



## CHARNWOOD PRIMARY ACADEMY

### RISK REGISTER –SPRING TERM 2024

To be used in conjunction with SUAT’s Risk Register.

The **descriptors** for high, medium and low **impact** and **probability** can be expanded as follows:

<b>Impact</b>	<b>Description</b>
High - 3	The financial impact will be significant [in excess of £100,000] Has a significant impact on SUA’s strategy or on teaching and learning Has significant stakeholder concern Can cause significant reputational damage to SUA
Medium - 2	The financial impact will be moderate [between £10,000 and £100,000] Has no more than a moderate impact on SUA’s strategy or on teaching and learning Moderate stakeholder concern Can cause moderate reputational damage to SUA
Low - 1	The financial impact is likely to be low [below £5,000 and £10,000] Has a low impact on SUA’s strategy or on teaching and learning Low stakeholder concern Is unlikely to cause any reputational damage to SUA

<b>Probability</b>	<b>Description</b>
High - 3	Likely to occur each year, or more than 25% chance of occurrence within the next 12 months Potential of it occurring several times within a 4 year period Has occurred recently



Medium - 2	Likely to occur within a 4 year time period or less than 25% chance of occurring within the next 12 months Could occur more than once within a 4 year period Some history of occurrence
Low - 1	Not likely to occur within a 4 year time period or less than 5% chance of occurrence Has not occurred Is not likely to occur



## Top 5 Risks

- Staff, pupil & Family wellbeing – keeping enough staff in school, new staff in school, supporting all vulnerable children, keeping community connected, supporting staff and pupils following sickness absence, support during outbreaks, financial constraints, anxiety, workload, impact of strikes
- Vulnerable Children/Safeguarding – safe on site, safe at home, safeguarding, lone working, increased use of technology and social media, constantly changing situations, increasing number of families receiving and requesting support, impact of strikes etc
- Property/Financial – rising costs including gas and electricity, funding of pay rises, resources, developing cultural capital as families struggle more financially, FSM food, cover staff if absent, cost of effective intervention, sickness and long term absence covers, cost of updating school, **cost of new heating system**
- Attainment & Progress – expectations reinstated, short time frame to achieve expectations, anxiety caused by pressure to achieve, priorities for time to maintain broad and balanced curriculum, low data, hard work doesn't bring about results
- Attendance – low attendance, high persistence absence (PA), term time holidays, gaps in learning varied across cohorts, lower self belief in abilities, extra support required, reluctance, anxiety in a school setting

Risk	Risk Consequences	Risk score – impact and probability	Existing internal controls and evidence	Response (transfer, tolerate, treat or terminate)	Details of actions required to improve controls	Person responsible
<ul style="list-style-type: none"> <li>• Staff, pupil &amp; family wellbeing</li> </ul>	<ul style="list-style-type: none"> <li>• Staff absences due to illness or mental health</li> <li>• Enabling all parents to do their job</li> <li>• Community become disconnected from school</li> <li>• Increase in mental health issues within whole community</li> <li>• Staff, people and community suffering due to current climate</li> <li>• Recruitment and retention of all staff to ensure school viable</li> <li>• Anxieties attending school</li> <li>• Increased mental health issues following pandemic</li> </ul>	3x3=9	<ul style="list-style-type: none"> <li>• Additional cleaning resources continue to be purchased like anti-bac wipes</li> <li>• Support for staff mental health via external organisations, details provided</li> <li>• Senior mental health lead support from SUAT</li> <li>• Attendance carefully monitored</li> <li>• Regular contact with parents to check they are ok</li> <li>• Support provided individually to support reluctant learners</li> <li>• Advice and support given to support struggling families</li> <li>• Wellbeing group within Trust and school to organise support and events</li> <li>•</li> </ul>	Treat	<ul style="list-style-type: none"> <li>• Repeat and varied communication with staff to ensure mental health is looked after</li> <li>• Development of mental health support group with Mental Health Lead identified in school</li> <li>• Signposting stakeholders to appropriate, suitable and supportive groups</li> <li>• Organise assemblies and support groups for children with anxiety</li> <li>•</li> </ul>	Principal SLT All Staff



