

**Al Ittihad National Private School**  
**Shakhbout**



# **Building and Facilities Policy**

## **AY 2025-2026**

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## I. Introduction

Al Ittihad National Private School - Shakhbout (INPS-Shakhbout) is committed to maintaining a safe, sustainable, accessible, well-maintained, and conducive environment for learning, growth, and development. This School Building and Facility Policy outlines the guidelines and procedures for ensuring that all school buildings and facilities are well-maintained, functional, and supportive of the school educational objectives. This policy serves as a comprehensive framework for ensuring that all classrooms, laboratories, sports areas, outdoor spaces, and administrative buildings meet the highest standards of safety, accessibility, environmental sustainability, and functionality. It also defines the roles and responsibilities of school staff, external contractors, students, and visitors in upholding these standards. By implementing this policy, the school aims to create an inclusive, secure, and resource-efficient environment that fosters student well-being and academic excellence.

### 1.1 Purpose

The primary purpose of this policy is to establish clear guidelines and expectations for the design, maintenance, security, and utilization of school facilities to support a high-quality educational experience. This policy aims to:

- Ensure that all school buildings and facilities meet planning, design, and construction criteria in accordance with ADEK's Private School Design Manual and Abu Dhabi Capital Development Code (DMT, 2022).
- Maintain compliance with occupational health, safety, and environmental regulations to safeguard the well-being of students, staff, and visitors.
- Implement a preventive maintenance plan to ensure infrastructure remains in optimal condition and to minimize potential hazards and facility deterioration.
- Establish a risk management framework that prioritizes student and staff safety by identifying, assessing, and mitigating potential hazards within the school environment.
- Regulate the use of school facilities by external parties, ensuring that any external usage adheres to ADEK's policies and does not interfere with the school's educational objectives.

- Provide a framework for accessibility and inclusion, ensuring that the school is accommodating to students of all abilities through infrastructure enhancements that comply with universal design principles.
- Set clear expectations for policy review and compliance monitoring, ensuring that all regulations are regularly updated in accordance with the latest ADEK guidelines and governmental policies.

## 1.2 Scope

This policy applies to all school buildings, infrastructure, and facilities used by students, staff, contractors, maintenance teams, and external visitors interacting with school facilities. Any party utilizing school facilities must comply with this policy to maintain a safe, effective, and high-quality educational environment. Accordingly, this policy oversees the management, usage, and maintenance of the following areas:

- Classrooms, offices, laboratories, and specialized learning spaces, ensuring they meet capacity, safety, and accessibility requirements.
- Recreational areas, sports fields, playgrounds, and outdoor spaces, ensuring that they provide a safe and stimulating environment for students.
- Health clinics, restrooms, sanitation, and hygiene facilities, ensuring that they meet health and safety regulations.
- Electrical, plumbing, HVAC, and ICT infrastructure, ensuring they are well-maintained and functioning efficiently.
- Security measures, including CCTV surveillance, fire safety systems, and controlled access, ensuring a secure environment for all school community members.
- School transportation areas, including parking, drop-off zones, and designated pedestrian pathways, ensuring safety and efficiency in traffic flow.
- Facility maintenance, inspections, and compliance monitoring, ensuring adherence to ADEK's safety and infrastructure guidelines.
- External use of school buildings by third parties, ensuring that usage complies with ADEK's policies and does not compromise the safety or learning environment of the school.

### 1.3 Objectives

The objectives of this policy are to:

- Provide a structured and well-maintained physical environment that enhances the learning experience and promotes academic success.
- Ensure that all school infrastructure is designed and maintained in compliance with ADEK, UAE government, and international safety standards.
- Maintain safe and secure school facilities that prevent hazards and ensure student and staff well-being.
- Foster sustainability initiatives that minimize energy consumption and align with Estidama Pearl 1 standards for environmentally responsible school facilities.
- Establish a clear framework for maintenance and facility management to ensure longevity, functionality, and proper usage of the school's infrastructure.
- Ensure that school expansion, renovation, and facility upgrades adhere to legal, educational, and accessibility requirements, fostering an inclusive and supportive environment for all learners.
- Promote accountability and responsibility among school staff and administration for the ongoing maintenance and proper use of school buildings and facilities.

