

Risk Register 2023-2026

RefNo	Description of the Risk	Inherent Risk Level (Impact/ Probability)	Description and Evaluation of Current Control or Mitigation methods	Residual Risk Level (Impact/ Probability)	Acceptable Risk? (Impact/ Probability) ¹
Finance, Audit and Risk					
FAR1	Reduction in student intake	Medium probability/ significant impact	The effect will be a reduction in funding. The budget would need to be set to accommodate the reduction in funding. Work with SLT to identify savings and budget reductions early enough to make appropriate recommendations to Full Board.	Low probability/ significant impact	Yes
ACTION	The current situation is deemed manageable. Further reductions may require strategic adjustment/staff reductions/ adjustment to the curriculum. REVIEW ANNUALLY				
FAR2	Additional budget pressures due to unforeseen circumstances eg national pandemic or similar	High probability/ significant impact	The effect will be a reduction in available resources.	Medium probability/ significant impact	Yes
ACTION	The current situation is under review Further reductions will require strategic adjustment/ staff reductions / adjustment to the curriculum to reflect changing levels of funding. ONGOING				
FAR3	New funding formula for KS3 and KS4 and Special education needs.	High probability/ significant impact	The expectation is an increase in funding however it is recognised that SEN funding is under pressure.	Medium probability/ significant impact	Yes
ACTION	The current situation is deemed manageable however SEN is recognised as a potential issue. ONGOING				
FAR4	School sued by parent / ex-pupil, member of the public.	Low probability/ significant impact	Difficult to see where this would come from. The school has all the necessary insurances, policies, procedures, processes and systems in place but there is always the possibility. Robust policies	Low probability/ significant impact	Yes

¹ Use table 2 to guide your answer to this question which will be either “yes” it is acceptable or “no” it is unacceptable

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			and procedures will provide a sound defence in the unlikely event of such action being taken against the school.		
ACTION	Continue to review policies, procedures, processes, systems, insurance cover. ONGOING				
FAR5	Failure to properly manage budget	Medium probability/ significant impact	Monitoring procedures are in place, external review and scrutiny undertaken through County Internal Audit team and school appointed accountants and auditors. Changes to role of Full Board have been made to create Finance, Audit and Resources committee with responsibilities.	Low probability/ significant impact	Yes
ACTION	Audit monitoring procedures/adjust where necessary ONGOING				
FAR6	Risk of Fraud	Medium probability/ significant impact	Robust finance policy in place. Anti-fraud policy in place. Internal audit function performed Cornwall Council Internal audit team. All reports to be sent to FAR Committee.	Low probability/ significant impact	Yes
ACTION	Audit monitoring procedures/adjust where necessary REVIEW ANNUALLY				
FAR7	Risk of Tribunal	Medium probability/ significant impact	Current insurance policy covers the school for the cost of defending any tribunal case and HR policies and agreed processes are followed and reviewed appropriately.	Low probability/ significant impact	Yes
ACTION	Ensure adequate insurance cover in place. Internal Audit review of HR function with recommendations being acted on. REVIEW ANNUALLY				
FAR8	Computer/ICT failure	Medium probability/ significant impact	Although a very low probability a system failure of any duration would be catastrophic. The system is very well managed and protected currently with sufficient checks and balances. Disaster recovery plan is now in place. Planned replacement and renewal programme needs to be maintained. Off-site back up storage meets	Low probability/ significant impact	Yes

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			industry standard. Continually reviewing systems to prevent possibility of cyber crime.		
ACTION	An audit of the various checks and balances and the disaster recovery plan is now in place. ONGOING				
FAR9	Internet abuse	High probability/ marginal impact	Discipline policy / school ethos management. Ensure web filter is comprehensive and fit for purpose. Embed social networking policy across all staff and students. Ensure IT access policies are followed.	Low probability/ marginal impact	Yes
ACTION	Low instances / monitoring to be continue through ICT team and breaches reported to SLT. ONGOING				
FAR10	Failure to ensure health and safety of staff, pupils, visitors, Trustees.	Medium probability/ significant impact	The major statutory requirements are being met. Suitable insurances in place, health and safety policy in place and adhered to. Ensure fixed and non-fixed installations are compliant with all relevant legislation. Includes health and safety of staff on pupils on educational visits and all other visits. Annual health and safety audit undertaken by external consultants.	Low probability/ significant impact	Yes
ACTION	A thorough review of all H&S policies, procedures, processes and systems. Ensure compliance with all relevant legislation and appropriate contractor insurance in place. REVIEW ANNUALLY				
FAR11	Unauthorised access to school site	High probability/ significant impact	Despite the various security measures in place there are still many ways an intruder can access the school premises / grounds without being challenged.	Low probability/ significant impact	Yes
ACTION	Review access points and make them secure so that access is only through controlled entrances. Improve CCTV and signage. However, being an open site, it is difficult to prevent access to grounds. ONGOING				
FAR12	Protection against cyber attack	Medium probability/ significant impact	Passwords / access to system areas only by key personnel / hardcopy personnel data secure	Low probability/ significant impact	Yes

