

GLOBTER INTERNATIONAL COLLEGE

RISK MANAGEMENT POLICY AND PLAN

Institutional Policy Document

Document Title	Risk Management Policy and Plan
Institution	Globter International College
Document Owner	Principal / Quality Assurance and Compliance Office
Applies To	All academic, administrative, support and partnership activities
Approval Authority	College Management Board
Review Cycle	Annual review or earlier where significant risks arise

This document sets out the framework for identifying, assessing, controlling, monitoring, and reporting risks that may affect the College's operations, academic provision, reputation, legal compliance, financial stability, student welfare, and strategic objectives.

1. Purpose

The purpose of this Policy and Plan is to ensure that Globter International College manages risk in a structured, transparent, and consistent manner. The document supports sound governance and decision-making by establishing the principles, responsibilities, and procedures for risk management across the institution.

2. Scope

This document applies to all College operations, including academic programmes, student support services, admissions, assessment, human resources, information technology, finance, library services, health and safety, data protection, internationalisation activities, partnerships, and externally delivered services. It applies to staff, students, contractors, consultants, volunteers, and partners acting on behalf of the College.

3. Policy Statement

Globter International College is committed to proactive risk management as an integral part of strategic planning, operational control, and quality assurance. The College will identify risks in a timely manner, assess their likelihood and impact, implement appropriate controls, assign responsibility for treatment actions, and review the effectiveness of those actions on a regular basis.

4. Objectives of the Risk Management Framework

- Protect students, staff, visitors, and other stakeholders from avoidable harm.
- Safeguard academic standards, the integrity of programmes, and the reliability of institutional processes.
- Support compliance with legal, regulatory, contractual, and accreditation requirements.
- Protect the College's financial sustainability, assets, data, systems, and reputation.
- Promote informed decision-making through the regular use of risk information and performance data.
- Strengthen resilience, business continuity, and readiness for emerging threats and opportunities.

5. Principles

- Risk management shall be embedded in strategic and operational planning.
- Responsibility for risk management shall be shared across all levels of the institution.
- Risks shall be assessed using clear criteria and recorded in an institutional risk register.
- Controls shall be proportionate to the level and nature of the risk.
- Significant risks shall be escalated promptly to senior management and the governing body where required.
- The College shall maintain a culture of openness, reporting, and continual improvement.

6. Governance and Responsibilities

Role	Key Responsibilities
Governing Body / Board	Approves the policy, receives high-level risk reports, and provides oversight of institutional risk exposure.
Principal	Provides leadership for the framework, ensures adequate controls and resources, and escalates major risks.
Senior Management Team	Reviews strategic and operational risks, monitors mitigation plans, and ensures departmental implementation.
Quality Assurance and Compliance Office	Coordinates the risk register, supports risk reviews, monitors compliance, and reports findings.
Department Heads / Managers	Identify and manage risks within their areas,

	maintain local controls, and report emerging risks.
All Staff	Follow procedures, report incidents and concerns, and contribute to a safe and compliant working environment.

7. Risk Categories

The College’s risk universe may include, but is not limited to, the following categories:

- Strategic and governance risks
- Academic quality and standards risks
- Student recruitment, progression, retention, and welfare risks
- Financial and procurement risks
- Human resources and staffing risks
- Health, safety, safeguarding, and security risks
- Information technology, cybersecurity, and data protection risks
- Legal, regulatory, and compliance risks
- Partnership, reputation, and stakeholder relationship risks
- Business continuity and emergency preparedness risks

8. Risk Management Process

8.1 Identification

Risks shall be identified through strategic planning, management review meetings, audits, student and staff feedback, incident reports, complaints, external intelligence, performance data, partnership reviews, and changes in the legal or operating environment.

8.2 Assessment

Each risk shall be assessed using an agreed methodology that considers likelihood, impact, existing controls, residual risk, and the urgency of further action. The College may use a numerical scoring matrix to support consistency.

