

**Sign off by:** Catherine McLeod  
**Date:** September 2020

**Review Date:** September 2022

## Risk Policy

### Purpose

This policy is a formal acknowledgement that the Trustee Board is committed to maintaining a strong risk management framework. The aim is to ensure that DP makes every effort to manage risk appropriately by maximising potential opportunities whilst minimising the adverse affects of risks.

It will be used to support the internal control systems of the DP, enabling us to respond to operational, strategic and financial risks regardless of whether they are internally or externally driven.

### Objectives

- To confirm and communicate our commitment to risk management.
- To establish a consistent framework and protocol for determining appetite for and tolerance of risk and for managing risk.
- To assign accountability to management and staff for risks within their control and provide a structured process for risk to be considered, reported and acted upon throughout the organisation.

### Policy Statement

The trustees and executive management of DP believe that sound risk management is integral to both good management and good governance practice.

Risk management considerations will form an integral part of our decision-making and be incorporated within strategic and operational planning.

Risk assessment will be conducted on all new activities and projects to ensure they are in line with DP's strategic plan and objectives.

Risks and opportunities will be identified, analysed and reported at an appropriate level and escalated as necessary.

A risk register covering key strategic risks will be maintained and updated *at least twice* a year and more frequently where risks are known to be volatile.

All staff will be provided with adequate training on risk management and their role and responsibilities in implementing this.



DP will regularly review and monitor the effectiveness of its risk management framework and update it as considered appropriate.

Reports will be made to the trustee board and CEO every six months of continuing and emerging high concern risks and those where priority action is needed to effect better control.

Individual error and incident reports will be required from individual staff where a reportable event is identified.

#### Role of the Trustee Board

- To ensure that risk management is embedded throughout the charity
- To set the level of risk appetite and risk tolerance for the organisation as a whole and in specific circumstances
- To communicate the charity's approach to risk and set standards of conduct expected of staff
- To ensure risk management is included in the development of business plans, budgets and when considering strategic decisions
- To approve major decisions affecting our risk profile or exposure
- To satisfy itself that less fundamental risks are being actively managed and controlled
- To regularly review the charity's approach to risk management and approve any changes to this

#### Role of the CEO and Senior Management

- To ensure that risk management policy is implemented throughout the organisation
- To anticipate and consider emerging risks and to keep under review the assessed level of likelihood and impact of existing key risks
- Provide regular and timely information to the trustees on the status of risks and their mitigation
- To implement adequate corrective action in responding to significant risks; to learn from previous mistakes and to ensure that crisis management plans are sufficiently robust to cope with high level risk

#### Interaction with Internal Control Systems

Risk management forms part of DP's internal controls and should be read in conjunction with our other policies and financial control procedures.

In addition, the charity expects to meet minimum standards required by legislation and best practice in operational areas covering the following:

- IT and Data Protection
- GDPR and Data Security
- HR
- Health and safety
- Safeguarding
- Governance
- Financial accounting and reporting

Ensuring that appropriate policies and working practices are adopted in each of these key areas and that staff are adequately experienced and trained will mitigate the risk of falling short of these standards. Where necessary, external advice will be sought to supplement internal expertise.

**Created by:** Allan Gibson, Risk Trustee

**Date:** Sept 2015

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Revised by: Allan Gibson	Sept 2016
Allan Gibson	Sept 2018
Catherine McLeod	Sept 2020

