



Dublin Cultural Institute
34a Bachelors Walk,
Dublin 1, D01 A437, Ireland

Risk Management Plan

Dublin Cultural Institute

Period Covered: 2026–2027

Approved by: Board of Directors

Date Approved: 19/12/2025

Next Review: 19/12/2026

1. Purpose

This Risk Management Plan sets out the key risks facing the school, their potential impact on students and operations, and the measures in place to manage and mitigate those risks in support of the school's strategic objectives.

2. Risk Management Approach

Risks are identified and assessed using the following criteria:

- Likelihood: Low / Medium / High
- Impact: Low / Medium / High

Risks with a high impact on student welfare, regulatory compliance, or financial viability are prioritised.

3. Key Risks & Mitigation Measures

1. Immigration / Regulatory Change

Item	Description
Risk	Changes to immigration or ILEP requirements affecting enrolments
Likelihood	Medium
Impact	High
Mitigation	Regular monitoring via sector bodies; compliance audits; scenario planning
Owner	School Director
Review	Quarterly

Item Description

2. Market Concentration

Item Description

Risk Over-reliance on limited source markets or agents

Likelihood Medium

Impact High

Mitigation Market diversification strategy; agent performance reviews

Owner Sales & Marketing Manager

Review Quarterly

3. Accommodation Availability

Item Description

Risk Insufficient accommodation impacting enrolments

Likelihood Medium

Impact High

Mitigation Host family recruitment; partnerships with residences; clear communication

Owner Accommodation Manager

Review Monthly

4. Student Welfare & Safeguarding



Item	Description	Dublin Cultural Institute
Risk	Failure to adequately protect students	34a Bachelors Walk, Dublin 1, D01 A437, Ireland
Likelihood	Low	
Impact	High	
Mitigation	Safeguarding policy; staff training; designated officers	
Owner	Student Services Manager	
Review	Annually / post-incident	

5. Academic Quality

Item	Description
Risk	Decline in teaching quality or student outcomes
Likelihood	Low
Impact	Medium
Mitigation	CPD programme; observations; student feedback
Owner	Director of Studies
Review	Termly

6. Staffing & Capacity

Item	Description
Risk	Inability to recruit or retain qualified staff
Likelihood	Medium
Impact	Medium
Mitigation	Early recruitment; competitive rates; CPD
Owner	Director of Studies

Item Description

Review Termly

7. Financial Sustainability

Item Description

Risk Cash flow pressure or refund exposure

Likelihood Medium

Impact High

Mitigation Cash reserve policy; monthly forecasts; board oversight

Owner Finance Manager

Review Monthly

8. IT & Data Protection

Item Description

Risk Data breach or system failure

Likelihood Low

Impact High

Mitigation GDPR controls; backups; access management

Owner IT Lead

Review Annually

9. Reputational Risk



Item	Description	Dublin Cultural Institute 34a Bachelors Walk, Dublin 1, D01 A437, Ireland
Risk	Negative publicity impacting recruitment	
Likelihood	Medium	
Impact	High	
Mitigation	Complaint handling; social media monitoring	
Owner	School Director	
Review	Ongoing	

4. Escalation Process

- Immediate escalation to the School Director for high-impact incidents
- Board notification where student safety, compliance, or viability is affected
- Incident review and update to Risk Register

5. Monitoring & Review

- Senior Management Team reviews risks quarterly
- Board reviews key risks annually
- Plan updated following material change or incident

6. Approval

This Risk Management Plan has been reviewed and approved by the Board.

Signed: Jonathan Duignan
Director

Date: 19/12/2025