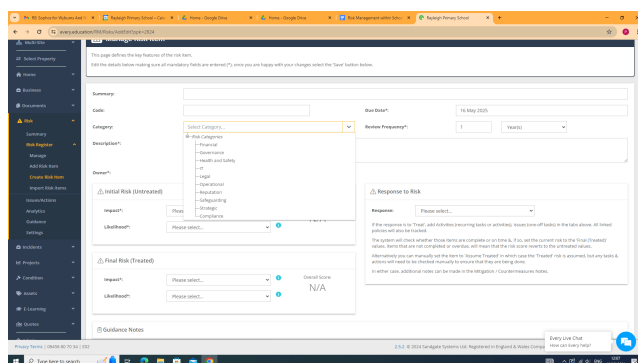


Risk Management within Schools for Every Child Trust and Schools

Every Risk Management System

Every is an intuitive system that doesn't complicate the management of risk but brings an awareness of how important planning and mitigation is with the use of tasks and reminders in real time.

The user adds a risk item, capturing the category it belongs to which helps when narrowing down items to be discussed at individual committee meetings for example Finance:



The screenshot shows a web browser window displaying the 'Every Risk Management System' interface. The page title is 'New Risk Item'. The main content area is a form for creating a new risk item. The form includes the following fields and sections:

- Summary:** A text input field for the risk description.
- Date:** A date picker set to '16 May 2020'.
- Category:** A dropdown menu with 'Select Category...' selected. A list of categories is visible: Physical, Financial, Operational, Health and Safety, Legal, Human Resources, Information, Compliance, and Governance.
- Owner:** A dropdown menu with 'Please select...' selected.
- Review Frequency:** A dropdown menu with 'Weekly' selected.
- Initial Risk (Untreated):** A section with an 'Impact' dropdown (set to 'Please select...') and a 'Likelihood' dropdown (set to 'Please select...').
- Final Risk (Treated):** A section with an 'Impact' dropdown (set to 'Please select...') and a 'Likelihood' dropdown (set to 'Please select...').
- Response to Risk:** A section with a 'Response' dropdown (set to 'Please select...') and a text area for notes.

The interface also features a left-hand navigation menu with options like 'Home', 'Dashboard', 'Risk Register', 'Add New Risk Item', 'Create Risk Item', 'Filter Risk Items', 'Analytics', 'Reports', 'Settings', 'Help', 'Feedback', 'Log Out', and 'Admin'. The bottom of the page shows the 'Every Live Chat' widget and the copyright notice '© 2020 Schools for Every Child. All Rights Reserved'.

A review date can be added, which then generates reminders to the owner to ensure that risk is reviewed.

Multiple owners can be added to risks, each owner will see this risk appear in their dashboard. They will also be sent email reminders when a risk is due for review and any action that may be associated with it.

Unlike with the existing risk register we are now able to differentiate between a treated risk and an untreated risk. This helps to show what controls and mitigation plans will do to change the level of risk. Tasks relating to the individual risk can be created which if not completed will change the risk to its pretreated state.

We have taken this opportunity to change and simplify Impact and likelihood scoring with definitions which assist the user in making a more accurate selection. These can be seen below:

Impact ratings

Negligible - little or no financial or PR consequence

Minor - financial or PR embarrassment which can be dealt with within budget/year

Moderate - impact will require a degree of re-organisation to minimise consequence

Major - significant impact on stability of school requiring major reorganisation

Catastrophic - will result in failure of school

Likelihood

Very Unlikely - very unlikely to materialise imminently (barely feasible)

Unlikely - unlikely to materialise imminently (extremely unlikely in current year but possible in long term)

Possible - Some likelihood that the risk will materialise imminently (not likely in immediate future but reasonably likely in longer term)

Likely - Likely to materialise imminently (possible in the current year and likely in the longer term)

Very Likely - Very Likely to materialise imminently (probable in current year and highly probable in the longer term)

Again, unlike the existing risk registers, we now have the ability to show how we treat the risk. With definitions below:

Treat - To control or reduce the Risk. If this is chosen you can then add mitigating actions/tasks via Activities and Issues that will affect the score in real time. For example, an Activity that becomes overdue will change the Risk score to Initial Risk (Untreated) as the countermeasure action hasn't been completed successfully. Once that action has been completed the score will change to Final Risk (Treated).

