



## Risk Management Policy

### Key Terms:

- **Risk Appetite** = the amount of risk a staff member/school is willing to accept in pursuit of a particular activity
- **Risk Exposure** = the extent to which an activity jeopardises the physical and emotional well-being of a staff member
- **Risk Assessment** = the process of risk identification, risk analysis and risk evaluation
- **Risk Treatment** = the process of modifying risk
- **Risk Control** = a specific measure that modifies the risk to a staff member
- **Risk Management** = a process designed to identify potential events that may affect the physical and emotional well-being of a staff member
- **Risk Management Plan** = is the documented outcomes arising from the application of the risk management process

---

### Preamble

To provide a framework for managing risks that maximises the learning and teaching program of the school and minimises adversity to both the physical and emotional well-being of staff and students.

---

### Aims

- To outline the College approach to the management of risk.
- To consider and understand the school's obligations in relation to the Child Safe Standards and Anaphylaxis as part of the management of risk.
- To convey the role of staff in, and responsibility for the application of the risk management process.
- To provide robust information to College operations in relation to risk exposure, risk appetite and risk management plans.

---

### Implementation

- Risk cannot be eliminated. It is part of life but can be reduced through better planning and implementation.
- The proactive identification and management of risk is integral to good management of school activities to the extent that it reduces the risk exposure of staff and students.
- The Risk Management Process is underpinned by a belief that the management of risk is the responsibility of all staff members. It includes, but is not limited to, situations where staff are organising and/or undertaking both spectator and participative sports events and activities, extracurricular and co-curricular programs, excursions and camps.
- The Risk Management Process necessarily requires all stakeholders to:
  1. Identify and manage risks which may affect their responsibilities.
  2. Ensure that risk strategies and processes are in place.
  3. Promote risk control.
  4. Undertake a risk assessment for all applications for an activity as part of the approval process by Operations Committee.
  5. Prepare Risk Management Plans for all camps and adventure activities and where requested by the Principal.

---

### Related Documents

*Mill Park Secondary College Camps and Excursions Protocols*  
*Mill Park Secondary College Process for Organising Camps & Excursions 2014*  
*Mill Park Secondary College Camp and Excursion Policy 2014*  
*Child Safety Risk Assessment 2016*  
*Child Safe Policy 2016*

### External Links

[http://www.education.vic.gov.au/  
School Policy and Advisory Guide  
Guide to Adventure Camps and Activities](http://www.education.vic.gov.au/School_Policy_and_Advisory_Guide/Guide_to_Adventure_Camps_and_Activities)

---

### Ratified Date

This policy was ratified by School Council on 22 November 2016

### Review Date

This policy will be reviewed as part of the College's three-year review cycle

---