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ACTION	Review procedures / processes / systems ONGOING				
FAR13	Failure to undertake DBS Checks or take references leading to inappropriate staff appointments	Low probability / catastrophic impact	DBS checks undertaken on all staff / including cover staff / peripatetic teaching staff / visitors to school who have close contact with students / trustees	Very low probability / catastrophic impact	Yes
ACTION	Review all procedures and processes / make any changes necessary ONGOING				
FAR14	Conflict of Interests	Low probability / catastrophic impact	Any staff / Trustees in a relationship with other staff / trustees may generate a perceived conflict of interest. Also, any financial conflicts to be recorded in annual declarations of interests that are mandatory for all trustees, SLT and CALS.	Low probability / significant impact	Yes
ACTION	Conflict of interest risk assessment sets out procedures to follow. Trustees, SLT and CALS required to complete annual declaration or interests. ANNUALLY				
FAR15	GDPR and securing key personal data	Medium probability / significant impact	General Data Protection Regulations not followed and a data breach occurs.	Low probability / significant impact	Yes
ACTION	ONGOING				
FAR16	Reputational Risk	Medium probability / significant impact	Disgruntled parent / student / member of the public airs grievance on social media.	Low probability / significant impact	Yes
ACTION	Continue to monitor and review. In event of an occurrence consider responding based on situation. ONGOING				
FAR17	Statutory and non-statutory policies out of date	Medium probability /	SLT maintain a log of all required policies that are statutory and non-statutory and ensure all are reviewed and updated in a timely manner.	Low probability /	Yes

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		significant/ impact		marginal impact	
ACTION	Continue to monitor and review. Updates provided to the Chair and Vice Chair of the Trust Board.				
ONGOING					



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Learning and Development					
LD1	Poor teaching standards	Low probability/ significant impact	Learning reviews involve lesson observations, pupil work scrutiny and student voice. Analysis of data capture and exam outcomes. Performance management systems linked to professional development.	Low probability/ significant impact	Yes
ACTION	Review & monitor ONGOING				
LD2	Safeguarding, well-being and mindfulness	Medium probability/ Catastrophic impact	Every child matters but covers the whole gambit including DBS reviewed separately in this register SDP / policies / procedures / processes / systems. Mental health wellbeing and mindfulness.	Low probability / catastrophic impact	Yes
ACTION	Audit everything that is in place currently / Adjust as necessary ONGOING				
LD3	Poor 'league table' performance	Medium probability / significant impact	Learning reviews involve lesson observations, pupil work scrutiny and student voice. Analysis of data capture and exam outcomes. Performance management systems linked to professional development. School improvement planning in response to pupil outcomes.	Medium probability / significant impact	Yes
ACTION	Assess / review / monitor / strategic adjustment as required ONGOING				

² Use table 2 to guide your answer to this question which will be either “yes” it is acceptable or “no” it is unacceptable
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LD4	Bullying at school (including on-line bullying)	Medium probability / significant impact	Policies / behaviour management / school ethos management / parental involvement.	Low probability/marginal impact	Yes
ACTION	Statistics log / monitor activity ONGOING				
LD5	Inability to contact parent or carer in emergency situation	Medium probability / significant impact	Parent / carer database is kept up to date and parents / carers reminded termly to provide updated details to the school	Medium probability / significant impact	Yes
ACTION	Review database every term TERMLY				
LD6a	Drugs on site	Medium probability / significant impact	Policies / behaviour management / school ethos management / parental involvement. Support from outside agencies. Close working relationship with local Police.	Low probability / significant impact	Yes
LD6b	Weapons on site				Yes
ACTION	Log instances / monitor / report to Police as necessary. ONGOING				



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Probability/impact matrix

Very high probability				
High probability				
Medium probability				
Low probability				
Very low probability				
Almost impossibility				
	Negligible impact	Marginal impact	Significant impact	Catastrophic impact

Key to the Shading Used

	Unacceptable Risk – Immediate action to improve control is required
	Acceptable Risk – Close monitoring is required and cost effective control improvements should be sought
	Acceptable Risk – No action now but review periodically and consider possible low cost control improvements