

PURPOSE

The purpose of this policy is to ensure that Mill Park Secondary College staff manage risk appropriately, to maximise the ability of the school to deliver on their objectives, to make sound decisions, to safeguard student and employee wellbeing and make a contribution to meeting the Victorian community and Government expectations for accountable and responsible use of public finances and resources.

AIM

Risk is the effect (positive or negative) of uncertainty on objectives. Risk management is:

- the identification, analysis, assessment, and prioritisation of risks to the achievement of objectives;
- the coordinated allocation of resources to minimise, monitor, communicate and control risk likelihood and/or impact, or to maximise the realisation of opportunities; and
- the coordination of activities to direct and control risks to the achievement of objectives.

IMPLEMENTATION

School staff must ensure that risk management processes are integrated into all planning and implementation activities. 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 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
- Mill Park Secondary College Camp and Excursion Policy
- DET Risk Management Process

EXTERNAL LINKS

- <https://edugate.eduweb.vic.gov.au/edrms/keyprocess/cp/SitePages/SchoolPoliciesList.aspx>
- <https://www.education.vic.gov.au/school/principals/spag/safety/pages/excursions.aspx>

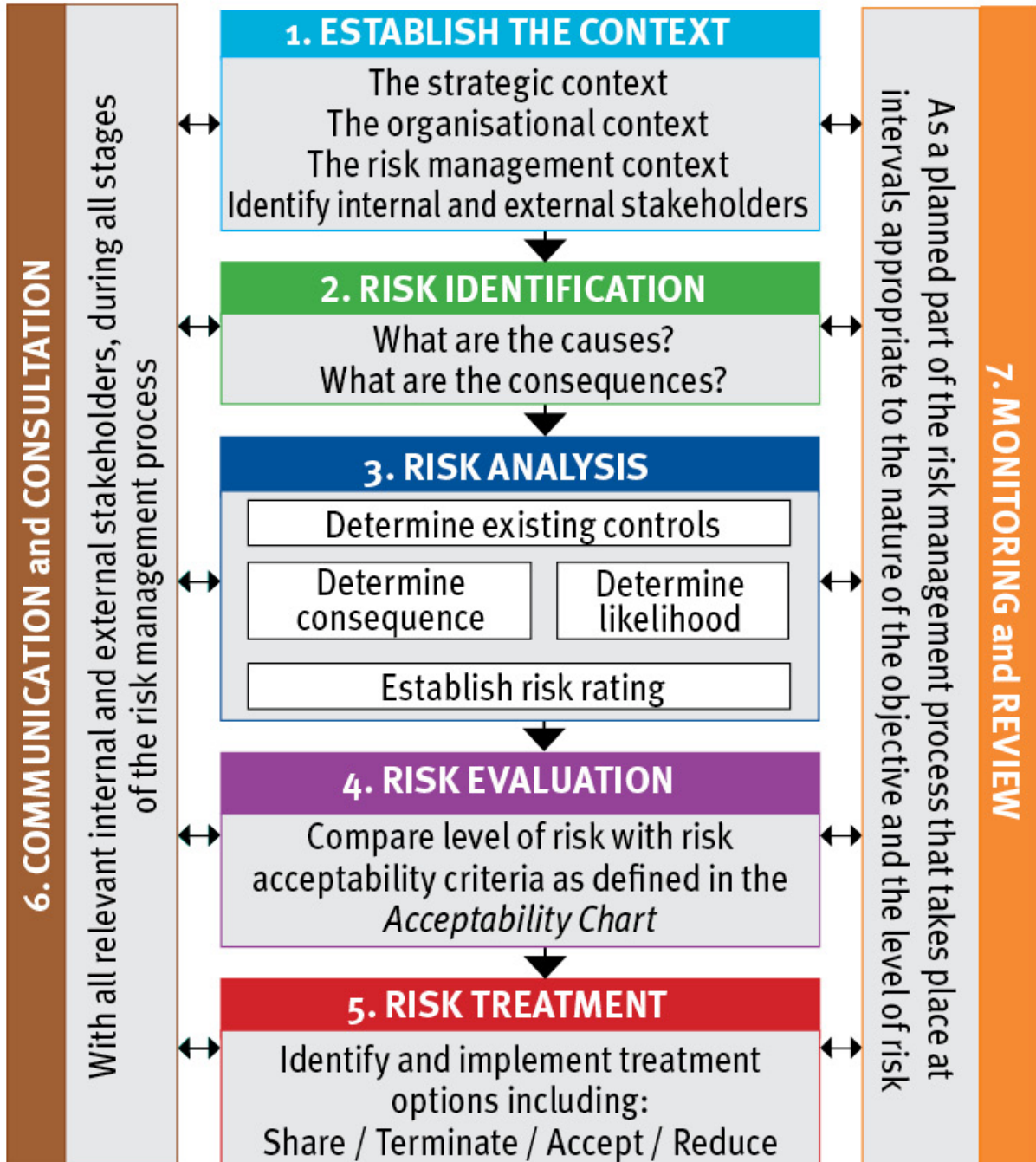
RATIFIED DATE

This Policy was ratified by School Council on 26 November 2019.

REVIEW DATE

This Policy will be reviewed as part of the College's three year review cycle.

DET Risk Process



- Process based on ISO 31000: 2009
- Risk can be described as anything; event, practice, process, activity, etc. that could hinder or help achievement of stated goals or objectives