Policy Intent

This policy is designed to support the Diocese of Ballarat Catholic Education Limited (DOBCEL) Board, Management and Schools in adopting a singular and consistent approach to risk management in alignment with diocesan expectations and Victorian legislative requirements. This includes the specific requirements of the Victorian Child Safe Standards as set out in Ministerial Order 870 which imposes particular obligations on the DOBCEL Board as the governing authority of fifty-six schools and the *Australian Standard and Risk Management (AS ISO 31000:2018) Guidelines*.

The Policy intention is to embed risk management into all decision making processes and to provide a consistent approach to managing and reporting upon existing and emerging risks across DOBCEL Schools and DOBCEL Management for oversight by ultimate governing body the DOBCEL Board.

Policy Statement

The DOBCEL Board has a strong commitment in creating and maintaining the highest standards around resourcing and policy stewardship as part of its commitment to good risk management. This means providing a safe educational environment for all community members and exemplary educational standards, both of which are vital for the effective functioning of all DOBCEL schools.

Underpinning this commitment DOBCEL Management and Schools must adopt, adhere to and implement all DOBCEL Policies where applicable. This will support and assist in minimising the risks associated in operating within the education sector.

Policy Objectives

The objectives of this policy are to:
- provide guidance to all aspects of risk management
- assist in understanding the important role of risk management and its relationship to safety and educational outcomes
- provide a framework in order to integrate risk management into daily operations
- raise awareness of risk appetite in strategic and operational decision-making
- provide safe and secure learning environments for all within DOBCEL education communities
- promote a positive organisational culture, in which people not only feel safe but also understand their responsibilities in a risk-aware culture
- identify and manage opportunities for improvement of educational outcomes

- ensure compliance, statutory, organisational and governance requirements are met
- provide policies, processes and practices to improve accountability, responsibility, transparency and governance in risk management and to ensure people, property, data and resources are secure.
- ensure alignment to DOBCEL Vision and Strategic Intent

Policy Description

ISO3100:2018 Risk Management – Guidelines defines risk management as "*coordinated activities to direct and control an organisation with regard to risk*". DOBCEL has based its approach to risk management on the key elements of these Guidelines.

Effective risk management recognises that there is always an element of risk and with that a responsibility to have policy, processes and practices to address potential risks.

The DOBCEL Board operating as a governing body within the education sector will need to be aware of risks in the following areas:

- welfare and safety of the education community
- learning outcomes of students
- reputation or viability of a school and its Catholic identity
- exposure to potential serious legal issues
- achievement of diocesan, government and community expectations in the operation of DOBCEL Schools, an educational provider and a place of employment.

In particular to manage exposures to serious legal issues, the DOBCEL Board requires that child safety policies and practices are embedded in a culture of risk management in accordance with Ministerial Order 870.

DOBCEL recognises that risks are present, or will emerge, in all aspects and stages of DOBCEL's operations therefore a sound framework for managing risk is essential. While risks can present threats they also provide opportunity so it is important that each risk is managed appropriately.

Risk Management refers to the coordinated approach for identifying, evaluating, treating, reviewing and monitoring of risks that could prevent DOBCEL from achieving its strategic goals and objectives. An effective risk management framework provides DOBCEL with increased confidence in the likelihood that it will achieve its objectives, have the ability to assess opportunities and to identify unexpected risks and avoid or minimise the harm.

To effectively manage risk, DOBCEL has implemented a risk management framework and infrastructure that defines the strategy and actions for eliminating or minimising the impact of risk. This includes establishing a culture of risk awareness in all areas of DOBCEL so there is a logical and systematic approach to the identification and management of risk in a way that minimises loss and maximises gain. Such an approach provides assurance to DOBCEL that it is on track to achieving its organisational and strategic goals.

