



Good Shepherd Catholic School

— Lockridge —

215 Morley Drive, Lockridge, W.A. 6054

Phone: (08) 6278 9500 • Fax: (08) 6278 9540 • Email: admin@gsl.wa.edu.au

Website: www.gsl.wa.edu.au • ABN 86 853 294 544

RISK MANAGEMENT POLICY

Rationale

Good Shepherd Catholic School, Lockridge will make every reasonable attempt to identify and manage risks associated with the good conduct of an educational organisation.

This implies the correction of problems identified, and prevention of failure to comply with all legal and ethical requirements, with respect to the Good Shepherd Catholic School, Lockridge management system, policies or procedures.

Compliance and management will incorporate staff and parent feedback, internal review and the monitoring of relevant industrial regulation and Government legislation.

Principles

Good Shepherd Catholic School, Lockridge will follow the six step process of:

- Defining the scope of the risk management process
- Identifying the risks
- Analysing the risks
- Evaluating the risks
- Controlling the risks
- Monitoring and reviewing the risk management process

Procedures

1. **PURPOSE:** To effectively manage school resources, assets, liabilities in order to minimise risk, and thus enable the school to achieve its core functions of student education, well-being and safety.
2. **SCOPE:** All activities deemed to be covered by the school's policies and procedures.
3. **DEFINITIONS:**
Risk: The probability of an event that will have an impact on objectives, measured in terms of likelihood and consequence.
Risk Management: The application of systematic management procedures and practices to the identification, analysis, assessment, control and monitoring of risk.
4. **REFERENCES:**
 - 4.1 Risk Management Standard AS/NZ 4360:1999
 - 4.2 The Hands On Guide to Risk Management CCH 2001
5. **PROCEDURE:**
 - 5.1 The Principal shall review each policy and each procedure before its next review date.

- 5.2 When reviewing a policy, procedure, process or resource the Principal will, using a range of methodologies, identify and analyse risk in terms of:
 - Purpose
 - Inputs
 - The steps in the process or procedure
 - Outputs
 - Staff, parent and student needs and expectations
 - Suppliers of goods or services
- 5.3 The Principal shall seek to improve the process to better meet the needs of all stakeholder in a cost-effective manner.
- 5.5 The Principal amends the documentation accordingly.
- 5.5 The reasons for changes are minuted.
- 5.6 The new review date of the policy or procedure is set at not more than one year from the date of the current revision.

6. **CLARIFICATIONS:**

Roles and Responsibilities

The Principal will be responsible for ensuring that all staff and parents are informed of relevant current policies, procedures and systems of work.

7. **REVIEW AND IMPROVEMENT:**

The procedure will be reviewed on an as-needs basis or as part of the annual review and audit of school policies and procedures.