	<ul style="list-style-type: none"> <li>• Cost of living increases worries and anxiety in staff and families</li> <li>• Strike actions cause friction between staff</li> </ul>					
<ul style="list-style-type: none"> <li>• Vulnerable children have heightened anxiety levels</li> <li>• Safeguarding – everyone remaining safe</li> </ul>	<ul style="list-style-type: none"> <li>• No one is aware of the situation that vulnerable children are in when at home</li> <li>• Children don't have access to adult outside of the home to confide in</li> <li>• Children may not be safe on site</li> <li>• Children may not be safe within the home</li> <li>• Safeguarding actions may not happen as needed</li> <li>• Communication with agencies</li> <li>• Children missing in education are taken off role so no further information can be sought</li> <li>• Strike action leaves vulnerable children unable to attend school</li> <li>• Encompass emails highlighting DV are not timely to enable children to have immediate support</li> </ul>	3x3=9	<ul style="list-style-type: none"> <li>• Vulnerable children to have contact with class teacher and ensure have trusted adult available</li> <li>• School to ensure all children have an adult who 'knows' them in school</li> <li>• Safe and well calls/checks to all vulnerable children families as needed</li> <li>• Vulnerable children list updated Staffordshire weekly</li> <li>• Weekly contact with social workers</li> <li>• Risk assessments completed as necessary and updated regularly</li> <li>• Concerns logged on my concern for DSL and DDSL to see immediately</li> <li>• Concerns reported promptly</li> <li>• TAFs set up by school as required (including collaboration with sibling schools)</li> <li>• Updated training termly</li> <li>• DSL&amp;DDSL&amp; SENDCo with Level 3 training</li> <li>• Leaders ensure vulnerable children are safe during strikes</li> <li>• Staff to ensure children don't miss out on meals during strike</li> <li>• Trained ELSA on site</li> <li>• Trained Mental Health Lead Onsite</li> </ul>	Treat	<ul style="list-style-type: none"> <li>• Regular contact gained by staff</li> <li>• Process to refer concerns to be made clear to all</li> <li>• Information shared promptly with staff on a need to know basis</li> <li>• Encouragement of community to continue to communicate with school</li> <li>• Display websites and phone numbers clearly for all to see and use if required</li> <li>• Updated training on my Concern to ensure tracking is at it's most efficient</li> <li>• Regular training for DSL &amp; DDSL from Staffordshire Safeguarding Team</li> <li>• Updates available for staff and parents</li> <li>• Change of staff roles to include Mental Health Lead Training</li> <li>• Mental Health Practitioner (EMHP) now allocated to school</li> </ul>	Staff DSL DDSL
<ul style="list-style-type: none"> <li>• Property/Finance – ensuring the Academy can</li> </ul>	<ul style="list-style-type: none"> <li>• Academy will not be financially stable</li> </ul>	3x3=9	<ul style="list-style-type: none"> <li>• Resources are strategically purchased and supported by PP spend</li> </ul>	Treat	<ul style="list-style-type: none"> <li>• Careful budgeting</li> <li>• Support of PP children within current budget</li> </ul>	SLT Office Manager

