

Risk Management Policy

The Trustees have assessed the risks and their policy is to minimise them as follows:

Area	Risk Likelihood	Risk Impact L – M – H	Control Procedure to limit risk	Responsibility
Competition Bad publicity and/or inaccurate portrayals of Cued Speech could lead to those who could benefit rejecting its use.	Low	Medium to High	All printed/web-based materials carefully checked to ensure accuracy. Inaccurate information over-weighed by large quantity of accurate and positive information generated and encouraged by CSAUK	Executive Director
Operational Safeguarding - Practice and procedures.	Very low	Medium to High	Comprehensive Child Protection Policy and staff training in child protection. DBS checks undertaken for all staff who come in contact with children. Risk assessments undertaken for venues, including availability of first aiders.	Executive Director
Human resources Long-term illness of one key staff member. Resignation of key staff member	Low Medium	Medium Medium	Train existing staff members to take over. Brief one or more members of the Management Committee (Directors). The key to successfully recruiting a successor to key staff members is having the financial resources to offer on-going employment at an attractive salary.	Trustees or Executive Director Trustees or Executive Director
Environmental / Technical Physical loss of premises (e.g. through fire). Loss of computer data	Very Low	Medium	We have comprehensive contents insurance which includes compensation for the additional costs of such a loss. Most of our work is computer-based and all work is backed up daily. Copies of back-ups are kept off the premises.	Executive Director
Finance Failure to secure funds sufficient for budgeted expenditure. Poor investments Theft /fraud	Medium Very low Very low	High High High	Prioritise fundraising. Trustees to monitor income, expenditure and funds (currently in the bank and promised) through monthly reports and more detailed quarterly reports and re-assess budgets as appropriate. Investments to be held in financial institutions which are covered by the Financial Services Compensation Scheme (FSCS). Checks are to be made to ensure that the CSAUK is eligible for FSCS. Staff known personally and clear, comprehensive financial checks are in place.	Trustees and Executive Director

The overall responsibility for all the above lies with the Trustees.

For training and more information about the use of Cued Speech contact:

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CSAUK is a national charity run by users of Cued Speech (both professionals and parents).