

Policy

Version Number	4
Section	Governance
Topic	Risk Management
Distribution	Board
Date of Issue	12 March 2015
Updated	31/03/2017, 15/08/2019, 01/07/2020
Review Date	01/07/2022

Intent

The purpose of this document is to ensure that risk management is embedded in the practices of Silverlea Early Childhood Services Inc.

Introduction

Silverlea Early Childhood Services operates under the NDIS Act 2013 and the NDIS Practice Standards. The Board of Silverlea Early Childhood Services Inc is committed to reducing risk for both staff and clients. To achieve this end, Silverlea Early Childhood Services Inc will be proactive in assessing risk in advance and in relation to any activities undertaken by staff, clients in the care of staff, carers and contractors in program and service delivery.

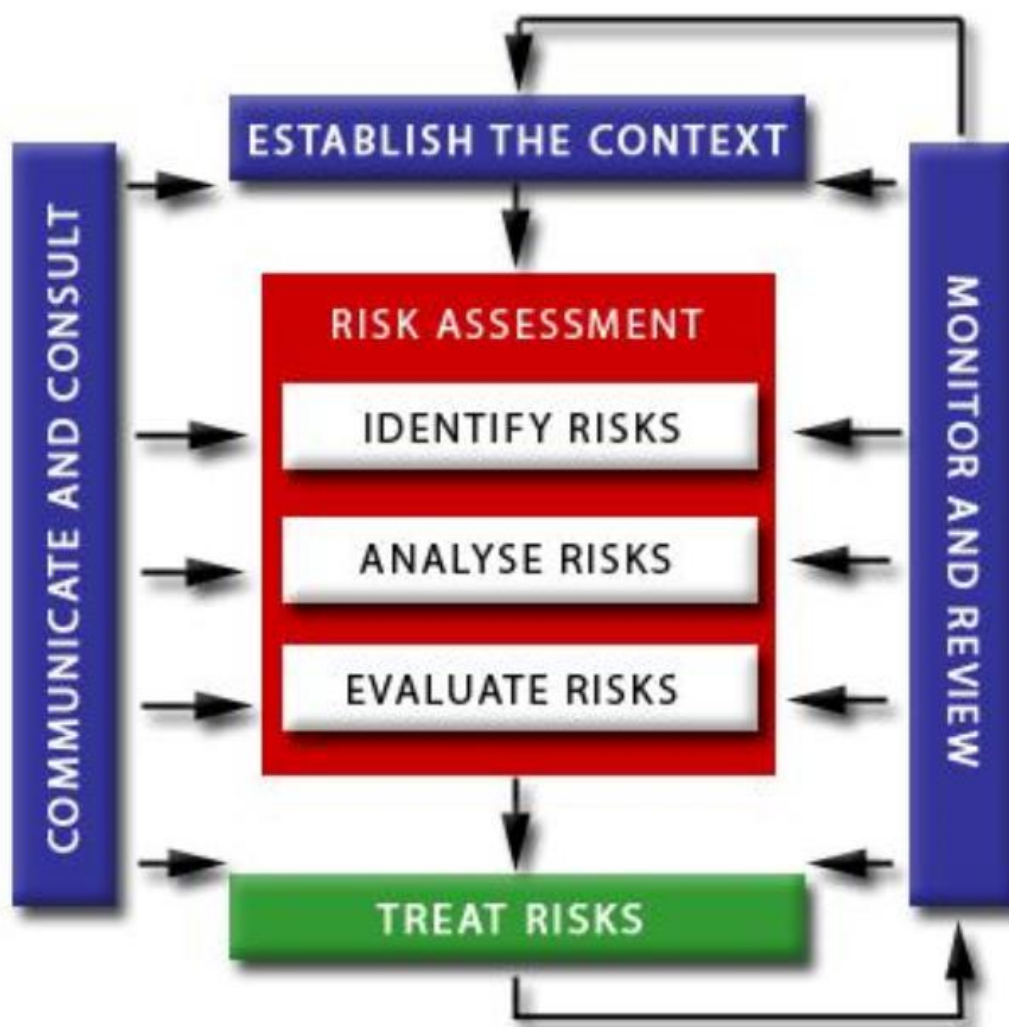
Definition

Risk Management is defined as "... a coordinated set of activities and methods that is used to direct an organisation and to control the many risks that can affect its ability to achieve objectives. ...the term *risk management* also refers to the architecture that is used to manage risk. This architecture includes risk management principles, a risk management framework, and a risk management process." AS/NZS [ISO] 31000:2009 – Risk Management Principles and Guidelines.

