



## ***RISK MANAGEMENT ASSESSMENT RESOURCE***

SAES standards require that a school maintain a plan for managing risk in all areas of school management. The Fiscal Responsibility Standard F.6 states “*The school has a risk management plan, that is supported by appropriate levels of insurance, and policies and procedures to safeguard against human, physical, and financial losses.*” Schools have different areas of risk to be managed and are encouraged to monitor that risk through research and oversight. When building a Risk Management Plan, this checklist although not an exhaustive list, serves as a foundation to begin planning.

*Nothing contained in this document should be construed as legal advice and a school should contact its attorney to discuss its particular fact situation.*

<b><i>Premises Safety and Security Risks - understanding and mitigating the special hazards to children.</i></b>
school access protocols
cameras, keycards, locking mechanisms
guest entry practices
inspections of indoor and outdoor areas
Crisis Response Plan
authorized pick-up persons
lighting and signage
drop-off and pick-up practices
medication, chemical, hazardous liquid storage
preventive maintenance and inspections
appropriate insurance coverage
inspections and drills
<b><i>Well-Being, Culture and Climate Risks - providing for a safe and secure environment for the physical, emotional, cognitive and spiritual growth and development of the school community.</i></b>
Safeguarding God’s Children requirements
Anti-bullying/anti-hazing policy
Family handbook
discipline policies
SEVIS certifications
residential life policies
<b><i>Financial Risk - a risk of financial loss; uncertainty of obtaining, using, maintaining economic resources; preventing, detecting or recovering fraud or fraudulent practices, donor risk.</i></b>
audits and reviews
adequate insurance coverage
debt covenants
policies for financial management
theft of school assets
proper cash management
financial sustainability
contracts with vendors and proper oversight

shared use agreement
<i>Employment Liability Risk - inability and uncertainty as to the school's ability to attract, develop and retain the talent needed to meet its objectives; the risk that people do not follow the school's procedures, practices and/ or rules; risk that the school may incur losses due to drain or loss of personnel, deterioration of morale, inadequate development of human resources, inappropriate working and safety environment, inequality or inequity in human resource management or discriminatory conduct.</i>
non-discrimination policy
hiring procedures
training and professional development
goal setting and evaluations
regulatory compliance
whistleblower claims
conflict resolution
contracts and salary equality
faculty turnover
anti-harassment prevention
<i>Operational Risk - a risk incurred by a school's performance of internal activities designed to carry out any of the functions of the school.</i>
field trip procedures
athletics policies
extended care protocols
programs for accelerated learners
protocols for learning differences
unexpected or catastrophic event business interruption
mental health issues
demand for special medical accommodations
use of technology
<i>Compliance/Legal Risk- uncertainty regarding compliance with existing and evolving laws, regulations, standards, policies, directives, contracts; breach of contract, entering into improper contracts or other legal factors.</i>
FMLA, OSHA, EPA
privacy violations
loss of license
loss of accreditation
non-compliance with new laws and regulations

**CONSIDER RISKS IN:**

- International Programs
- Governance Practices
- Competition Athletics
- Transportation and Travel
- Data Security
- Reputation

## *Documents in Adherence to Standards*

The following required documents are in place to address a school's Risk Management compliance.

<b>B. EPISCOPAL IDENTITY, SCHOOL CULTURE AND CLIMATE</b>		
5	Evidence that anyone working with students on a regular basis, within or outside the school day/year, has been certified/re-certified in <i>Safeguarding</i> .	
7	School/church shared use agreement (if applicable), together with description of how costs are allocated between church and school	
<b>C. GOVERNANCE</b>		
4	School policies <ul style="list-style-type: none"> <li>● whistleblower</li> <li>● grievance/conflict resolution</li> <li>● anti-bullying/anti-hazing</li> <li>● anti harassment that includes sexual misconduct/sexual assault</li> <li>● investment policy and minutes of recent board meetings pertaining to the endowment (if applicable)</li> </ul>	
8	Instrument used for the Board's head of school evaluation	
9	Board minutes, bylaws, or written policy demonstrating that compensation of the head of school is set by the Board, and minutes that note annual compliance with IRS Code 4958. (this does not apply to persons compensated \$85,000 or less)	
10	Head of school's contract	
<b>D. ORGANIZATION AND ADMINISTRATION</b>		
1	Published statement regarding the school's non-discrimination policy and demonstration of compliance with IRS Revenue Procedure 75-50	
2	Sample employment contract or letter of agreement for professional staff	
5	Sample enrollment contract	
8	Related documents for performance evaluation processes for administrators and staff	
9	Student/Parent handbook	
10	Employee handbook	
11	Contracts used with all summer program personnel, whether school employees, volunteers, or third-party providers, if applicable, with policies for summer program personnel regarding sexual harassment, substance abuse, attendance, and discipline of students.	
12	Extended school closure protocols	
<b>E. TEACHING AND LEARNING</b>		
3	Discipline policies/student code of conduct	
4	Evidence of parent communication regarding student progress and performance (e.g., progress reports, report cards).	
5	Technology Acceptable Use Policy for students (if applicable), school employees, and volunteers using school technology	
10	E-learning or online course web page describing the course and indicating the provider's accreditation agency	
12	Evidence of SEVIS certification by the Department of Homeland Security (if applicable- needed if the school, either day or boarding, enrolls international, non-immigrant students.)	
<b>F. FISCAL RESPONSIBILITY</b>		
1	For the most recently completed fiscal year, audited financial statement with management letter or financial review. [See <i>Fiscal Responsibility</i> Standard F3 for requirement.]	
2	Verification and summary schedule of the school's insurance coverages.	
4	Present salary scale, mean and median salaries, and average percent increase of salaries for each of the last five years	
5	Description of employee benefit plan(s)	

8	Multi-year strategic financial plan	
11	If the school has bank or mortgage debt, or has issued bonds, a list of the lender covenants and the school's evidence of compliance with covenants.	
12	Loan agreement documentation, if loans are outstanding (if applicable)	
14	Policies for funds management, collection, recording, and reporting	
<b>G. FACILITIES AND SAFETY</b>		
1	Current safety inspection licenses and certificates	
2	Evidence of satisfactory response to lead paint and asbestos hazards, if applicable	
3	Evidence of satisfactory response to radon, water quality, and other inspections, if applicable	
4	Daycare and program licenses, if applicable	
6	Insurance policies for regular school year and summer programs, including hold harmless agreements with third party providers	
7	Risk management plan, including relevant policies and practices used to mitigate risk to human, physical, and financial assets	
8	Evidence that school meets all applicable fire, safety, and health requirements for the local municipality/state/county/parish in which it is located.	
10	Plans, if any, to address major plant replacement, renovations, additions, together with Provisions for Plant Replacement Renewal and Special Maintenance (PPRRSM) account figure	
11	Crisis/emergency response plan	
12	Log of school safety drills, including but not limited to fire, lock-down and severe weather drills, for the last three years	
13	Contracts with third-party contractors who provide services outside the school day/year	
14	Safety/security/injury-medical incident log	
15	Evidence that the school has a process for conducting initial background checks and for re-checking as required by state licensing (if applicable) and diocese. Checks have been made on all employees and frequent volunteers, including third party providers and others working in programs that operate outside of the school day/year (such as before and extended day care, weekend and summer programs).	
16	Protocol for handling communicable and non-communicable diseases, including immunizations/immunizations exemptions (if applicable). Do not submit individual health or immunization records.	