8.3 Treatment

Where a risk is not within acceptable tolerance, an action plan shall be developed. Responses may include avoiding the risk, reducing it, transferring it where appropriate, or accepting it with defined controls and monitoring.

8.4 Recording

Significant risks and their treatment actions shall be documented in the institutional risk register, including the risk owner, target completion dates, control measures, assurance sources, and review status.

8.5 Monitoring and Review

Risks shall be reviewed routinely at management level and formally during scheduled reporting cycles. High risks shall be monitored more frequently, especially where student safety, regulatory compliance, or institutional continuity may be affected.

9. Risk Register and Reporting Arrangements

The College shall maintain an institutional risk register supported by departmental or functional risk logs where appropriate. The risk register shall capture current and emerging risks, control effectiveness, residual risk levels, and required actions. Reports shall be submitted to the Principal and College Management Board at agreed intervals, and urgent issues shall be escalated immediately when necessary.

10. Risk Tolerance and Escalation

Risk tolerance shall be determined by the College in relation to legal compliance, student protection, financial sustainability, academic quality, data security, and reputation. Risks assessed as high or critical, or those likely to affect the continuity of major services, shall be escalated without delay to senior management. Matters involving serious safeguarding, legal, financial, or data security concerns shall follow the relevant specialist procedures in addition to this policy.

11. Implementation Plan

Priority Action	Lead Responsibility	Timeframe	Monitoring Indicator
Establish and maintain the institutional risk register	Quality Assurance and Compliance Office	Immediate and ongoing	Up-to-date register reviewed at management meetings
Provide staff briefing and training on risk reporting and control responsibilities	HR and Line Managers	Within each academic year	Attendance records and training completion reports
Integrate risk review into strategic, operational, and programme monitoring cycles	Principal and Department Heads	Ongoing	Minutes and action logs demonstrate risk review
Test business continuity, emergency, and data incident arrangements	IT, Administration, and Senior Management	At least annually	Simulation records and improvement actions completed
Report high-level risk status to College Management Board	Principal	Quarterly or as required	Board reports and follow-up decisions recorded

12. Incident Reporting and Response

Any member of staff who becomes aware of a significant risk event, control failure, near miss, or emerging threat shall report it promptly through the appropriate management channel. The College shall ensure that incidents are logged, investigated where required, and used to inform corrective and preventive action. Where necessary, cross-reference shall be made to the safeguarding, complaints, disciplinary, health and safety, data protection, IT, or business continuity procedures.

13. Business Continuity and Crisis Preparedness

The College shall maintain arrangements to ensure continuity of critical services during disruption. These arrangements may include alternative delivery methods, backup systems, communication plans, emergency responsibilities, protection of records, and recovery priorities. Risks with the potential to interrupt teaching, admissions, assessment, student support, payroll, or access to facilities shall receive particular attention.

14. Training, Awareness, and Communication

The College shall promote awareness of this policy through induction, staff briefings, leadership meetings, policy publication, and periodic reminders. Managers are responsible for ensuring that staff understand the risks relevant to their roles and know how to report concerns. Students and relevant

external stakeholders shall be informed of procedures where their conduct, participation, or safety may be affected.

15. Monitoring, Review, and Continual Improvement

The effectiveness of the Risk Management Policy and Plan shall be monitored through management review, audits, compliance checks, incident trend analysis, action plan follow-up, and periodic evaluation of control effectiveness. The document shall be reviewed annually or earlier where changes in legislation, institutional structure, or risk exposure make revision necessary.

Appendix A: Indicative Risk Rating Matrix

	1 Very Low	2 Low	3 Moderate	4 High	5 Very High
1 Rare	1	2	3	4	5
2 Unlikely	2	4	6	8	10
3 Possible	3	6	9	12	15
4 Likely	4	8	12	16	20
5 Almost Certain	5	10	15	20	25

Suggested interpretation: scores 1–4 = low risk, 5–9 = medium risk, 10–15 = high risk, and 16–25 = critical risk. The College may refine thresholds and descriptors to suit its approved methodology.