Tolerate - No action is taken against the Risk and the Initial Risk (Untreated) and Final Risk (Treated) scores will be the same.

Assume Treated - To control or reduce the risk. Mitigating actions will be taken to bring the Risk item to Final Risk (Treated) score, however these will not be based upon Activities/Issues/Policies on the system. The actions need to be monitored to ensure they are being done successfully.

Transfer - The Risk will be contracted out to a third party such as an insurer to manage.

Terminate - To totally avoid or eliminate the Risk if the Risk outweighs the possible benefits or appropriate steps to mitigate can't be taken.

Take Advantage - Where potential opportunities related to a risk would be beneficial to the school/trust, therefore the Risk likelihood is maximised, and the consequences mitigated.

The system generates an Excel Risk Register. These can be at School level or at a Trust level as an overview.

The system is also able to provide visual risk maps and heat maps as seen below.

Image shows overview at Trust level of all properties

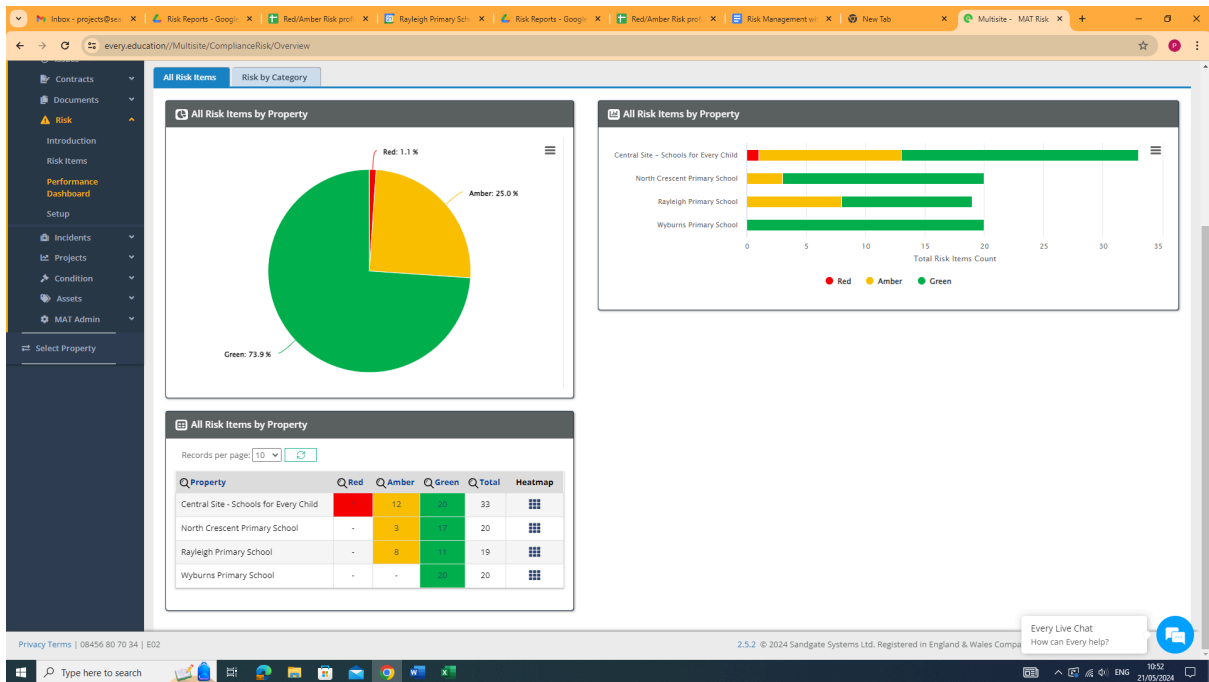
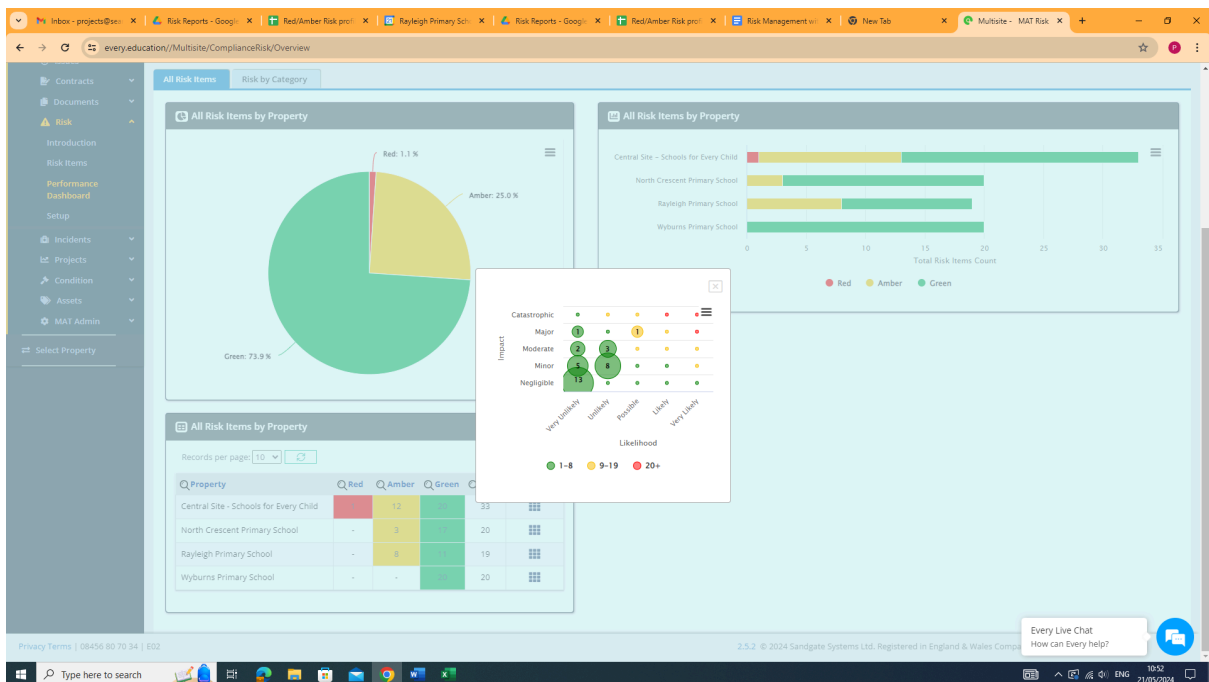


