



Risk Management Policy

1. Purpose of this Policy

The Special Lioness is committed to providing safe, inclusive, and high-quality support to families raising disabled and life-limited children. Effective risk management helps us protect the children and families we serve, our staff and volunteers, our reputation, and the long-term sustainability of the charity.

This policy sets out how we identify, assess, manage, and monitor risks across all areas of our work.

2. Scope

This policy applies to:

- Trustees
- Staff
- Volunteers
- Contractors
- Anyone acting on behalf of The Special Lioness

It covers all activities, including events, sessions, fundraising, financial management, safeguarding, and operational delivery.

3. Our Commitment to Risk Management

The Special Lioness will:

- Identify and assess risks proactively
- Put proportionate controls in place to reduce or eliminate risks
- Ensure safeguarding is central to all decision-making
- Review risks regularly at trustee meetings
- Maintain a risk register that is updated throughout the year
- Foster a culture where concerns can be raised openly and without fear

4. Types of Risk

We recognise that risks may arise in several key areas:

4.1 Safeguarding Risks

- Harm to children or adults at risk
- Inadequate supervision
- Unsafe environments or equipment
- Failure to follow safeguarding procedures

4.2 Operational Risks

- Inadequate staffing or volunteer capacity
- Accessibility barriers
- Equipment failure
- Disruption to events or sessions

4.3 Financial Risks



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- Fraud or financial mismanagement
- Insufficient reserves
- Loss of key funding
- Inaccurate financial reporting

4.4 Reputational Risks

- Negative publicity
- Breach of trust with families or partners
- Poor communication or service delivery

4.5 Governance Risks

- Non-compliance with charity law
- Ineffective oversight
- Conflicts of interest

4.6 Health & Safety Risks

- Accidents or injuries
- Unsafe venues or equipment
- Inadequate emergency procedures

4.7 Data Protection Risks

- Breach of personal data
- Insecure storage of sensitive information
- Non-compliance with GDPR

5. Risk Management Process

5.1 Identification

Risks may be identified by:

- Trustees
- Staff or volunteers
- Families accessing services
- External partners
- Incident reports or near misses

5.2 Assessment

Each risk is assessed based on:

- Likelihood (how likely it is to occur)
- Impact (the severity of consequences)

Risks are categorised as low, medium, or high.

5.3 Control Measures

Appropriate actions are taken to reduce risk, such as:

- Policies and procedures
- Staff and volunteer training
- Safeguarding checks
- Risk assessments for all events and activities
- Financial controls
- Insurance coverage



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- Clear communication with families

5.4 Monitoring

- Risks are reviewed at every trustee meeting.
- High-level risks are monitored more frequently.
- The risk register is updated whenever new risks emerge or controls change.

5.5 Reporting

Serious risks — particularly safeguarding, financial, or governance concerns — must be reported immediately to the Chair of Trustees and, where required, to external bodies such as:

- Charity Commission
- Local Authority Safeguarding Teams
- Police
- Insurers

6. Risk Register

The charity maintains a live risk register that includes:

- Description of each risk
- Likelihood and impact rating
- Controls in place
- Further actions required
- Responsible person
- Review date

The register is reviewed quarterly and updated as needed.

7. Roles and Responsibilities

7.1 Trustees

- Hold ultimate responsibility for risk management
- Review the risk register regularly
- Ensure appropriate policies and controls are in place
- Respond to serious incidents

7.2 Staff and Volunteers

- Follow all policies and procedures
- Report risks, incidents, or concerns immediately
- Participate in training
- Support safe delivery of activities

7.3 Safeguarding Lead

- Oversees safeguarding-related risks
- Ensures compliance with safeguarding legislation
- Coordinates responses to safeguarding concerns

8. Training

All staff and volunteers will receive training appropriate to their role, including:



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- Safeguarding
- Health and safety
- Data protection
- Incident reporting
- Risk awareness

9. Review of Policy

This policy will be reviewed annually by the Board of Trustees or sooner if:

- There are significant changes in operations
- New risks emerge
- Legislation or best practice changes