the **The Board of Trustees/Governing Body** will decide what their risk appetite is, (what level of risk they are willing to tolerate). This will determine what response the Board wishes to make to each risk.

### Action Planning/Risk Register

Any risks requiring treatment should be recorded in a risk register (see Appendix 3). The actions required to produce an acceptable control system will be identified and documented. Clear responsibilities should be allocated to these actions along with a deadline for the action to be completed and a scheduled date for review. [L]  
[SEP]

A final version of the register will be circulated to all senior members of the Trust so that they are aware of the risk management policy and the controls in place to limit exposure to risk.

### Monitoring and Review

The risk register will be reviewed regularly by SLT and the **The Board of**

**Trustees/Governing Body** to ensure that risks are identified and that appropriate controls and responses are in place and to ensure that;

- New risks/escalating risks are identified
- Planned actions are carried out in line agreed timescales
- Updating of the risk register as risks change over time
- Early signs of developing risks are identified

## **References**

EFA Financial Handbook

Charity Commission Guidance on Charities and Risk Management

## **Appendix 1 - Typical Risks in an Academy Trust**

### **Corporate/Strategic**

- Lack of strategic planning, no link to financial planning
- Reputation

### **Governance**

- Responsibilities not defined
- Too much/little delegated to Headteacher and (insert title)
- Unable to attract Governors
- Non attendance at meetings by Governors

### **Academic**

- Unable to achieve targets
- Staff recruitment and retention

### **Pupil Support**

- Welfare of pupils
- Safety of pupils

### **Contractual/partnership**

- Over-dependency on a relationship, liabilities arising

### **Financial**

- Changes in funding
- Changes in pupil numbers
- Internal control breakdown/Fraud
- Inaccurate financial reporting

### **IT**

- Security risks
- Business continuity
- Obsolescence of current systems

### **Physical**

- Legislation- DDA, fire safety etc.
- Loss, damage or theft of assets

### **Commercial**

- VAT/taxation exposure

### **Political**

- Failure to maximise opportunities

### **Legal**

- Child Protection
- Admissions
- Employment Legislation,
- Data Protection, FOI etc.
- Contracts etc.

## Appendix 2 - Risk Management Procedure and Matrix

### Guidance on the Definition of Likelihood and Impact<sup>[L] [SEP]</sup>

#### ***Likelihood***

##### ***5 Very High***

There is little doubt that it will happen soon

##### ***4 High***

Strong chance it will happen in the next year

##### ***3 Significant***

50/50 chance this will happen in the next year

##### ***2 Low***

Not expected to happen in the next year

##### ***1 Very Low***

Almost impossible

#### ***Impact***

##### ***5 – Catastrophic***

Loss of operations for more than a week; severe injuries or loss of life; gross failure to meet national/professional standards; major long term consequences; extensive coverage in press; major financial loss then threatens existence

##### ***4–High***

Loss of operations for up to a week; severe injuries; severe financial loss with impact on operations; damage to reputation, local press coverage

##### ***3 – Moderate***

Some disruption to operations for 48 hours; short term illness/injuries; some damage to reputation; financial loss than can be managed within budget

##### ***2- Minor***

Limited short-term disruption to operations; minor injuries/illness; small financial loss **15 –**

##### ***1-Insignificant***

Not a noticeable effect on the school; no injuries; no damage to reputation



## Risk Matrix

LIKELIHOOD	5 Very High					
	4 High					
	3 Significant					
	2 Low					
	1 Very Low					
		1 Insignificant	2 Minor	3 Moderate	4 High	5 Catastrophic
		IMPACT				

.....  
Chair **Board of Trustees/Governing Body**

.....  
Headteacher

.....  
Date

### Appendix 3 – Risk Register Template

<b>Risk Register</b>  <b>Date of last review;</b>
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Specific Risk	Current Control Measures in Place	Likelihood of occurring 1=Low 5=High	Impact 1=Low 5=High	Response (based on current control measures)	Additional Control measures to be put in place	Person Responsible	Date to be actioned