Roles and Responsibilities

The DOBCEL Board through the Audit, Risk and Finance Standing Committee has responsibility for overseeing and monitoring the assessment and management of risk and compliance. The diagram below depicts the different levels starting from the company all the way to the DOBCEL schools level:
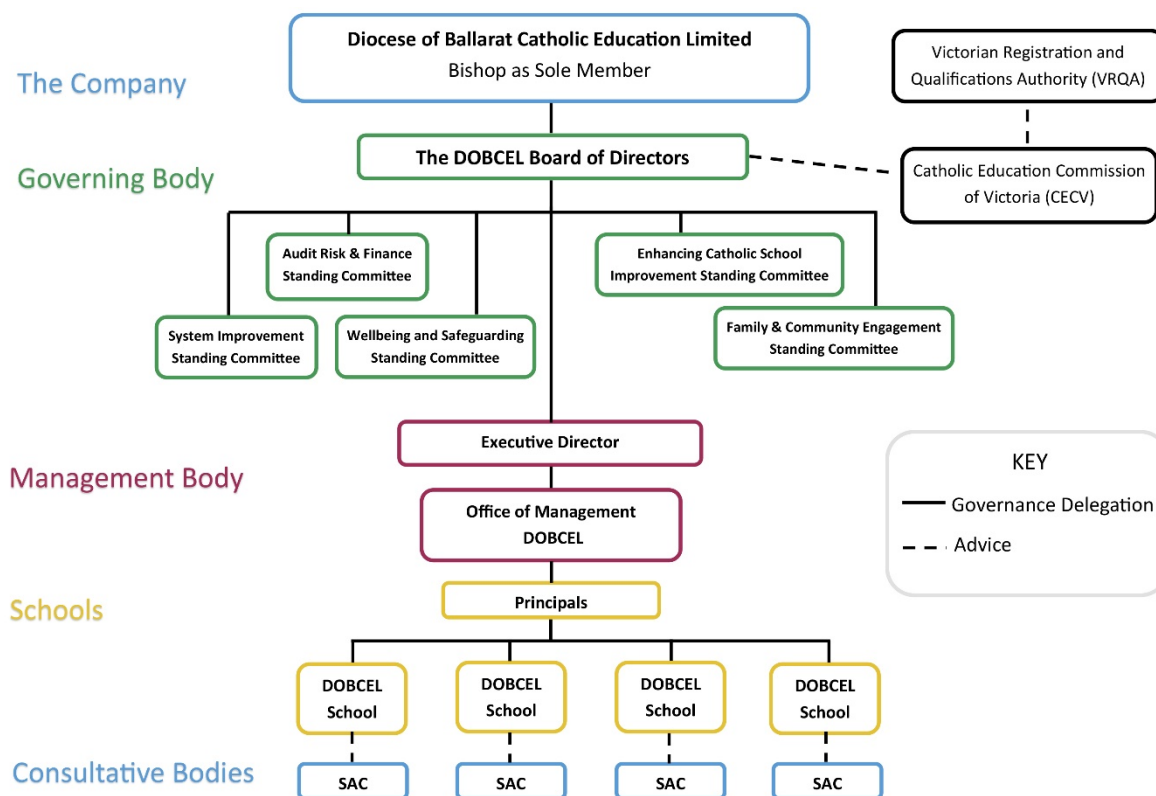
The below table articulates the roles and responsibilities that each level has in relation to this Policy. The specific activities each role is involved in to support the implementation of the Policy are further articulated in the Risk Management Framework and Procedures document.

Who	Roles and Responsibilities
DOBCEL Board	The Board has the ultimate responsibility for risk management and delegates the day-to-day responsibility for management of risks to its respective Standing Committees which in turn delegate to the Executive Director and Principals. This is articulated within the DOBCEL Instrument of Delegations.
DOBCEL Standing Committees	DOBCEL Standing Committees review policies and procedures and monitor areas of risk associated with their specific Terms of Reference and escalate high risk issues to the ARFSC and Board. The Standing Committees advise the Executive Director on areas of risk associated with school improvement that require support, intervention or oversight.

Who	Roles and Responsibilities
Executive Director	Oversees the work, wellbeing and safety of school principals and all employees of DOBCEL and ensures the environment meets DOBCEL Board and government compliance and statutory requirements and community expectations. The Executive Director also assures DOBCEL Board that risk management procedures are implemented and are communicated to staff and that operational risks associated with DOBCEL, DOBCEL Schools and with designated projects and programs are monitored appropriately. The Executive Director ensures that risk management is supported by professional learning for all DOBCEL employees and works in partnership with principals and DOBCEL Management in monitoring and improving risk management.
DOBCEL employees (including school staff and communities)	All DOBCEL employees are responsible for maintaining awareness of and complying with DOBCEL Policies and Procedures and the school's procedures and practices, instilling risk-awareness in students and bringing risk-related matters to the attention of the Risk Management Leader, Responsible Officer or Compliance Officer.
DOBCEL Management	Are responsible for overseeing operational risks for DOBCEL and at the school level and ensuring any compliance breaches are escalated to the Executive Director. DOBCEL Management have an important role in leading the example to integrate risk management to schools practices.
DOBCEL School Principals	Through a contractual agreement with DOBCEL as the employer, the Principal is responsible for overseeing the educational program, ensuring the wellbeing and safety of all within the school environment and seeing that diocesan and government compliance and statutory requirements and community expectations are met. The principal assures the DOBCEL Board that the risk management strategy is implemented and is communicated to staff, students, parents and the wider school community. The Principal ensures that risk management is supported by professional learning for staff and works in partnership with DOBCEL Management in monitoring and improving risk management strategies. • Operational risks associated with the school are identified and owned by the Principal, who is accountable for identifying, evaluating and managing operational risks and must ensure appropriate controls and/or treatment plans are implemented and reviewed. • Principals, with the School Leadership Teams discuss and share their risks and escalate key operational risks to the relevant member of DOBCEL Management for review and to inform DOBCEL service provision. Risk treatment plans are actively monitored by nominated risk leaders within school and reported to the Principal each term.

