Risk Management Policy

Policy number	006	Version	V2.0
Drafted by	Kerry Dominish and Emily Mischlewski	Approved by Board	May 2026
Responsible	Chair	Scheduled review	May 2028

INTRODUCTION

Professionals and Researchers in Early Childhood Intervention (PRECI) is committed to supporting an organisational risk assessment and management approach which mitigates and manages the risks to our organisation, our operations, our staff, our volunteers, our members, and the general public which includes:

- analysis, identification and evaluation of the likelihood and impact of potential risks
- implementation of actions to mitigate against impacts or eliminate risks
- monitoring and reviewing outcomes and progress to all areas of the organisation in the areas of: Compliance, Human Resources, Financial, Operational

PURPOSE

The purpose of this document is to enable risks to be satisfactorily identified, and risk management procedures organised and maintained.

This policy applies to staff, volunteers and members of PRECI (personnel), including all personnel of third parties who interact with PRECI.

RESPONSIBILITIES

The Board has ultimate responsibility for safeguarding the organisation and its personnel and for ensuring that adequate risk management processes are in place. Risk management processes have been designed in order to prevent injury or harm to individuals, to protect the assets and interests of the organisation and to limit the impact of any unavoidable risk.

The Board will ensure that adequate resources are made available within the budget to implement all risk management processes.

The Board delegates the monitoring and reporting of risk management to the Chair.

The Chair will be responsible for the day-to-day implementation of risk management procedures and for ensuring that personnel are aware of these procedures through communications and record management.

DEFINITIONS

For the purpose of this policy, Board directors, employees, contractors, volunteers and members will be referred to as **'personnel'.**
For the purpose of this policy, **'risk'** is defined as the probability that an occasion will arise that presents a hazard or danger to our organisation, our staff, our members, volunteers or the general public. **'Risk'** includes both internal hazards (which the organisation can potentially prevent) and external hazards (which may be outside its control). It includes, but is not limited to:

- physical hazards
- legal hazards
- financial hazards
- reputational hazards
- technological hazards

It is the responsibility of the Risk Management Officer to ensure that:

- risk management analyses are routinely carried out for the whole organisation
- risk management checklists are prepared for each relevant section of the organisation
- risk management checklists are reviewed quarterly by relevant staff with the assistance of the risk management officer to ensure that no risks have been overlooked or have ceased to be relevant
- each risk management checklist is reviewed by every section to which it is applicable at least once a year to ensure that procedures are in place to avert the risk or, if that is not possible, to mitigate its impact
- copies of up-to-date risk management checklists are kept in a central risk management register.

POLICY

- PRECI has a duty to provide a safe workplace for its personnel, a safe environment for its members, and responsible governance for the organisation.
- PRECI will utilise a risk matrix tool to understand,evaluate, and report to the Board, risks that are internal and external to the organisation
- PRECI will put procedures in place that will ensure that risks are minimised and their consequences averted.
- The Board will annually review its risk management policy and procedures against reported risk outcomes to ensure that its management of risk conforms to current standards.

- The Board will make changes to its risk management policy and procedures at any time if the policy is not found to be fit for purpose or if legal changes occur.
- The Board will undertake an organisational risk assessment annually as well as prior to any planned events or activities.

POLICY STATEMENT

PRECI is committed to supporting all personnel to take a risk assessment and management approach to all areas of the organisation which includes;

- analysis, identification and evaluation of the likelihood and impact of potential risks
- identifying and implementing actions to mitigate against impacts or eliminate risks
- monitoring and reviewing outcomes and progress.

PRECI will engage with our stakeholders to identify risks to, and in, our operations and to communicate risk management strategies.These could include risks identified related to:

- Financial fraud and/or mismanagement
- Workplace health and safety
- Privacy and cyber security
- Climate-related risks
- Reputational risks
- Governance risks (incl conflicts of interest)
- Technological risks (dependence/automation failure, AI/data integrity) (relevant?)

The level of risk for PRECI and its operations will be assessed by considering the probability and impact and our purposes and objectives. Risks will be ranked in order of importance.