Image shows heat map at Trust level (not multi level)



School Risks

It is the responsibility of each Headteacher to identify and update their risks on the Every Risk register. This can then be presented to their LSB at their half termly meetings for further clarification or modification. Any updates at this meeting should then be made to the Every register.

The Trust Risk officer, will ensure all risk registers have been updated in real time and provide any ongoing support to Headteachers around risk and use of the Every system.

The Trust Risks

It is the responsibility of the CEO and the TBM to identify and update their risks on the Every Risk register.

The Trust Risk officer, will ensure the Trust risk registers have been updated in real time.

Role of the LSB

It is the responsibility of the LSB to ensure the risks associated with their School are being identified and managed appropriately at their half termly LSB meeting.

Role of the Trust Committees

- Finance and Responsibility
- Audit and Risk
- Education Standards

These committees are responsible for reviewing the risks in their respective areas at School level and any issues that would not be addressed at LSB level. For example issues affecting the Trust, Trust level processes and policies etc.

Audit and Risk Committee

This committee has four main roles in this structure:

- to make sure the risk process is clear and working sensibly
- to oversee the audit and internal review process
- to pick up any risks that will not be addressed elsewhere, for example cyber
- to collate the risk review discussions across the Trust and report to the Trust board (including whether there are specific issues the Board should consider).

Role of the Board of Trustees

To follow the governance structure of the organisation. Trustees have the LSB's and the Trust committees to observe and report on risk. Any areas of concerns should be brought to Board of Trustees attention