

DOBCEL POLICY AND PROCEDURE OVERVIEW

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| Policy Title | Risk Management Policy |
| Procedure Title | Risk Management Framework |
| Accompanying Documents | <ul style="list-style-type: none"> • eSORT User Guide • SIMON Risk Register • SIMON Hazard and Incident Notification Tool (HINT) • CEB Learning Manager |
| Date: | 21 April 2021 |

Access the above named document(s) via eSort:

ORGANISATIONAL AND GOVERNANCE REQUIREMENTS\D. BALLARAT DIOCESAN REQUIREMENTS \7. BUSINESS SERVICES\7.5 Risk Management

Key changes

- The DOBCEL Risk Management Policy and Framework replaces the BDSAC Risk Management Policy and Procedures.
- The Risk Management Policy is designed to support DOBCEL and schools in adopting a singular and consistent approach to risk management in alignment with diocesan expectations and Victorian legislative requirements. The intention is to embed risk management into all decision making processes and to provide a consistent approach to managing and reporting upon existing and emerging risks across DOBCEL Schools.
- The Risk Management Framework aims to provide a consistent and transparent approach to risk management. The Goals of the Framework are to:
 - integrate risk management into the culture of the organisation and across all DOBCEL Schools
 - embed risk management into all planning for education activities and business decision making processes including informing investment and resource allocation to assist in the delivery of outcomes
 - ensure that systems are in place to track and report upon existing and emerging risks to the achievement of DOBCEL's objectives
 - introduce a standardised approach to the management of risk across DOBCEL Schools
 - increase understanding and awareness, provide guidance and clarify accountability and responsibilities in relation to risk
 - provide simple guidelines for the development, implementation and management of risk at all levels within the organisation
 - provide an appropriate process to give rigour to the risk attestation statement within DOBCEL's and schools' annual reports.
- Elements of the Framework
 - Developing a Risk Management Culture
 - Roles and Responsibilities for Managing Risk
 - Policies and Procedures
 - Training and Improvement (SIMON CEB Resources)
 - Procedures and Processes (seven steps) – SIMON Online Tools
 - Risk Appetite

- eSORT – Most Principals and Compliance and Risk Support Officers are familiar with the use of eSORT. The eSORT Users Guide is provided with this suite of documents for information.
- Risk Register – The SIMON Risk Register has been developed for DOBCEL schools to assist in identifying, analysing, evaluating and treating risk. The Risk Register provides an overall assessment of risks and measures to minimise or eliminate risks. In developing the Risk Register, DOBCEL has identified certain risks that all schools are exposed to and Principals must manage these particular risks. The Risk Register, also enables schools to update their school Risk Register with risks that are specific to their context and environment.
- The Hazard and Incident Notification Tool (HINT) – SIMON HINT will be used to record critical information about hazards and incidents including: what happened, when it happened, who was involved and the extent of any injuries or damage.
- Learning Manager – DOBCEL provides access for all Diocesan school staff to the CCI “Learning Manager” online training. School and CEB staff are able to access and complete any of the thirteen (13) comprised courses.

Actions required and suggested timelines

- Risk Management Policy and Framework:
 1. Upload the Risk Management Policy and Framework to your school website (30 April 2021).
 2. Read and discuss the Risk Management Policy and Framework with your: School Advisory Council, Leadership Team and Compliance and Risk Support Officer (30 April 2021).
 3. Retire previous versions of the Risk Management Policy and Procedures and remove them from your internet and intranet. Archive these to be available as an historical record if needed.
- Risk Register:
 1. Read and discuss the Risk Register Presentation with your schools Leadership Team and Compliance and Risk Support Officer (30 April 2021)
 2. Review the prepopulated risks from an inherent risk point of view (raw risk, without controls in place). Update the Likelihood and Consequence (31 May 2021)
 3. Review the prepopulated School Controls (these are sample school controls): amend, add, delete as required. Taking the controls into consideration, again review the Likelihood and Consequence of each risk and set the risk to ‘Active’ (30 June 2021)
 4. Provide the Risk Report Register Summary Report (or if preferred the Detailed Report or Heat Map Report) to the School Advisory Council on a regular basis.
- Hazard and Incident Notification Tool (HINT):
 1. Read and discuss the HINT presentation with your schools Leadership Team and Compliance and Risk Support Officer and nominate a HINT School Administrator (30 April 2021)
 2. HINT Administrator to set up internal notifications and external notifications (14 May 2021)
 3. Provide an overview to all staff (21 May 2021)
 4. Implement the use of HINT (31 May 2021)