### 1.4 Alignment with UAE and ADEK Guidelines

Al Ittihad National Private School – Shakhbout ensures that all buildings, infrastructure, and facilities strictly adhere to UAE national regulations and ADEK policies. The policy aligns with the following national standards:

- **UAE Vision 2030:** The school contributes to the UAE's broader vision of sustainable and high-quality education facilities that enhance student well-being and academic achievement.
- **ADEK Health and Safety Standards:** The school adheres to all ADEK policies ensuring safe, inclusive, and accessible facilities.

- Abu Dhabi Municipality Regulations (Abu Dhabi Capital Development Codem December 2022): The school ensures that all land use, expansion, and building operations comply with municipal codes and urban planning laws.
- Fire and Safety Regulations: The school follows Abu Dhabi Civil Defence Authority (CDA) guidelines to ensure fire prevention, emergency evacuation preparedness, and risk mitigation measures are in place.
- Estidama and Sustainability Goals: The school implements Estidama Pearl 1 sustainability criteria, reducing energy consumption and promoting environmentally friendly infrastructure development.
- ADEK Accessibility and Inclusion Policy: The school ensures inclusive learning environments, making facilities accessible for students with disabilities and additional learning needs.
- ADEK Licensing and Private School Design Manuals.
- Abu Dhabi Monitoring and Control Center CCTV Policy.
- Federal Decree Law No. (18) of 2020 Concerning Private Education.
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law.
- The Supreme Council for National Security Monitoring and Control Center (MCC). (2022).
- Manual of Surveillance Devices (1st ed. V1.0.2022).

## II. Compliance with Designated Educational Land Use at INPS-Shakhbout

INPS-Shakhbout is committed to full compliance with all requirements regarding land use, building operations, and expansions as outlined by ADEK and relevant authorities, ensuring a safe and effective educational environment. The school prioritizes compliance with designated educational land use to create a safe, sustainable, and legally authorized learning environment for students, staff, and the broader school community. By fully aligning with government mandates on land use, building operations, and expansion projects, INPS-Shakhbout mitigates legal risks, supports long-term sustainability, and upholds its commitment to high-quality education.



## **2.1 Designated Educational Land Use**

INPS-Shakhbout operates exclusively on land that has been officially designated for educational purposes by the Abu Dhabi Department of Municipalities and Transport (DMT). This ensures that the school does not occupy buildings or spaces originally intended for residential, commercial, or industrial use, thereby maintaining full compliance with UAE regulatory frameworks. By operating solely within legally sanctioned educational zones, the school guarantees the safety and well-being of students and staff while ensuring long-term operational stability. The adherence to designated land use also facilitates regulatory approvals for infrastructure development and prevents potential legal challenges that could arise from operating in unauthorized locations.

## **2.2 Closure of Non-Compliant Schools**

Federal Law No. (18) of 2020 on Private Education mandates strict adherence to licensing and land use regulations for all private schools operating in the UAE. Schools that fail to comply with these requirements, including operating on non-designated land or in improperly licensed facilities, risk severe penalties, including closure. INPS-Shakhbout is fully committed to upholding these regulations by ensuring that its land use, building infrastructure, and operational framework align with ADEK's expectations and licensing criteria. The school regularly reviews its compliance status and works closely with regulatory bodies to address any emerging legal or infrastructural concerns. This proactive approach minimizes operational risks and reinforces the school's commitment to maintaining a stable and legally compliant educational environment.

## **2.3 Temporary Lease of Former Government School Buildings:**

INPS- Shakhbout follows the protocol for the temporary leasing of former government school buildings. Should such a need arise, the school strictly follow ADEK's official leasing procedures ensuring compliance with ADEK's process, whether through direct allocation or a tender process, and ensure that all construction and maintenance meet required standards. Furthermore, the school remains transparent in its leasing agreements and maintains detailed documentation to demonstrate compliance with all applicable regulations.

INPS- Shakhbout understands that if a tender process is initiated, we, as a school, must exhibit:

- Our educational experience in managing and operating schools.
- Financial capability to develop and operate a school on the leased site.
- Compliance with ADEK policies related to construction and operation.
- The ability to construct and operate a new permanent building within the lease duration.

The lease duration is determined on a case-by-case basis by ADEK. INPS is prepared to apply for an extension if necessary and will commission a structural assessment from an ADEK-approved consultancy to ensure ongoing compliance and maintenance.

