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Monivae
College Hamilton

Risk Management Policy

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Purpose

Monivae College recognises that the management of risk is an important responsibility in providing effective outcomes for students and safety and wellbeing of the school community. The school has a duty of care to students, staff and other people who access or have partnerships with the school in order to help one another grow in knowledge, faith and service. (MSC Vision in Education).

The risk management policy acknowledges that in the operations of the school and in decision-making there will be associated risks that need to be considered and treated within a consistent framework.

An effective risk management culture assists in reducing the likelihood and impact of risks within the operations of the school as well as promoting opportunities such as innovation, change and research that are also monitored and reviewed against potential risks.

Scope

This policy applies to the whole Monivae College Community.

Legislative Context

- *Occupational Health and Safety Act 2004*
- Occupational Health and Safety Regulations 2017
- Australian and New Zealand Standard Risk Management Principles and Guidelines AS/NZS ISO 31000:2009
- Victorian Government Risk Management Framework 2011

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Definitions

Term	Definition
Risk	is a negative or positive effect that can arise from the implementation of the operations of the school. Risks can also occur due to the unplanned uncertainty in carrying out of the operations of the school.
Risk Management	is a coordinated approach to identifying risks that may occur in the organization and stewardship of the school. Risk management recognizes that there is always an element of risk in the operations of the school and, with that, there is a governance responsibility to have policy and processes to mitigate potential risks.
Risk Management Framework	includes policy, procedures, practices and resources in identifying and managing risk within a school.
Risk Appetite	is the amount and type of risk that an organization is willing to take in order to meet their strategic objectives.
Risk Management Plan	is a detailed plan to manage risk and is required for extreme, high or medium level risks.
Risk Owner	is the person within the school structure who is responsible for managing an identified risk.
Risk Level Rating	provides an overall rating taking into account impact and likelihood of the risk. The ratings are extreme (E), high (H), medium (M), low (L).
Risk Treatments	are controls put in place to modify or mitigate risk.
Risk Register	is a log that lists the identified risks, risk levels, controls, risk owner and review dates.
Stakeholders	include internal and external members of the school community.

Policy Statement

Monivae College integrates the risk management policy and framework within decision-making and operational processes to assist in maximising educational outcomes for all students and providing a safe environment for the school community through minimising risk to acceptable levels.

Principles

1. Monivae College is transparent and accountable in meeting diocesan and government requirements and community expectations for quality education within a safe environment.
2. Monivae College draws on MSC teaching, the school vision and our relationships and responsibilities to external and internal stakeholders to identify and manage compliance, statutory, organizational and governance risks.
3. The school risk management framework reflects governance authority requirements and responsibility as required by the Catholic Diocese of Ballarat.
4. The risk management framework assists in building and maintaining community confidence in decision-making and directions of the school in pursuing the educational mission of the MSC.
5. Effective risk management is acknowledged as an important component of governance.

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6. The risk management framework is underpinned by the guiding governance principles of: authority; common good; ethical behaviour; human dignity; mission; ongoing formation; participation; shared wisdom; solidarity; stewardship; subsidiarity and; transparency and accountability.
7. Effective risk management requires a strategic focus that is supported by contingency planning.
8. There are defined areas in which the school has a low appetite for risk. These areas are:
 - health, safety, protection and wellbeing of staff, students and school community
 - administration of finances and resources
 - compliance, statutory, organisational and governance requirements.
9. The school has a higher appetite for risks that require managing positive opportunities for change, innovation and research.
10. An effective risk management culture engages all staff and members of the school community in maintaining awareness of and procedures for complying with the school's risk management framework in an atmosphere of co-responsibility and co-accountability.
11. Communication and consultation and review and reporting with internal and external stakeholders including CEOB is integrated into the school risk management procedures.

Responsibilities

Governing Authority

The governing authority is responsible for risk management and approving the risk management policy. The governing authority delegates the day-to-day responsibility to the Principal.

Principal

The Principal is responsible for the implementation of the risk management framework and culture. The Principal reports to the governing authority and informs the Board on its implementation including strengths and issues.

Business Manager

The Business Manager manages the risk register through implementation of the risk management process. The Business Manager reports to the Principal on its progress.

Board

The Board is responsible for recommending the risk management policy and strategy for the school. It has a role in the monitoring of risk management through being regularly informed by the principal on its implementation.

Staff and School Community

All staff and members of the school community are responsible for maintaining awareness of and complying with the school's policies, instilling risk-awareness in students and bringing risk-related matters to the school's attention.

Supporting Documents

- Risk Management Procedure

Responsibility

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- The Principal (*as the Approval Authority*) are responsible for monitoring the implementation, outcomes and scheduled review of this policy and its accompanying procedure/s.
- The Business (*as the Policy Sponsor*) is responsible for maintaining the content of this policy as delegated by the above title.
- The Compliance and Risk Manager is responsible for the administration support for the maintenance of this policy as directed by the above title.

Promulgation

The Risk Management Policy will be communicated throughout the School community in the form of:

1. Policies section of the Monivae website to alert the School-wide community of the approved Policy;
2. distribution of e-mails to all staff.

Implementation

The Risk Management Policy will be implemented throughout the School via:

1. Policies section of SIMON knowledge banks to alert the School-wide community of the approved Policy;
2. Staff briefing sessions
3. Training sessions

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