

KING'S LYNN CHRISTIAN FELLOWSHIP

ALSO KNOWN AS THE KING'S CENTRE

INTERNAL RISK MANAGEMENT POLICY

Policy Objective

Risk in this policy describes the uncertainty surrounding events and their outcomes that may have a significant impact on any area of KLCF operations.

The policy objective is in line with Charity Commission guidance and to provide a framework to:

- Define risk governance
- Identify principal risks
- Assess priority risks
- Develop mitigating strategies and actions
- Monitor and review risk activities
- Communicate and report risks

Risk Governance - Role Responsibility

Trustees identify and review the strategic, operational and financial risks to which KLCF is exposed and to assess the likelihood of such risks and the possible level of impact they would have.

Trustees aim to ensure that risks are being managed, and adequate systems are in place to monitor, manage and, where appropriate, mitigate exposure to the major risks.

Trustees promote the risk management processes throughout the organisation and encourage transparency in reporting and speedy resolution to avoid risk escalation.

The Centre Manager is required to provide evidence of risk assessments and accident logs.

The Safeguarding lead is required to report on any issues and actions taken regarding safeguarding issues.

All employees and volunteers must comply with risk management policy and foster an environment where risks can be identified and reduced to a minimum.

The treasurer is required to report to trustees any serious finance incidents.

Areas of risk

Trustees are aware of the following areas of risk to which KLCF is exposed and how some of these risks can be alleviated.

- Financial Risks
- Operational Risks
- Legal Responsibilities
- Reputational Risks

All risks are addressed in the following policies & procedures

- Finance & Investment Policy
- Funding for mission and ministry policy
- External Fundraising Policy
- Borrowing, Hiring & Lending Policy
- Hire Policy
- Keys & Locks Policy & Code Lock Agreement
- Code of Conduct
- Volunteer Agreements
- Data Privacy Policy
- IT Use Acceptable Policy
- IT Policy
- Minibus Policy
- Major Incident Procedure

All these policies and procedures can be viewed on the church website

Risk Assessments are carried out for the following events

- Large Church Meetings
- Small Church Meetings
- Crèche
- Children's Ministry
- Youth Ministry inside a building
- Youth Ministry outside a building
- Social Gatherings
- Older people's gatherings
- Retro Gaming Room
- Messy Church
- Community Impact Events

In addition to the above risk assessments a general building risk assessment is also carried out on a regular basis.

Legal Responsibilities

The trustees have legal responsibility for KLCF and seek to adhere to relevant laws and regulations in the UK.

The trustees are responsible for submitting an annual report to the Charity Commission. This document and the list of the current trustees is displayed on the UK Charity Commission website and can be viewed by searching for charity number 1021073 or via this link <https://register-of-charities.charitycommission.gov.uk/charity-search/-/charity-details/1021073>

The church and church activities are covered by the Insurance Policy and Public Liability Insurance. KLCF Trustees will take legal advice should the need arise.

The Trustees are committed to ongoing risk assessment.

Where appropriate the charity requires individuals to sign documents confirming that they are aware of risks they are likely to encounter in the role in which they have agreed to serve.

KLCF is governed by the charity's trust deed. All the charity's governance practices are in line with the trust deed.

Many of the risks identified in this policy work in conjunction with other policies that are in place. All our policies are reviewed regularly.