Risk Management Obligations

DOBCEL's approach to risk management is guided by the International Standard *ISO31000:2018 – Risk Management Guidelines* and the DOBCEL *Risk Management Framework* and seeks to comply with the state and federal legislation including, but not limited to:

Australian Charities and Not-for-profits Commission (ACNC)

Australian Education Act 2013 (Cth) [The principal legislation for the provision of Australian Government funding to government and non-government schools]

Australian Education Regulation 2013 (Cth) [Provides more detail to support the operation of the Act. It outlines the financial accountability and other conditions that are required in order to receive funding under the Act]

Australian Standard and Risk Management Guidelines (AS ISO 31000:2018) 2018. [Provides a common approach to managing any type of risk and is not industry or sector specific]

Children, Youth and Families Act 2005 (Vic) [Child protection law strengthens the Victorian Government's response to children and young people in out-of-home care, their parents and carers, and the services that support them]

Corporations Act 2001 (Cth)

Crimes Act 1958 (Vic) [The Crimes Act 1958 is an Act of the Parliament of Victoria. The Act codified most common law crimes in the jurisdiction]

Education and Training Reform Act 2006 (Vic) [To reform the law relating to education and training to provide a high standard of education and training for Victorians]

Education and Training Reform Regulations 2017 (Vic)

Education and Training Reform Amendment Act 2010

Equal Opportunity Act 2010 (Vic)

Fair Work Act 2018 (Cwlth)

Guidelines to the Minimum Standards and Other Requirements for Registration of Schools

Ministerial Order 706 (Vic) – Anaphylaxis Management in Schools

Ministerial Order 870 (Vic) - Child Safe Standards. [Managing the risk of child abuse in schools in order to be registered, and remain registered with the Victorian Registration and Qualifications Authority (VRQA)]

Occupational Health and Safety Act 2004 [The main workplace health and safety law in Victoria]

Privacy Amendment Act 1988 (Cth) [Is an Australian Law introduced to promote and protect the privacy of individuals]

Victorian Equal Opportunity Act 2010 (Vic) [Covers discrimination in employment, sexual harassment and victimisation at work]

Working with Children Act 2005 (Vic) [Under the current Act a person engaged in 'child-related work' must obtain a WWCC]

Risk Management Framework

DOBCEL has developed a risk management framework that outlines the approach to risk across all areas of the company. The implementation of this framework ensures that all DOBCEL entities embed risk management culture and practices in their business and education processes so that risks are

managed effectively and efficiently to deliver DOBCEL's goals and objectives. The Framework will also be used to assist with the development and updating of resources, guides, tools and training.

Policy Review

The Audit, Risk and Finance Standing Committee (ARFSC) will review the effectiveness of this Policy every two years, or earlier if deemed necessary.

Definitions

Child abuse includes—

- any act committed against a child involving—
  - a sexual offence or
  - an offence under section 49B(2) of the Crimes Act 1958 (grooming)
- the infliction, on a child, of—
  - physical violence or
  - serious emotional or psychological harm
  - serious neglect of a child.

Child-connected work means work authorized by the school governing authority and performed by an adult in a school environment while children are present or reasonably expected to be present.

Child safety - encompasses matters related to protecting all children from child abuse, managing the risk of child abuse, providing support to a child at risk of child abuse, and responding to incidents or allegations of child abuse (in relation to the Child Safe Standards).

Risk - is *the effect of uncertainty on objectives which can be* a negative or positive effect that can arise from the implementation of the operations of the education community. Risks occur due to the unplanned uncertainty in carrying out the operations of the education community.

Risk management - a coordinated approach to identifying risks that may occur in the organization and stewardship of education. Risk management recognizes that there is always an element of risk in the operations of education and, with that, there is a governance responsibility to have policy and processes to mitigate potential risks.

Risk management framework - includes the risk management elements and procedures, resources and communication in managing risk within the education organisation.

Related Policies and Procedures

- DOBCEL Risk Management Framework and Procedures
- DOBCEL Behaviour Management Policy
- DOBCEL Child Safe Governance Policy
- DOBCEL Grievance Policy
- DOBCEL Occupational Health and Safety Policy
- DOBCEL School Improvement Policy
- DOBCEL School Financial Oversight Policy
- DOBCEL Credit Card Policy
- DOBCEL Fraud Prevention and Reporting Policy
- DOBCEL External Financial Audit Policy