#### **2.4 Expansion of Building and Facilities:**

INPS-Shakhbout is committed to continuous improvement and growth, ensuring that all expansion and renovation projects adhere to ADEK's guidelines and approval processes. Any structural modifications, additions, or facility upgrades must receive prior authorization from ADEK and other relevant authorities before implementation. Our application will include:

- Current building plans and facilities that reflect compliance with safety and accessibility regulations.
- Proposed expansion designs, ensuring compliance with relevant policies.
- Analysis of the impact on student capacity.
- Justification for the expansion.
- Financial viability of the proposed expansion and associated construction needs.
- Measures to ensure continuity and quality of education during any expansion activities.
- Accessibility compliance reports to support students with additional learning needs.

### III. Design and Construction Standards

INPS- Shakhbout is entirely committed to compliance with all applicable standards and laws, ensuring that our facilities promote a healthy, safe, and inclusive educational environment. We are always evaluating and improving our procedures to meet the changing demands of our community while complying to regulatory obligations.

#### **3.1 Compliance with Standards at INPS-Shakhbout:**

INPS- Shakhbout is fully committed to maintaining the highest standards of safety, accessibility, and functionality in all its buildings and facilities. The school ensures that its physical infrastructure meets the regulatory requirements established by local and national authorities. By adhering to all required standards and regulations, the school ensures the school buildings and facilities provide a secure and conducive learning environment where students, teachers, and staff can thrive.

#### **3.2 Compliance with Design and Maintenance Standards:**

- Abu Dhabi Capital Development Code (DMT, 2022): Our facilities are designed and constructed in accordance with this code to meet safety and quality standards.
- ADEK Private School Design Manual: We ensure our buildings align with the specifications outlined in this manual.
- Estidama's Pearl 1 Requirements: We implement sustainability practices that minimize energy consumption and adhere to the Estidama's Pearl 1 criteria.
- Other Relevant Government Standards: Compliance with regulations set by the Abu Dhabi Department of Health (DoH) and Abu Dhabi Civil Defence Authority (CDA) is maintained.

### **3.3 Provisional License Letter (PLL) Application:**

INPS demonstrates compliance with all required standards during the application for a Provisional License Letter (PLL) in line with ADEK's Licensing Policy. We ensure that the scale of our buildings and facilities is adequate to support our proposed capacity and curriculum.

### **3.4 Accessibility Requirements:**

Existing buildings that cannot meet universal design accessibility requirements may seek exemption from ADEK, provided they submit a justified request. However, any renovations or expansions must comply with general accessibility requirements.

### **3.5 Gender-Segregated Facilities:**

INPS ensures that our buildings and facilities are gender-segregated where applicable, in accordance with ADEK's Licensing and Coeducation Policies. This includes ensuring that toilets, changing rooms, and prayer rooms are appropriately gender segregated.

## **IV. Compliance with Compulsory Facilities at INPS- Shakhbout**

INPS ensures that all required facilities are in place and fully operational in accordance with ADEK criteria fostering a safe, inclusive, and engaging learning environment. Our commitment to creating a well-rounded educational environment and maintaining high-quality infrastructure supports students' academic, physical, and creative development, enhancing their overall

learning experience. INPS-Shakhbout is committed to providing all mandatory facilities as needed, enabling a holistic learning environment. Our school's premises comprise the following:

#### **4.1 Essential Facilities:**

- **Classrooms:** Fully equipped classrooms designed for effective teaching and learning.
- **ICT labs:** 3 fully equipped ICT labs
- **Sports facilities:** Students benefit from extensive sports facilities including 3 gymnasiums and 1 basketball court.
- **Libraries:** the school has two resourceful libraries, one in the elementary school in the first floor and another for higher grades in the second floor.
- **Toilets and Changing Rooms:** Adequate and accessible toilet facilities and changing rooms for students.
- **Prayer Rooms:** Designated prayer rooms with appropriate ablution facilities to support students' religious practices.

#### **4.2 Health Clinic:**

INPS-Shakhbout operates a health clinic that complies with the ADEK Health and Safety Policy and the Department of Health (DoH) requirements, ensuring the well-being of all students.

