



Risk Management Policy

Policy

The Beehive Montessori School is committed to proactive risk management to ensure it is meeting its duty of care for the health, safety and welfare of staff and students.

Beehive is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students. The Beehive Montessori School implements the National Child Safe Organisation Principles through its Child Safe Organisation Framework to underpin all Beehive's policies, procedures, practices and strategies to ensure the provision of an environment where children feel respected, valued, supported and safe from harm.

Risk management is an integral part of good management practice.

Background

Most School activities will involve some measure of risk with the potential to adversely impact the School's:

- premises and facilities;
- financial and educational reputation; and
- the health and safety of the School community.

The aim of this policy is:

1. to the extent that it is reasonably practicable to do so, minimise risk;
2. to promote student, staff and wider community safety and wellbeing;
3. to improve contingency planning for dealing with risks and their impact; and
4. to ensure the delivery of a Montessori education as outlined in the School's Mission Statement.

Implementation

The School shall:

1. identify, rank and monitor risks in the School's Risk Register based on the School's Risk Rating Matrix (Appendix 1), using the following consequences:
 - 1.1. financial;
 - 1.2. health and safety;
 - 1.3. education
 - 1.4. physical environment;
 - 1.5. reputation; and
 - 1.6. governance, compliance and legal aspects.
2. ensure risk management is integral to the day-to-day management of the School;
3. support staff with the training, policies and procedures necessary to manage risks;
4. appoint a School Safety Officer or representative;

The Beehive Montessori School Inc.

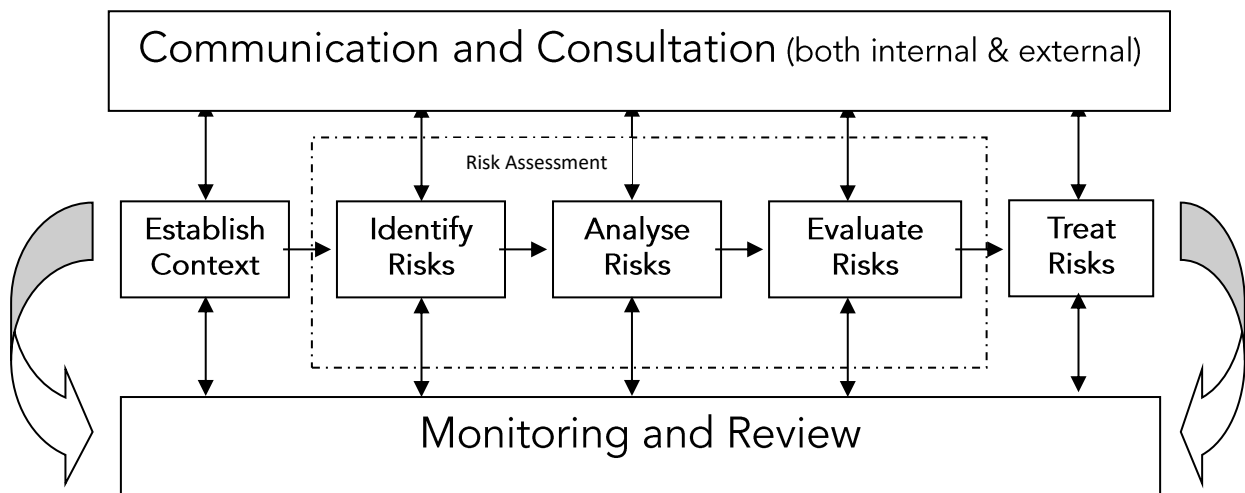
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5. notify the School community of the identity of the School Safety Officer;
6. ensure the Principal and School Safety Officer/Representative are actively involved in risk management processes; and
7. allocate responsibility and resources for risk management within key areas, as identified within the risk and compliance structure.

Managing risk involves logical and systematic thinking, using the following process:



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Related Documents and Resources

Risk Rating Matrix (Appendix 1)

Risk Register

Critical Incidents and Emergency Management Plan

Excursions, Incursions and Camps Policy

Complaints (and Feedback) Policy

Student Health Policy

Child Protection Policy

Privacy Policy

Safety Audit

[Beehive Montessori School Child Safe Organisation](#)

[Royal Commission's Creating Child Safe Institutions](#)

Approved 13/3/23 by the Board Policy Committee. Next review due 13/3/25

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Appendix 1- Risk Rating Matrix

Severity	Consequences					
	Financial Loss	Health & Safety	Education	Physical Environment	Reputation	Governance, compliance, legal
5 Severe	>\$10,000,000	Fatality School closed	Loss of Principal Severe reduction in enrolments/retention Serious impact on teaching targets	Serious long term damage	Termination of registration Legal action	Significant fines and legal action Criminal prosecution Potential for litigation Registration in jeopardy
4 Major	\$1,000,000	Injury/hospitalisation Major student anxiety Activity suspended	Loss of teacher Major reduction in enrolments/retention Major impact on teaching targets	Serious medium term damage	Parent outrage/follow up Investigation by DoE	Some legal action Fines Major breach of contract, Act or regulations
3 Moderate	\$100,000	Injury/medical treatment Significant student anxiety Major disruption to supervision	Temporary loss of teacher Significant reduction in enrolments/ retention Moderate impact on teaching targets	Some short term damage	Significant parent complaints Media coverage Report to DoE	Serious compliance issues Breach of contract, Act or regulation
2 Minor	\$10,000	Injury/first aid needed Minor student anxiety Minor disruption to supervision	Classroom disruption Moderate reduction in enrolments/retention Temporary impact on teaching targets	Little damage	Minor parent complaints Local media coverage	Minor legal action Breach of DoE standards
1 Insignificant	<\$10,000	No injury Negligible student impact No disruption to supervision	Classroom disruption Minor reduction in enrolments/retention Negligible impact to achieving teaching targets	No damage	Parent comments No media attention	No compliance or legal issues Breach of internal standards

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