

RISK MANAGEMENT POLICY

PURPOSE

This policy will provide:

- procedures to ensure Risk minimisation for the Lake Boga Preschool and enable annual attestation to be completed.

POLICY STATEMENT

1. VALUES – Guiding principles of this service

Lake Boga Preschool is committed to:

- ensuring requirements are met in terms of our Risk Attestation under the Service Agreement.

2. SCOPE – To whom does it apply and when

This policy applies to Approved Provider being Lake Boga Primary School.

Background

The Department of Health and Human Services and the Department of Education and Training (departments) provide community service organisations with over \$3 billion each year to deliver a range of community, health and early childhood services to the Victorian community.

The risk attestation process has been introduced by the departments to support and encourage organisations to manage risk. The attestation is an opportunity for Lake Boga Preschool to consider its risk management processes and ways they can be improved to help Lake Boga Preschool meet its objectives and service delivery responsibilities.

Risk management processes can support Lake Boga Preschool to:

- improve its decision making and planning to achieve goals and objectives
- where possible, prevent and/or reduce the likelihood and consequences of adverse events
- ensure staff, volunteers, people accessing services and other stakeholders have confidence and feel protected when receiving services
- focus on identifying ways services can be improved.

Legislation and standards

- Under clause 20.2 of the service agreement, Lake Boga Primary School is to attest (declare) annually to the department that it has risk management processes in place to manage its risks in accordance with the Australian/New Zealand Risk Management Standard

3. DEFINITIONS

Definitions of terms regularly used in policies for the early childhood education and care sector – e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. are provided in the *General Definitions* section of this manual and can be referred to as required.

4. SOURCES AND RELATED POLICIES

Sources

Resource	Link
VMIA Risk Management Guide <i>A VMIA guide to assist organisations to better understand risk management, the risk management process and how to implement a risk management program.</i>	https://www.vmia.vic.gov.au/risk/risk-tools/risk-management-guide
Risk Management Control Model for Disability Services <i>A self-assessment tool produced by NDS and VMIA to strengthen organisational governance, and the risk management knowledge and capacity of disability service providers</i>	http://www.nds.org.au/projects/article/69
Training <i>VMIA offers a range of training and development programs that lead the direction and the development of risk management in the Victorian public sector.</i>	http://www.vmia.vic.gov.au/training
Risk register software <i>VMIA offers a free, easy to use and secure software solution for risk managers to record and report on key risks.</i>	http://www.vmia.vic.gov.au/riskregistersoftware
Risk appetite <i>Information for CSOs wanting a deeper understanding of this important risk management concept.</i>	https://www.theirm.org/knowledge-and-resources/thought-leadership/risk-appetite-and-tolerance/
Business continuity guide <i>A practical guide for organisations wanting to know more about business continuity management as part of their broader risk management planning.</i>	ANAO BCP Better Practice Guide.

Service policies

OH & S

Dealing with Infectious Diseases

Emergency and Evacuation Policy

Governance and Management of the service

Incident Policy

PROCEDURES

Committee of Management will annually assess potential risks and report to Lake Boga Primary School council being the Approved Provider.

The Approved Provider is responsible for completing the annual Risk Attestation:

The Nominated Supervisor is responsible for: ensuring staff are aware of policies and procedures to reduce risk.

Certified Supervisors and other educators are responsible for: following procedures and policies to minimise risks associated with health, safety & wellbeing for all persons at the Service.

Parents/guardians are responsible for reading and complying with this Risk Management Policy.

Volunteers and students while at the service are responsible for following this policy and procedures

EVALUATION

- Regularly seek feedback from educators, staff, parents/guardians, children, management and all affected by the policy regarding its effectiveness.
- monitoring implementation, compliance, complaints and incidents in relation to this policy
- keeping up to date with current legislation, research, policy and best practice
- revising the policy and procedures as part of the service policy review cycle or as required.
- Notify parents/guardians at least 14 days before making any changes to this policy or procedures. in light of the above

ATTACHMENTS

Nil

AUTHORISATION

The policy was adopted by the Approved Provider of Lake Boga Preschool on 19th October 2016.

REVIEWED: 7th March 2018, 12th March 2020, 9th March 2021,
March 2022

REVIEW DATE: MARCH 2023