

## Risk Management Policy for ChristAd Foundation

1. Purpose: The purpose of this policy is to identify, assess, and manage potential risks to the ChristAd Foundation that could arise due to its activities overseas.
2. Scope: This policy applies to all activities of the ChristAd Foundation that take place overseas, including but not limited to tutoring, scholarships, maintenance allowances, grants, financial aid, and travel in furtherance of mathematical education or to prepare for entry to any occupation, trade or profession in mathematics.
3. Identification of Risks: The trustees have identified the following risks that the charity can find itself exposed to due to the relative medium to high risk regions where it operates:
  - Safeguarding
  - Theft
  - Corruption
  - Fraud
4. Assessment of Risks: The trustees have evaluated the likelihood and potential impact of identified risks and have determined that the risks are medium to high.
5. Mitigation of Risks: The following provisions have been made to mitigate the risks listed above:
  - Strict procedures for recruiting executive members and volunteers, including character references and organisational checks.
  - Ensuring all activities are done solely during school hours with no outside school hour contact of volunteers and students. The only exception being virtual tutoring sessions for which students' guardians will stipulate the appropriate hour for such sessions.
  - Ensuring that all math club activities are preceded by the mathematics teacher in each respective school.
  - Providing volunteers with means of identification that is checked by the respective school during each visit.
  - Ensuring that all virtual lessons take place on a platform monitored by CHRISTAD and that no exchange of contact information occurs.
  - Carefully selecting partners who support the delivery of CHRISTAD Foundation's charitable objectives to reduce potential risk from third party involvement.
  - Sourcing school supplies and teaching aids directly from vendors and presenting them to students, volunteers, and teachers alike.

- Carrying out all financial transactions through a verified bank to properly trace all money moved in and out.
  - Keeping evidence of all financial transactions and conducting regular audits to ensure the proper use of funds.
  - Randomised visits by trustee members to inspect math club activities and get students' feedback.
  - Staying in continual contact with scholarship recipients and their university administration to ensure they are still in education and using resources appropriately.
6. **Monitoring and Review:** The trustees will regularly monitor and review risks, to ensure that the risk management policy remains effective, and to identify new risks as they arise.
  7. **Communication and Education:** The ChristAd Foundation will communicate this policy to all employees and volunteers, and provide training and education to ensure that everyone understands their role in identifying and managing risks.