<p>remain financially viable with continuing additional costs and ensures all pupils are safe and warm</p>	<ul style="list-style-type: none"> <li>• Academy will not be able to retain current staffing levels</li> <li>• Bills will be too expensive (gas and electricity)</li> <li>• Resources will not be available</li> <li>• Attendance at clubs isn't enough to keep them financially viable</li> <li>• Additional spending to support children at home depletes finances</li> <li>• Additional costs for FSM children deplete finances</li> <li>• Staff absence – could be a large number at once</li> <li>• Extra costs to support lack of technology in homes</li> <li>• Additional costs to support wellbeing for all stakeholders</li> <li>• Additional costs to provide training for staff on new initiatives</li> <li>• Costs to develop cultural capital now as parents are unable to afford school visits</li> <li>• Lack of financial support from parents for events etc due to less disposable income at home</li> <li>• Costs to replace heating will be too high for school to afford</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure resources are used carefully and not wasted – remind all about reducing electricity and gas needs</li> <li>• Careful budgeting in all areas</li> <li>• Careful spending of reserves to replace heating</li> <li>• Support from SUAT to fund some of the heating system</li> <li>• New heating system will add efficiency</li> <li>• Principal/Vice Principal and HLTAs to support covering classes to reduce supply costs</li> <li>• Additional resources required to support families if children need to learn at home – gain comparable quotes</li> <li>• Training arranged for staff as required – chrome books, google classroom</li> <li>• Staff encouraged to identify training needs</li> <li>• Training budget increased</li> <li>• Support for staff with access to technology at home as required</li> <li>• Funds used to increase activities/events that develop experiences and cultural capital</li> <li>• Use of budget to install LED lighting across whole school</li> </ul>	<ul style="list-style-type: none"> <li>• Budget focusing on mental health as additional resources</li> <li>• Access government grants and support schemes where possible</li> <li>• Ensure staff have adequate and suitable training to deliver high quality home learning</li> <li>• Use of reserves to support staffing to ensure workload not placed on fewer staff supporting wellbeing</li> <li>• Specific and itemised tender to be written to ensure all needs are met within budget</li> </ul>	<p>LAC</p>
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	<ul style="list-style-type: none"> <li>• Heating will fail and school will be too cold for pupils to attend</li> <li>• Structural surveys will show RAAC in the school hall (previously not checked)</li> </ul>					
<ul style="list-style-type: none"> <li>• Attainment &amp; Progress</li> <li>• Expectations reinstated, short time frame to achieve expectations</li> <li>• Anxiety caused by pressure to achieve</li> <li>• Priorities for time to maintain broad and balanced curriculum</li> <li>• Returning to standards prior to covid</li> <li>• Matching National Standards as a minimum</li> </ul>	<ul style="list-style-type: none"> <li>• Standards will not be raised</li> <li>• Keeping numbers of children in school consistent at 30 per class</li> <li>• Impact on Ofsted grading</li> <li>• Impact for SUAT and future schools joining the Trust</li> <li>• Impact on DfE expectations</li> <li>• Children have low learning stamina</li> </ul>	3x3=9	<ul style="list-style-type: none"> <li>• Pupil progress meetings focus on specific children and groups following lockdowns</li> <li>• Moderation of standards with schools across SUAT</li> <li>• Data analysis to carefully study gaps in learning and where accelerated progress is needed</li> <li>• Data meetings led by subject leader and assessment lead</li> <li>• Boosters and interventions planned for all children across school as required</li> <li>• Nurture sessions/assemblies etc used to support confidence</li> <li>• Use of data to analyse gaps to accelerate progress</li> <li>• Dedicated time for subject leads to identify support needed to accelerate progress</li> <li>• Subject Lead focus on prior and next steps in learning</li> <li>• Clear end point identified for each unit</li> </ul>	Treat	<ul style="list-style-type: none"> <li>• Create booster sessions for specific groups as well as 6 to support specific groups</li> <li>• Reading interventions focused on fluency</li> <li>• Ensure children receive a broad and balanced curriculum like forest schools to engage learners; · Tracking of individual children and their progress made more rigorous, especially for groups; · Assessments used clearly to inform planning</li> <li>• Use of composite plans to ensure progression</li> <li>• Ensure children are exposed to exam techniques in all classes</li> <li>• Follow guidelines and create larger groups to ensure school can stay open</li> <li>• Use of reserves to fund additional staff (support sick absence)</li> </ul>	Subject lead Principal Class Teacher



					<ul style="list-style-type: none"> <li>• Use of metacognition initiative to support memory of pupils</li> </ul>	
<ul style="list-style-type: none"> <li>• Attendance –</li> <li>• Low attendance across school</li> <li>• High persistence absence (PA) across school</li> <li>• Term time holidays consistently requested</li> <li>• Gaps in learning varied across cohorts following absence</li> <li>• Lower self-belief in abilities</li> <li>• Extra support required</li> </ul>	<ul style="list-style-type: none"> <li>• Pupils have gaps in learning</li> <li>• Attainment levels fall</li> <li>• Children remember less and curriculum isn't fluent for them</li> <li>• Children have low self esteem</li> <li>• Children struggle to enter school</li> <li>• School refusals increase</li> <li>• Anxiety increases</li> </ul>	3x3=9	<ul style="list-style-type: none"> <li>• Attendance monitored daily</li> <li>• Absences chased from day 1</li> <li>• Parents reminded of attendance</li> <li>• Letters sent</li> <li>• EWO support</li> <li>• Attendance clinics in place</li> <li>• Outside agencies support requested e.g. SEND or counselling</li> <li>• Good relationship with families to support community and pupils</li> <li>• Trust support with clear policies</li> <li>• Action plan updated regularly</li> </ul>		<ul style="list-style-type: none"> <li>• Development of attendance procedures across the Trust</li> <li>• Increased number of attendance clinics</li> <li>• Use of alternative methods to avoid missed learning e.g. robots</li> <li>• Following advice given by National Attendance Hub</li> <li>• Weekly SLT meetings re: attendance</li> <li>• Support for anxieties over school settings</li> </ul>	