



RISK MANAGEMENT

This policy establishes Perth Montessori's approach to identifying, recording and managing risks across six domains: Strategic, Operational, Child Safety, Human Resources, Industrial Relations and Work Health and Safety. It ensures that risks are systematically assessed, recorded in the Risk Register, reviewed quarterly and annually, and reported to the Board to safeguard the School community.

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Registration Standard/s	☐ 1-Curriculum	☒ 7-Critical Incidents
	☐ 2-Staff Ratios	☐ 9-Complaints
	☐ 3-Days/Hours Instruction	☒ 10-Child Abuse
	☒ 4-Staff	☐ 11-Finances
	☒ 5-Premises/Facilities	☐ 12-Behaviour Management
	☐ 6-Enrolment/Attendance	☐ 13-Age of Enrolment
		☐ 14-Delivery of Curriculum

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1. RATIONALE

Perth Montessori is committed to fostering a culture of proactive risk management to protect the wellbeing of students, staff, and families, and to safeguard the school's resources and reputation. Risk management is embedded in governance, planning, daily operations, and all decision-making processes.

2. DEFINITIONS

Term	Definition
Risk	The effect of uncertainty on objectives, characterised by potential events and consequences.
Risk Management	Coordinated activities to identify, assess, and control risk, maximising opportunities and minimising harm or loss.
Risk Owner	The person responsible and accountable for managing a specific risk.
Control	A measure that modifies or reduces risk.
Stakeholder	Any person or organisation that may be affected by, or perceives themselves to be affected by, an activity.
Risk Register	The School's central record of all risks, categorised under six domains: Strategic, Operational, Child Safety, Human Resources, Industrial Relations, and WHS. Each risk includes assigned owners, controls, and review dates.

3. SCOPE

This policy applies to all areas of school governance and operation. Risks are categorised under six domains:

1. Strategic
2. Operational
3. Child Safety
4. Human Resources
5. Industrial Relations
6. Work Health and Safety (WHS)

4. POLICY STATEMENT

1. Perth Montessori will:
 - 1.1. Integrate risk management into all planning, operations, and governance activities.
 - 1.2. Identify, analyse, evaluate, and treat risks systematically.
 - 1.3. Ensure all risks are recorded in the School's Risk Register, categorised under the six domains, with assigned owners, controls and review dates.
 - 1.4. Review the Risk Register twice a year in line with procedures.
 - 1.5. Align risk practices with the Australian/New Zealand ISO 31000:2018 Risk Management Guidelines.
 - 1.6. Encourage leadership and staff to be proactive and transparent in reporting risks.
 - 1.7. Review risk management processes annually and after a significant incident.

5. ROLES AND RESPONSIBILITIES

1. Board of Management

- 1.1. Sets the tone for risk management culture.
- 1.2. Approves the Risk Management Policy and Risk Register.
- 1.3. Determines risk appetite and approves major decisions impacting the school's risk profile.
- 1.4. Receives a risk report from the Principal.

2. Principal

- 2.1. Implements the Risk Management Policy.
- 2.2. Ensures risks are identified, categorised under the correct domain, and recorded.
- 2.3. Reports significant risks and mitigation strategies to the Board quarterly.
- 2.4. Ensures twice annual review of the Risk Register.

3. Business Manager / Leadership Team

- 3.1. Maintains the Risk Register structure and ensures version control.
- 3.2. Monitors compliance, financial and WHS risks.
- 3.3. Supports staff with training and resources.

4. Staff

- 4.1. Follow this policy and associated procedures.
- 4.2. Use appropriate documentation (e.g. risk assessments, incident reports).
- 4.3. Identify and report risks to the Principal.
- 4.4. Implement agreed controls.

5. Students and Parents

- 5.1. Encouraged to report hazards, risks or safety concerns to staff.

6. RELATED DOCUMENTS

- Risk Management Procedures (including Risk Register)
- Child Protection and Mandatory Reporting Policy & Procedure
- Critical Incident and Emergency Management Policy & Procedures
- Duty of Care Policy
- Excursions, Incursions and Camps Policy & Procedure
- Work Health and Safety Policy

7. RELATED LEGISLATION & STANDARDS

- [School Education Act 1999 \(WA\)](#)
- [School Education Regulations 2000 \(WA\)](#)
- [Children and Community Services Act 2004 \(WA\)](#)
- [Work Health and Safety Act 2020 \(WA\)](#)
- [Privacy Act 1988 \(Cth\)](#)
- [National Principles for Child Safe Organisations](#) (National Office for Child Safety)
- [Civil Liability Act 2002 \(WA\)](#)

8. REVISION HISTORY

#	Date	Owner	Change
V1	2012	Original Policy	Initial policy adopted
V2	2019	Principal	Updated, Perth Individual
V3.0	2025	Sally Alderton	Reformatted, Perth Montessori, WHS 2020 update, Child Safe alignment, aligned with six-domain Risk Register