WEST KENT BADGER GROUP

Internal Risk Management Policy and Procedures

Date Adopted: 27th May 2026

Next Review Date: 27th May 2027

Policy Review: This policy will be reviewed by the trustees every 2 years or sooner if legal guidance changes.

1. Purpose

This policy explains how the West Kent Badger Group manages risks that could affect its ability to carry out its charitable purposes.

As a small, volunteer-only charity, the trustees take a practical and proportionate approach to risk management in line with Charity Commission guidance.

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2. What We Mean by Risk

A **risk** is anything that could:

- Stop the West Kent Badger Group from achieving its aims
- Cause financial loss
- Harm beneficiaries, volunteers, or the public
- Damage the West Kent Badger Group's reputation or legal compliance

Not all risks can or should be removed, but significant risks should be identified and managed.

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3. Who Is Responsible

Trustees

The **trustees are collectively responsible** for:

- Identifying the main risks facing the West Kent Badger Group
- Agreeing how those risks are managed
- Reviewing risks at least once a year
- Acting promptly if a serious risk or incident arises

Volunteers

All volunteers are expected to:

- Work within agreed policies and procedures
- Raise concerns or potential risks with a trustee as soon as possible

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4. How Risks Are Managed (Simple Process)

The West Kent Badger Group manages risk using the following steps:

1. **Identify** – Trustees consider what could realistically go wrong
2. **Assess** – Decide whether the risk is low, medium, or high
3. **Manage** – Put simple controls in place where needed
4. **Review** – Check risks regularly and update if things change

Risk management is discussed:

- At trustee meetings when relevant
- As part of annual planning and financial review

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5. Main Risk Areas Considered

Trustees consider risks under these headings where relevant:

- **Governance** – trustee capacity, decision-making, conflicts of interest
- **Finance** – funding levels, reserves, fraud, banking controls
- **Operations** – reliance on key volunteers, ability to deliver activities
- **Safeguarding** – safety and wellbeing of beneficiaries and volunteers
- **Reputation** – public communications, complaints, conduct
- **Legal and Compliance** – Charity Commission reporting, insurance
- **Data Protection** – handling of personal information

Not all categories will apply at all times.

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6. Risk Register (Proportionate Approach)

Given the charity's size, risks are recorded in a simple risk register which may be:

- A short table or spreadsheet
- Included within trustee meeting notes

The register records:

- The main risk

- Whether it is low, medium, or high
- What is already in place to manage it
- Any agreed actions

The register is reviewed:

- At least annually
- When there is a significant change or incident

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7. Managing Risk Day-to-Day

Risks are managed through simple, practical controls such as:

- At least two trustees involved in financial decisions
- Clear records of trustee decisions
- Appropriate insurance cover
- Safeguarding guidance suitable to the West Kent Badger Group's activities
- Use of secure systems for storing personal data
- Not relying on a single volunteer where avoidable

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8. Serious Incidents

If something goes seriously wrong (or could have gone wrong), trustees will:

- Act quickly to protect people and the West Kent Badger Group
- Record what happened and what actions were taken
- Report the incident to the Charity Commission where required, in line with their guidance