The Key Steps in the Risk Management Process are:

1. **Communicate AND consult** -ID key stakeholders? /Who are our customers?
2. **Establish the context** -Why does the organisation exist? /What are our key goals and strategies?
3. **Identify risks** -What can happen, where, when & how?
4. **Analyse risks** -Likelihood and consequences → Level of Risk (LoR) (*qualitative / quantitative*)
5. **Evaluate risks** -Decide on the unacceptable risks? /Compare with the pre-established criteria and prioritise risks?
6. **Treat risks** -What are you going to do?
7. **Monitor AND review** –What are risks and treatments? /What are compliance and audit?

Risk Management Process



Risk Management Process

Each step should be recorded appropriately. Decisions concerning the making and capture of records should take into account:

- The legal and business needs for records;
- The cost of creating and maintaining records; and
- The benefits of re-using information.

Rationale for Implementing the Risk Management Policy and Framework

1. Protection, on two levels

- Reduce likelihood of things going wrong and / or when things do go wrong, the consequences should be less severe; and
- Due diligence – defence required to demonstrate that all reasonable efforts have been made using the risk management process to identify, rate *Level of Risk (LOR)* and treat risks.

2. To improve organisational performance

Risk Management Policy and Framework assists with:

1. Providing a consistent approach to achieving Silverlea Early Childhood Services Inc risk management and reporting requirements;
2. Allocating scarce resources more effectively;
3. Maximising the benefits of opportunities that arise;
4. Operating efficiency, and spending less time fire-fighting enabling more time on planning & implementation; and
5. Providing an early warning system enabling preventative action to be taken.

Continuous Improvement Cycle

The Continuous Improvement cycle is imbedded in the Strategic Planning processes. Four key phases are embraced, being:

1. Planning

- Future Status / End Vision;
- Internal / External Environment;
- SWOT, ID Opportunities and Risks; and
- Strategic Planning: Outcomes and Objectives, KPI's & Tactics.

2. Implementation / Integration

- Business Plan;
- Manage Risks;
- Resource Allocation; and
- Reporting: Opportunities and Risks.

3. Monitor Performance

- Budget and Business Planning;
- Performance KPI's;
- Capability / Timeframes; and
- Internal / External Environment.