A Risk Management Plan has been developed and is regularly maintained. This plan identifies how risks are managed.

In particular, risk assessment will be conducted as part of major projects and business decisions, and when planning for future events and/or short-term projects e.g. prior to grant applications:

- when planning new services
- when developing processes and communications
- for regular activities
- in preparation for natural disasters and crisis’

RESPONSIBILITIES

The Board has ultimate responsibility for safeguarding the organisation and its personnel and for ensuring that adequate risk management processes are in place.

Risk management processes will be designed in order to prevent injury or harm to individuals, to protect the assets and interests of the organisation and to limit the impact of any unavoidable risk.

The Board will ensure that adequate resources are made available to implement all risk management processes.

Risk Management Procedures

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RISK MANAGEMENT PLAN

The risk management plan will cover all aspects of the organisation's activities and, document all potential risks and their risk rating according to the following:

Likelihood of happening \ **Impact**	**Very high** (try to avoid)	**High** (try to reduce or minimise any risk	**Medium** (consider actions to reduce risk)	**Low** (should be covered by regular procedures)
Very high (almost certain)	1. Critical	2: Very high	3: High	5: Medium
High (probable)	2: Very high	3: High	4: Significant	6: Low
Medium (may happen)	3: High	4: Significant	5: Medium	Negligible
Low (unlikely)	4: Significant	5: Medium	6: Low	Negligible

From this the management will identify actions to manage risk, time frames for any tasks and responsibility. This will include compliance checks to be conducted.

The Board will review the risk management policy and plan on an annual basis or when significant changes occur.

COMPLIANCE CHECKS

The Board will monitor the following:

- Currency and adequacy of insurance cover
- Probity and security of financial management
- Compliance with contractual arrangements, and funding agreements in particular
- Compliance of all organisation procedures with relevant legislation

The Risk Management Officer will monitor and confirm compliance checks, and any changes (e.g. new policies) and report any irregularities to the Board.

PROBITY CHECKS

All new personnel must hold a valid Working with Children Check,(and for Board members - registered as a Responsible Person with the Australian Charities and Not-for-profits Commission) to ensure they have not committed crimes or misdemeanors which are listed as prescribed criminal offences in the relevant State or Territory. This will be addressed through the reference check during the recruitment process.

PERSONNEL RESPONSIBILITIES

All personnel are responsible for maintaining an awareness of potential risks in their areas of responsibility, ensuring that procedures are followed and notifying the Board of any potential or actual risk.

In the event of a hazard or incident occurring all personnel will know how to respond and the communications required in an emergency including immediately and during and ongoing management. This information is provided at orientation and covered through subsequent regular training, supervision and policy reviews.

SUCCESSION PLANNING/ORGANISATIONAL SUSTAINABILITY

Critical to managing risk is to have succession planning in place. This includes planning to support the management of the organisation and planning for the Board.

The Board will have a succession planning approach in place for

- Emergency succession planning
- Intentional succession planning

CONFLICT OF INTEREST

A key part of risk management and feedback and complaints management is managing conflicts of interest. PRECI ensures that practices are in place to manage all potential or real conflicts for personnel in line with our Conflict-of-Interest Policy.

DOCUMENTATION AND ANALYSIS

To support management of risks PRECI will have an Incidents Log and a Feedback and Complaints Log. Significant incidents or complaints will be reported to the Board and any legal responses managed promptly. Trends or significant issues should be reported quarterly to meetings.

Records should be kept as per legal requirements.

YEARLY PLAN

- Risk Management Plan
- Half yearly audit of conflicts of interest
- Check current conflicts at Board meetings
- Annual review of Risk Management Policy and Procedure
- Incidents Log
- Feedback and Complaints Log
- Quarterly reports from Risk Management Officer to the Board

RELATED POLICIES

- Conflict of Interest
- Risk management
- Feedback & Complaints Handling
- Confidentiality
- Governance
- Child safety code of conduct
- Child protection policy
- Whistleblower
- Sponsorship
- Delegations
- Code of Ethics
- Volunteer Management Policy
- Privacy
- Copyright
- Workplace Health and Safety