Helidon State School – NSCSWP - Risk Management Assessment

As per Section 3.3.1 of the NSCSWP Guidelines - Risk Management Requirements for School Principals

Risk	Assessed Risk (before doing anything)			Strategy to Deal with the Risk	Assessed Risk (after doing something)		
	Likelihood	Consequence	Risk		Likelihood	Consequence	Risk
Resignation of worker	Possible	Minor	Low	• Contact SU Qld Regional staff to initiate recruitment process for replacement Chaplain • Maintain relevant contact between Chaplain and school staff	Possible	Low	Low
Poor performance of worker	Unlikely	Moderate	Medium	• Contact SU Qld Regional staff to implement investigative process (and possible Performance Improvement Program process)	Unlikely	Low	Low
Prolonged absence of worker	Unlikely	Moderate	Medium	• Contact SU Qld Regional staff to assist with recruitment process for interim / replacement Chaplain • Identify local volunteers to maintain programs in Chaplain's absence	Unlikely	Low	Low
Mismatch of worker to the school	Possible	Moderate	High	• Increased involvement in recruitment process • Contact SU Qld Regional staff to implement investigative process (and possible relocation process)	Unlikely	Moderate	Medium

Complaints against worker	Possible	Moderate	High	• Principal to investigate and respond to the complaint in the first instance • Notify SU Qld • Training for worker	Unlikely	Moderate	Medium
Concerns with funding recipient relationship/ service delivery	Possible	Moderate	High	• Increased communication between funding recipient and school.	Unlikely	Low	Low
Diminished school community support	Possible	Moderate	High	• Principal and P&C consult with school community to ascertain level of support for Chaplaincy Service • Ensure school community receives regular Chaplaincy Service updates and information	Unlikely	Low	Low
Minority school community opposition to service	Unlikely	Moderate	Medium	• Ensure school community receives regular Chaplaincy Service updates and information	Unlikely	Low	Low

All risks have a likelihood and consequence from low to serious. Risk management is being aware of potential hazards and taking steps to remove or minimise them.

		Consequence				
		Low	Minor	Moderate	Major	Serious
Likelihood	Almost Certain	M	M	H	E	E
	Likely	M	M	H	E	E
	Possible	L	M	H	H	E
	Unlikely	L	L	M	H	H
	Rare	L	L	M	M	H

Explanation of risk categories

Extreme	High	Medium	Low
Risk exceeds school's risk appetite and requires URGENT attention.	Risk exceeds School's risk appetite and requires PROMPT attention.	Risk meets School's risk appetite and requires regular attention.	Risk meets School's risk appetite and requires routine attention.