



## **EDUCATIONAL RISK MANAGEMENT POLICY**

### **1. RATIONALE**

The school recognizes that effective risk management is essential to maintaining a safe, supportive, and high-quality educational environment. Educational risks may affect student learning, wellbeing, safety, academic achievement, school operations, compliance, and institutional reputation. Proactive identification, assessment, monitoring, and mitigation of risks enable the school to provide continuous educational services while ensuring the welfare of students and staff.

In alignment with ADEK requirements, the school's strategic objectives, and principles of continuous improvement, the Educational Risk Management Team (ERMT) is established to oversee the systematic management of educational risks and to support informed decision-making across all areas of school operations.

The Educational Risk Management Team shall work collaboratively with school leaders, teachers, support staff, students, parents, and external stakeholders to identify potential risks, implement preventive measures, and develop appropriate response strategies.

### **2. OBJECTIVES**

The Educational Risk Management Team aims to:

1. Identify and assess educational risks that may affect students, staff, and school operations.
2. Develop preventive and mitigation strategies to reduce identified risks.
3. Promote a culture of risk awareness and accountability across the school.
4. Support student safety, wellbeing, and academic success.
5. Ensure compliance with ADEK policies, UAE regulations, and school requirements.
6. Monitor emerging risks and recommend appropriate interventions.
7. Strengthen school preparedness and continuity planning.
8. Review and improve risk management practices through regular monitoring and evaluation.

### **3. SCOPE**

This policy applies to all school stakeholders and covers risks associated with:

- Teaching and learning
- Student achievement and progress
- Student wellbeing and protection
- Health and safety
- Inclusion and special educational needs
- Attendance and behavior
- Human resources and staffing
- Facilities and infrastructure
- Information technology and cybersecurity
- Data protection and confidentiality
- School events and educational visits
- Emergency preparedness and crisis management
- Regulatory compliance

### **4. EDUCATIONAL RISK MANAGEMENT TEAM (ERMT)**

#### **Team Composition**

The Educational Risk Management Team shall consist of:

#### **Core Members**

- Principal (Chairperson)
- Vice Principal
- School Counselor / Wellbeing Coordinator
- Student Protection Lead
- Health and Safety Officer
- Inclusion Champion / SEN Coordinator
- School Nurse
- Academic Coordinator
- ICT Coordinator
- Human Resources Representative

#### **Extended Members (As Required)**

- Heads of Department
- Section Heads
- Teachers
- Facilities Manager
- Parent Representative

- External Specialists

## **5. FUNCTIONS OF THE EDUCATIONAL RISK MANAGEMENT TEAM**

The Educational Risk Management Team shall:

### **A. Risk Identification**

- Identify potential educational, operational, safety, and wellbeing risks.
- Gather information from school data, reports, observations, and stakeholder feedback.
- Monitor internal and external factors that may affect school operations.

### **B. Risk Assessment**

- Evaluate the likelihood and impact of identified risks.
- Determine risk priorities based on severity and urgency.
- Classify risks according to established risk levels.

### **C. Risk Mitigation and Control**

- Develop strategies to prevent, reduce, or manage risks.
- Recommend corrective and preventive actions.
- Establish control measures to minimize risk exposure.

### **D. Monitoring and Review**

- Continuously monitor identified risks.
- Review the effectiveness of implemented control measures.
- Update the school's risk register regularly.

### **E. Compliance and Governance**

- Ensure adherence to ADEK regulations and school policies.
- Monitor compliance with health, safety, safeguarding, and educational standards.
- Support school accreditation and inspection requirements.

### **F. Crisis Preparedness**

- Assist in emergency planning and response.
- Support business continuity and recovery planning.
- Coordinate risk responses during emergencies and critical incidents.

### **G. Reporting and Communication**

- Maintain risk records and documentation.
- Provide reports to the School Leadership Team.
- Communicate significant risks and mitigation measures to relevant stakeholders.

## **6. ROLES AND RESPONSIBILITIES**

### **Principal (Chairperson)**

The Principal shall:

- Provide strategic leadership for risk management.
- Ensure implementation of this policy.
- Allocate resources to address identified risks.
- Review and approve risk mitigation plans.
- Report significant risks to relevant authorities when required.