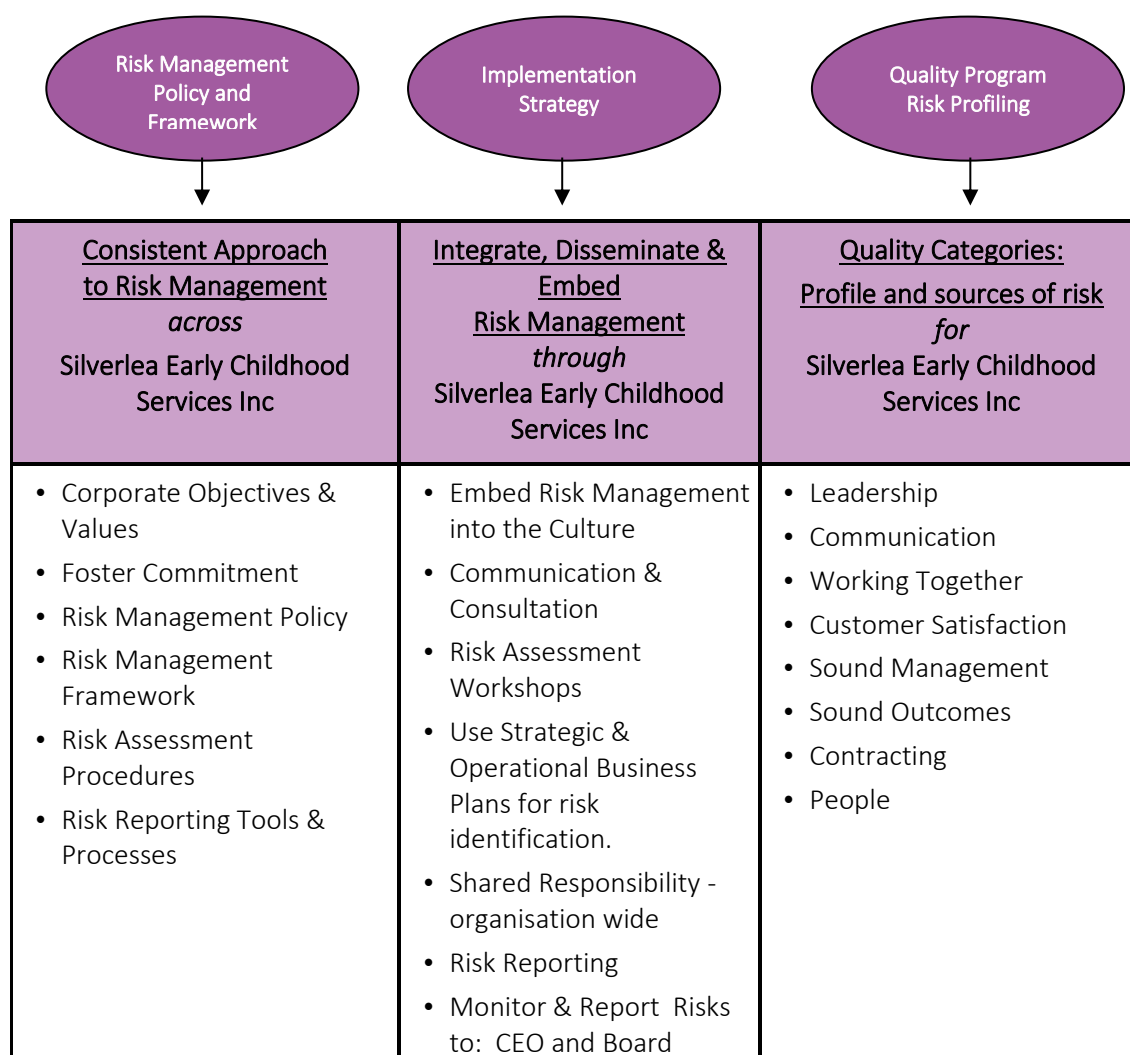
4. Review Performance and Change Management

- Strategic Learning;
- Strategic Alignment;
- Strategic Intelligence; and
- Responsiveness.

Best Practice Model

Three key areas are highlighted in considering a best practice model, these being:

- Risk Management Policy and Framework;
- Implementation Strategies; and
- Quality Program



Supporting Documents, Legislation and References

- Privacy Act 1988
- Australian Privacy Principles
- National Standards for Disability Services
- NDIS Act 2013
- NDIS Practice Standards
- NSW Work Health and Safety Act 2011
- NSW Health Work and Safety Regulations 2011

- Silverlea Early Childhood Services Code of Conduct
- Silverlea Early Childhood Services Complaints Policy and Complaints Form
- Silverlea Early Childhood Services Keeping Records Policy
- Silverlea Early Childhood Services Risk Management Procedure

Changes to this policy

Silverlea Early Childhood Services Inc has the discretion to update this policy at any time. When we do, we will revise the updated date on page one. We encourage you to check this page frequently for any changes to stay informed. You acknowledge and agree that it is your responsibility to review this policy periodically and become aware of modifications.

Amendments

This policy can be amended by the Chief Executive Officer or Board.

Authorisation

This policy is authorised and signed by the Board.

NAME

POSITION

SIGNATURE

DATE

Your acceptance of this policy

You signify you have read and understood and accept this *policy and any accompanying procedures* by providing your signature in the panel below. If you do not agree with this policy, do not sign.

Read and Understood

NAME

SIGNATURE

DATE