

Bristol Schools Connection - Risk Management Memorandum and Policy

The trustees recognise that there are risks that were inevitably attached to the activities of BSC and the purpose of this memorandum is to set out in outline the current policies that are in place to minimise and mitigate any risk that is currently identified

Governance Risk: The trust is registered as a Charitable Incorporated Organisation (CIO) with Charitable Status and is governed in accordance with its founding document and charitable purpose. There are foundation trustees and any future trustees are to be appointed after appropriate checks are made (including DBS checks) and after references have been taken up and considered.

Funds Expended in accordance with Charitable objects: BSC works closely in accordance with the objects as set out and all work undertaken and therefore funded through BSC development workers is monitored at Trustees meetings which take place at least three times per year. Regular updates are received. We do not make grants and only fund our development workers in relation to work that meets the objects as defined.

Sufficient funding availability: As a new organisation, we are very aware of the need to monitor our income and live within our 'means'. Development workers are deployed as consultants and funded accordingly and in line with available funds. Other than insurance costs all other expenditure is only approved against available funds

Trust Assets: The Trust does not hold any assets other than cash in the bank. The Bank account requires two signatories for any payments and no card payments are permitted.

Financial Controls: These are overseen by the Treasurer, who is not a trustee, who prepares accounts for independent examination.

Complaint: We have identified the following areas where complaint could be made against the organisation as a service provider:

- **Safeguarding:** Our trustees and development workers are DBS checked and development workers are vetted by trustees. There is a written safeguarding policy which is reviewed annually.
- **Services offered to Churches and schools falling below expected standard:** The organisation works with such organisations as are known to them and good relationships are cultivated. Feedback is encouraged and regular updates are received from our development workers

A full complaints policy is being developed

Personnel risk: We are aware that our development workers are vulnerable to risk of complaint from those they engage with. They operate under the authority and guidance of the Trustees and there is full insurance in place. No personal liability attaches to the Trustees in regard to the day to day operation of the BSC

May 2017.