Clybiau Llywodraethwyr a Chylch Chwarae
Gresffordd Gresford
Governors' Clubs and Playgroup

Internal Risk Management Policy

Equality Act Impact Assessment	YES	NO	Ionawr 2025
Last Review Date	May 2026		
Date to be reviewed	May 2027		
Date Adopted by Management Committee	10.06.2026		
Responsible Individual - Mr Richard Hatwood			
Chair of Management Committee – Mrs Jan MacDonald			

1. Purpose

The purpose of this policy is to establish a framework for identifying, assessing, managing, and monitoring risks that may affect GGCP's operations, reputation, and ability to achieve its charitable objectives. Effective

risk management ensures that GGCP can anticipate, mitigate, and respond to potential risks, safeguarding its assets and ensuring continuity in serving its community.

2. Scope

This policy applies to all GGCP trustees, staff, and volunteers involved in operations, decision-making, and governance. It covers all risks that may impact GGCP, including financial, operational, reputational, strategic, compliance, and safeguarding risks.

3. Risk Management Objectives

GGCP's risk management objectives are to:
- Proactively identify potential risks to GGCP.
- Assess the likelihood and potential impact of each risk.
- Implement measures to mitigate or manage identified risks.
- Monitor and review risks regularly to ensure they are managed effectively.
- Comply with the Charity Commission's requirements and uphold GGCP's duty of care to its stakeholders.

4. Risk Management Principles

4.1 Duty of Care
- GGCP's trustees have a legal duty to act in the charity's best interests, ensuring that resources are managed responsibly and that risks do not jeopardize GGCP's charitable purpose or reputation.

4.2 Proportionality
- GGCP's risk management approach will be proportionate to the charity's size, complexity, and the nature of its activities, ensuring a practical and effective process.

4.3 Transparency and Accountability
- Risk management should be an open and transparent process involving input from relevant stakeholders to ensure accountability at all levels of the organization.

5. Risk Management Procedures

5.1 Identifying Risks
- The Board of Trustees, in collaboration with GGCP staff and volunteers, will regularly identify risks across all areas, including financial, operational, strategic, compliance, reputational, and safeguarding.
- Examples of potential risks include:
  - Financial: Fraud, mismanagement, insufficient funding.
  - Operational: Health and safety incidents, staffing issues, equipment failure.
  - Reputational: Negative publicity, conflicts of interest.
  - Strategic: Changes in external environment affecting services, loss of key staff.
  - Compliance: Breaches of laws or regulations.
  - Safeguarding: Risks to the welfare and safety of children and vulnerable individuals.

5.2 Risk Assessment and Scoring
- Each identified risk will be assessed based on its likelihood and impact, using a scoring system to prioritize risks. The scoring will consider:
  - Likelihood: The probability of the risk occurring (e.g., high, medium, low).
  - Impact: The potential consequence or severity of the risk (e.g., significant, moderate, minimal).
- Risks will be categorized and ranked based on their scores, ensuring that GGCP focuses resources on high-priority risks.

5.3 Risk Mitigation and Control Measures
- For each identified risk, appropriate mitigation strategies and control measures will be developed. These may include:
  - Preventative measures, such as policies, training, or internal controls.
  - Contingency plans, detailing actions to be taken if the risk materializes.
  - Risk-sharing measures, such as insurance coverage for specific risks.
- Trustees and relevant staff are responsible for implementing these measures and ensuring they remain effective.

5.4 Risk Monitoring and Review

- GGCP will monitor its risk management process regularly, assessing whether control measures are effective and making adjustments as necessary.
- The Board of Trustees will review the risk register quarterly, or more frequently if circumstances require, to ensure that risk management remains responsive to changes in GGCP's environment or activities.
- Any new or emerging risks identified will be added to the risk register, assessed, and managed according to the same procedures.

6. Risk Register

GGCP will maintain a comprehensive risk register that includes:
- A description of each identified risk.
- The likelihood and impact scores.
- Mitigation measures in place or planned.
- Assigned responsibility for managing the risk.
- Review dates and outcomes of risk assessments.

The risk register will be reviewed quarterly by the Board of Trustees, updated as necessary, and securely stored to maintain confidentiality.

7. Responsibilities

7.1 Board of Trustees
- The Board of Trustees has overall responsibility for GGCP's risk management and for ensuring that this policy is implemented effectively.
- Trustees must ensure that risk management forms an integral part of GGCP's decision-making and governance processes.

7.2 Risk Management Officer (if applicable)
- If appointed, a Risk Management Officer will oversee the practical aspects of implementing GGCP's risk management processes, including maintaining the risk register and providing reports to the Board.

7.3 Staff and Volunteers
- All GGCP staff and volunteers have a responsibility to identify potential risks and report them to the Board of Trustees or Risk Management Officer.
- Staff and volunteers involved in implementing mitigation measures must ensure that these measures are followed consistently.

8. Managing Specific Types of Risk

8.1 Financial Risks
- GGCP will establish internal financial controls, such as approval processes for expenditures, budgeting, and auditing procedures, to reduce financial risks.
- All financial transactions and financial management practices will adhere to GGCP's financial policies and relevant regulatory requirements.

8.2 Safeguarding Risks
- GGCP has a dedicated Safeguarding Policy that addresses the specific requirements for safeguarding children and vulnerable individuals. Safeguarding risks will be regularly assessed and prioritized within the risk management process.

8.3 Health and Safety Risks
- GGCP will conduct regular health and safety assessments, provide training, and implement measures to prevent and address risks associated with the physical safety of staff, children, and visitors on GGCP premises.

8.4 Reputational Risks
- GGCP will maintain high standards of conduct and transparency in all activities to protect its reputation. Policies on external communications, social media, and engagement with the community will help mitigate reputational risks.

9. Incident Reporting and Response

In the event of an incident where a risk materializes, GGCP will:

- Implement the appropriate contingency plan, if one is in place, and respond according to the situation's needs.
- Record the incident and analyze the root cause, reviewing the relevant risk mitigation measures to determine whether changes are required.
- Report significant incidents or high-risk events to the Charity Commission if they meet the Commission's criteria for serious incident reporting.

10. Policy Review

This policy will be reviewed annually by the Board of Trustees to ensure it remains aligned with Charity Commission requirements, relevant laws, and GGCP's operations. Adjustments will be made to address changes in GGCP's activities, the external environment, or regulatory updates.

11. Charity Commission Guidance Reference

This policy follows the Charity Commission's guidance on risk management for charities, emphasizing proactive risk identification, responsible management, and continuous review. Trustees and staff are encouraged to review Charity Commission guidance on risk management to uphold GGCP's commitment to accountability and public trust.

12. Contact Information

For questions, concerns, or further information regarding GGCP's risk management processes, please contact:

- Chair of Trustees: Mrs Jan MacDonald (01978 852342 or playgroup@allsaints-pri.wrexham.sch.uk)
- Responsible Individual: Mr Richard Hatwood (01978 852342 or headteacher@allsaints-pri.wrexham.sch.uk)