



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

Risk Management Policy

Dublin Cultural Institute

Version: 3.1

Approved by: Board of Directors

Last Review Date: 19/12/2025

Next Review Date: 19/12/2026

1. Purpose

The purpose of this policy is to ensure that risks which could affect students, staff, regulatory compliance, reputation, or financial sustainability are identified, assessed, and managed in a structured and timely manner.

2. Scope

This policy applies to all areas of the school including:

- academic provision
- student welfare
- immigration compliance
- financial management
- human resources
- accommodation
- information technology
- reputation and safeguarding

3. Definition of Risk

A risk is any event or circumstance that may prevent the school from achieving its strategic, operational, academic, or financial objectives.

4. Roles & Responsibilities

Board of Directors



- Maintain overall responsibility for oversight of risk.
- Review key risks at least annually.
- Ensure adequate resources and controls are in place.

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School Director / CEO

- Implement risk management processes.
- Maintain the risk register.
- Escalate significant issues to the Board.

Managers

- Identify emerging risks in their departments.
 - Implement mitigation actions.
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5. Risk Categories

- Regulatory & immigration
 - Student protection & welfare
 - Academic quality
 - Financial sustainability
 - Market dependence
 - Staffing
 - Accommodation supply
 - IT & data protection
 - Health & safety
 - Reputation
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6. Risk Assessment

Risks are evaluated based on:

- Likelihood (Low / Medium / High)
- Impact (Low / Medium / High)

7. Risk Register

The school maintains a live Risk Register which records:

- description of risk
- potential impact
- mitigating controls
- responsible owner
- review date

The register is reviewed by senior management quarterly and by the Board annually (minimum).

8. Mitigation & Controls

Controls include:

- policies and procedures
 - staff training
 - insurance
 - financial reserves
 - diversification of markets
 - safeguarding measures
 - IT security systems
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9. Reporting & Escalation

Serious or emerging risks must be reported to the School Director immediately. Where necessary, the Board will be informed and extraordinary meetings convened.

10. Monitoring & Review

This policy will be reviewed annually or sooner if:

- regulations change



- significant incidents occur
- strategy changes

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Signed: Jonathan Duignan
Chair / Director