### **Vice Principal**

The Vice Principal shall:

- Support the implementation of risk management strategies.
- Coordinate monitoring and follow-up activities.
- Assist in reviewing risk reports and action plans.

### **Academic Coordinator**

The Academic Coordinator shall:

- Monitor academic performance risks.
- Identify risks affecting teaching and learning.
- Recommend interventions to improve student outcomes.

### **School Counselor / Wellbeing Coordinator**

The School Counselor shall:

- Monitor student wellbeing risks.
- Identify emotional, behavioral, and social concerns.
- Recommend appropriate interventions and support programs.

### **Student Protection Lead**

The Student Protection Lead shall:

- Monitor safeguarding risks.
- Ensure compliance with child protection procedures.
- Coordinate responses to student protection concerns.

### **Inclusion Champion / SEN Coordinator**

The Inclusion Champion shall:

- Identify risks affecting Students of Determination.
- Monitor inclusion practices and support plans.
- Ensure equitable access to educational opportunities.

### **Health and Safety Officer**

The Health and Safety Officer shall:

- Conduct safety inspections and risk assessments.
- Monitor health and safety compliance.
- Coordinate emergency preparedness activities.

### **ICT Coordinator**

The ICT Coordinator shall:

- Monitor cybersecurity risks.
- Ensure data protection and digital safety.
- Address risks related to technology systems and online learning.

### **Human Resources Representative**

The HR Representative shall:

- Monitor staffing and workforce-related risks.
- Support staff wellbeing and professional development.
- Ensure compliance with employment policies.

### **Teachers and Staff**

All staff members shall:

- Identify and report potential risks.
- Follow established risk management procedures.
- Implement risk control measures within their areas of responsibility.
- Participate in risk awareness training.

## **7. RISK MANAGEMENT PROCEDURES**

### **Step 1: Risk Identification**

Risks may be identified through:

- Observations
- Incident reports
- School inspections
- Surveys and feedback
- Assessment data
- Audits and compliance reviews

### **Step 2: Risk Assessment**

The ERMT shall evaluate:

- Nature of the risk
- Likelihood of occurrence
- Potential impact
- Existing control measures

### **Step 3: Risk Classification**

#### **Risk Level Description**

Low	Minimal impact and easily manageable
Medium	Moderate impact requiring monitoring
High	Significant impact requiring immediate action
Critical	Severe impact requiring urgent intervention

### **Step 4: Risk Mitigation**

The team shall:

- Develop action plans.
- Assign responsibilities.
- Establish timelines.
- Implement preventive and corrective measures.

### **Step 5: Monitoring and Review**

- Track implementation of action plans.
- Review risk status regularly.
- Update risk ratings as necessary.

- Evaluate effectiveness of mitigation strategies.

## **8. RISK REGISTER**

The Educational Risk Management Team shall maintain a Risk Register containing:

- Risk description
- Risk category
- Likelihood rating
- Impact rating
- Risk level
- Control measures
- Responsible personnel
- Review dates
- Status updates

## **9. MEETINGS**

The Educational Risk Management Team shall meet:

Meeting Type	Frequency
Regular Risk Review Meeting	Monthly
Risk Assessment Meeting	Quarterly
Emergency Risk Meeting	As Required
Annual Risk Review	Annually

Meeting minutes and action plans shall be documented and maintained.

## **10. MONITORING AND EVALUATION**

The ERMT shall monitor:

- Student achievement data
- Attendance and behavior trends
- Wellbeing indicators
- Health and safety reports
- Safeguarding incidents
- Compliance findings
- Staff performance and retention
- Technology and cybersecurity incidents

Annual evaluations shall be conducted to determine the effectiveness of risk management practices and identify areas for improvement.

## **11. CONFIDENTIALITY**

All risk-related information shall be treated as confidential and shared only with authorized personnel. Records shall be stored securely in accordance with school policies and UAE data protection requirements.

## **12. POLICY REVIEW**

This policy shall be reviewed annually or whenever there are significant changes to ADEK requirements, UAE legislation, or school operational needs.

**Approved By:** Paul Benedict N. Yacap  
School Principal