

Risk Management Policy

Version 1.1

1. Policy Statement

Learn With Confidence (LwC) is committed to ensuring the safety, wellbeing, and educational success of all students, staff, and stakeholders. As part of this commitment, LwC recognises the importance of a comprehensive risk management process to identify, assess, and manage risks across all aspects of its operation. This policy outlines the approach taken by LwC to minimise risks, ensuring compliance with relevant legislation and safeguarding the interests of all members of our community.

2. Aims

The aims of this Risk Management Policy are to:

- Provide a structured approach to identifying and managing risks that may affect LwC's operations.
- Ensure the safety, health, and welfare of students, staff, and visitors by managing potential hazards.
- Promote a culture of risk awareness and proactive management across the organisation.
- Comply with relevant health, safety, and safeguarding legislation.
- Ensure that risk management is integrated into decision-making processes and planning at all levels of LwC's operations.

3. Relevant Legislation and Guidance

This policy is informed by the following key legislation and statutory guidance:

- **Health and Safety at Work Act 1974**
- **Management of Health and Safety at Work Regulations 1999**
- **Children Act 1989**
- **Equality Act 2010**
- **Data Protection Act 2018 (GDPR)**
- **Keeping Children Safe in Education (KCSIE) 2024**

4.1 Risk Identification

LwC will systematically identify risks across its operations, including:

- **Health and Safety Risks:** Related to the physical safety of students, staff, and visitors on LwC premises or during off-site activities.
- **Safeguarding Risks:** Concerns related to the protection of children and vulnerable individuals, including risks of harm or neglect.
- **Educational Risks:** Risks to the quality of education, including staff availability, resources, and the management of SEN and SEMH needs.
- **Reputational Risks:** Risks that may affect LwC's reputation, including communication with stakeholders, handling of complaints, or public perceptions.
- **Operational Risks:** Issues that may affect the daily running of LwC, such as staffing, IT infrastructure, or facilities management.

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- **Financial Risks:** Risks related to financial sustainability, budget management, or funding.
- **Data Protection and Cybersecurity Risks:** Related to the security and privacy of personal data, particularly student and staff records.
- **Examination Malpractice Risk Assessment:** Assessing risks of malpractice and taking steps to prevent it from occurring in relation to national qualifications and exams.

4.2 Risk Assessment

Once risks have been identified, LwC will assess the likelihood of each risk occurring and its potential impact. This assessment will categorise risks as:

- **Low Risk:** Unlikely to occur and/or minimal impact.
- **Medium Risk:** Some likelihood of occurrence and/or moderate impact.
- **High Risk:** Likely to occur and/or significant impact.

4.3 Risk Mitigation and Control

LwC will take steps to mitigate identified risks through:

- **Preventative Actions:** Implementing policies, procedures, and training to reduce the likelihood of risks materialising.
- **Responsive Measures:** Developing contingency plans to manage risks that occur despite preventative measures.
- **Monitoring and Review:** Regularly reviewing risk assessments and ensuring that control measures remain effective.

5. Roles and Responsibilities

5.1 LwC Leadership Team

- Responsible for overseeing risk management processes and ensuring compliance with relevant legislation.
- Approve risk assessments and ensure that resources are available to implement necessary control measures.
- Ensure that staff receive appropriate training on risk management and health and safety procedures.

5.2 Staff

- Responsible for implementing risk management strategies in their daily activities, including conducting risk assessments where applicable.
- Report any identified risks or incidents to LwC leadership in a timely manner.
- Follow health and safety and safeguarding procedures to minimise risks to students and themselves.

5.3 Students and Parents

- Students are encouraged to report any concerns related to health, safety, or wellbeing.
- Parents and guardians are expected to communicate any risks that may affect their child's participation in LwC activities (e.g., medical conditions, emotional needs).

6. Specific Areas of Risk

6.1 Health and Safety

- LwC will conduct regular health and safety audits of its premises, identifying hazards related to the physical environment, equipment, and facilities.
- Risk assessments will be conducted for all off-site activities, including educational visits and external partnerships.

6.2 Safeguarding and Child Protection

- LwC's Safeguarding and Child Protection Policy will be strictly followed to manage risks related to the safety and wellbeing of students.
- All staff will be trained in safeguarding procedures, and any concerns must be reported to the designated safeguarding lead.

6.3 Mental Health and Wellbeing

- The Mental Health Policy and SEND Policy will be used to address risks related to the emotional and mental health of students, particularly those with SEMH challenges.
- Risk assessments will consider the individual needs of students, ensuring that appropriate support is in place to manage these risks.

6.4 Data Protection and Cybersecurity

- The Data Protection Policy will guide LwC's management of risks related to the collection, storage, and processing of personal data.
- Regular reviews of IT infrastructure and cybersecurity measures will be conducted to prevent data breaches and protect sensitive information.

7. Monitoring and Reporting

- LwC will maintain a risk register to monitor identified risks, actions taken, and the effectiveness of risk control measures.
- The leadership team will review risk assessments at least annually or more frequently if significant changes to operations or new risks arise.
- Incident reports will be used to evaluate the effectiveness of risk management processes and to identify areas for improvement.

8. Additional Policies Referenced

This Risk Management Policy should be read in conjunction with the following LwC policies:

- Health and Safety Policy: Outlines procedures for managing health and safety risks across LwC's operations.
- Safeguarding and Child Protection Policy: Details safeguarding measures to protect students from harm.
- Mental Health Policy: Provides guidance on managing risks related to the emotional and mental wellbeing of students.
- SEND Policy: Ensures that risks related to the educational needs of students with SEN and disabilities are addressed.
- Whistleblowing Policy: Allows staff to report risks or concerns confidentially.

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- Data Protection Policy: Governs the management of data privacy and cybersecurity risks.
- Exam Policies: Outlining all processes and procedures involved in the administration and delivery of all examinations.
- Off-Site Visit Policy: Ensures that risks associated with off-site activities are managed effectively.

9. Review and Updates

This policy will be reviewed annually by the LwC leadership team to ensure it remains up to date with current legislation and best practices in risk management. Any changes to the risk management process will be communicated to staff and other stakeholders as needed.

Version Control			
Version No.	Date	Author	Notes
1.0	15 th October 2024	K Perry	Initial Draft
1.1	September 5 th 2025	KP	
1.2	5.9.26	KP	