



Bellevue Place

EDUCATION TRUST

BPET Risk Management Policy

Signed:	
Chair of Trust Board:	Claire Delaney
Approved:	1 September 2018
Renewal	Every two years
Review Date:	September 2020

RISK MANAGEMENT POLICY

Principles

The Trustees of Bellevue Place Education Trust (the “Trust”) have overall responsibility and ultimate decision making authority for all the work of the Trust, including the establishing and running of schools. This is largely exercised through strategic planning and the setting of policy. It is managed through business planning, monitoring of budgets, performance management, the setting of standards and the implementation of quality management processes. The Trustees have the power to direct change where required.

The Trustees have delegated authority for the running of each of its schools to the Headteacher – through the [BPET Scheme of Delegation](#) - who in turn also fulfils a largely strategic role in the conduct of the School, is responsible for the internal organisation, management and control of the School on a day to day basis.

Risk management must prioritise and protect:

- The safeguarding of high quality and effective education of the young people in the schools;
- The reputation and ethos of the Trust;
- The common good in terms of the interests of the families in the communities served by the schools and the pupils of the future as well as the collective interests of the family of schools run by the Trust;
- The Scheme of Delegation and the balance struck between central management and local responsibility.

The responsibility of the Headteacher

It is the responsibility of the Headteacher to implement, monitor and verify such policies and procedures to facilitate an annual audit of compliance on those risks identified by the BPET Board. The Headteacher should take such steps needed to meet their legal obligations including the requirements of the Department for Education (or any successor body) as they relate to the operation of the school. The Headteacher should provide resources to mitigate identified risks and declare any non-compliance to the Operations Team. **The**

responsibilities of the Operations Team

On a regular basis external verification of internal systems should be undertaken so as to ensure the systems fitness for purpose and compliance to current standards, through the Regulations and Compliance Visit. The Operations Team will review actions from the visits and support compliance within the set timeframe.

The responsibilities of the Trustees

It is the responsibility of the Trustees to identify those risks which arise from School and membership of a multi-academy trust and to develop policies and procedures which mitigate these risks (taking account of the principles identified above). To mitigate financial risk, the Trustees will require all schools to follow the BPET Finance Manual, which sets out, among other things, procurement and sign-off limits, audit arrangements,

financial management systems, and premises insurance. Rigorous safeguarding policies are also a requirement for all schools.

Beyond these areas the Trustees should identify risks common to all schools, set policy frameworks but seek not to impose specific control mechanisms for these risks as responsibility lies with the individual school Headteacher. The Trustees will undertake an annual Regulation and Compliance audit, supported by the Headteacher (and declarations of non-compliance), which will include completed register of interest forms for all local advisers, and develop systems to support (having regard to the principles of subsidiarity and solidarity) individual schools to mitigate risk to the Trustees and the BPET generally.

Operation of the Risk Management Policy

The Trustees should review the Bellevue Place Education Trust Risk Register on an annual basis. The Operations Team will consider and update the Bellevue Place Education Trust Risk Register on a regular basis. The Operations Team will consider the Trust Risk Register alongside the Schools Risk Register, which will be reported to the BPET Board annually.

It is also the duty of the Operations Team to review the annual schedule of self-assessment Risk Reports, completed by individual Headteachers for each School in the spring term, consider how to support schools to mitigate identified risks and report to the BPET Board on the risks identified.

The Nature of the Risks

- **The safeguarding of those involved in the enterprise**

The Trustees and all BPET staff will be required to follow the Bellevue Place Education Trust Safeguarding Policy (including safer recruitment and e-safety) policies which comply with the requirements of the appropriate Safeguarding Board. The Safeguarding Audit, provided by Bellevue Education, provides a full overview of a school's procedures.

- **The employment of those involved in the enterprise**

The Trustees and schools must have a suite of legally compliant and common personnel policies, supported by advice and insurance.

- **The stewardship of the premises and site and the health, safety and welfare of those who use the site**

The Trustees, through the Finance Team, have an insurance for schools (protecting buildings, land and assets) and the Operations Team to approve and be kept informed of planned capital works. The BPET Board has approved comprehensive health, safety and welfare policies to include systems to monitor compliance with regulation and good practice and to externally audit these at a regular period.

- **The ethos and character of the enterprise and the academic standards attained**

The Headteacher should report to the Chief Executive on any OFSTED or other inspections and reports. Equally the BPET Board has contracted with a School Improvement Company, Bellevue Education to provide informed education performance, with trends and actual academic outcomes and other key indicators identified by OFSTED (or any successor body). On behalf of Trustees, the Central Trust Team may broker support and advice from within (or beyond) BPET to minimise the possibility of the Secretary of State using his reserve powers in relation to one of the schools for which the BPET Board is responsible.

- **The financial integrity of individual schools**

The BPET Board has approved a set of financial framework and oversee the audit process. The BPET Board appoint the auditors on an annual basis to externally monitor and report of the financial compliance of BPET. Schools will not be permitted to operate deficit budgets without specific approval from the BPET Board. The Headteachers will comply with the BPET Finance Manual and that sets out the process for procurement of goods and services. The Finance, Audit & Risk Committee will oversee an internal audit process, managed by the Chief Financial Officer, which will oversee the financial integrity of BPET with a particular reference to levels of delegation and the avoidance of over-reliance upon key individuals.

- **The capacity of the Trustees and the Central Trust Team to discharge their duties**

The BPET Board and the Central Trust Team will be expected to make an annual self-assessment of the skills and experience they require and their capacity to fulfil those requirements. Plans to mitigate deficiencies should be passed to the relevant BPET Board, by the Chief Executive. All Trustees are required to hold an enhanced Disclosure and Barring Service (DBS) certificate and to make a declaration of interests at the beginning of each meeting, as set out in BPET Conflicts of Interest Policy. The Chief Executive will ensure that good quality legal advice is available to the BPET Board, the Headteacher, who is responsible for running the school on a day to day basis.