#### **4.3 Outdoor Spaces:**

We provide safe and engaging outdoor spaces for recreation and physical education, adhering to the specifications outlined in the ADEK guidelines.

#### **4.4 Drop-off and Parking Areas:**

INPS has designated areas for student drop-off and ample parking spaces for school buses and staff vehicles, ensuring safe and efficient traffic management.

#### **4.5 Support for Additional Learning Needs:**

We have dedicated rooms and resources specifically designed to accommodate students with additional learning needs, fostering an inclusive environment as per ADEK standards.

#### **4.6 Specialized Classrooms:**

INPS features specialized classrooms such as art studios, music rooms, and laboratories, all designed in accordance with the school's curriculum requirements to enhance student learning experiences.

## **V. Design Specifications of Facilities**

INPS is committed to fulfilling all standards for classrooms and facilities to provide a learning environment that is secure, welcoming, and supportive of learning. In order to comply with legal requirements and industry's best practices, we constantly assess and upgrade our facilities. In order to guarantee a secure and comfortable learning environment, INPS complies with all established standards pertaining to classrooms and infrastructure. The specifics of our compliance are as follows:

## **5.1 Classrooms:**

INPS- Shakhbout maintains class sizes with a maximum of 25 students in KG and 30 students in Cycles 1, 2, and 3, ensuring an optimal learning environment. Any adjustments beyond these limits require prior written approval from ADEK. All classrooms adhere to or exceed the minimum area requirements set by the ADEK Private School Design Manual for each educational cycle. Each classroom is furnished with essential learning resources, including desks, chairs, green/white/smart boards, a teacher's table with a chair, and storage cupboards for academic materials. Additionally, KG classrooms are strategically located on the ground floor to provide easy access for young learners, ensuring safety and convenience.

## **5.2 Sanitary Facilities and Changing Rooms:**

All sanitary facilities, including toilets, sinks, and drinking fountains, are designed in compliance with the latest Abu Dhabi Capital Development Code, ensuring safety and hygiene standards are met. Privacy is a priority, with toilets and changing rooms specifically designed to provide a secure and comfortable environment, featuring separate facilities for staff and students. Student washrooms in Cycles 1, 2, and 3 fully align with the ADEK Private School Design Manual, ensuring sufficient and accessible amenities for all students, including those with additional learning needs. Additionally, KG classrooms are equipped with age-appropriate facilities to support the safety, comfort, and developmental needs of young learners.

## **5.3 Science Laboratories:**

The school science laboratories fully comply with the ADEK Private School Design Manual, ensuring a high-quality learning environment for students. Equipped with essential safety features,

the labs include a separate lockable chemical storage room, proper ventilation, and emergency shut-off controls to maintain a secure setting. Additionally, all safety measures outlined in the ADEK guidelines are strictly followed, reinforcing a safe and well-regulated space for scientific exploration and experimentation.

#### **5.4. Outdoor Spaces:**

The school outdoor spaces meet the minimum specifications outlined in the ADEK Private School Design Manual, with written approval obtained for any alternative arrangements. Designed with safety in mind, these areas minimize injury risks, facilitate supervision, and include proper drainage to prevent hazards. Sufficient shaded areas are provided, and fresh drinking water is readily accessible near play areas to ensure student comfort and hydration. Additionally, all equipment with sharp edges is padded to prevent injuries, and surface temperatures are closely monitored to maintain a safe environment for outdoor activities.

#### **5.5 Parking and Entrances:**

INPS- Shakhbout provides clearly marked parking areas for school buses and staff vehicles, ensuring compliance with the ADEK Transportation Policy. All entrances and drop-off areas are designed in accordance with the requirements set by the Integrated Transport Center (ITC) and ADEK, prioritizing student safety during boarding and disembarking.

#### **5.6 Accessibility and Inclusion:**

INPS fully complies with the accessibility requirements outlined in the Abu Dhabi Capital Development Code and ADEK Inclusion Policy, ensuring an inclusive environment for all students. The school provides essential adjustments, including lifts and ramps, to facilitate



seamless access for students with additional learning needs, promoting equal opportunities for participation in all school activities.

## VI. Compliance with UAE National Symbols and Safety Requirements at INPS

INPS-Shakhbout is dedicated to protecting the UAE's national symbols and making sure our educational environment is safe and secure. In order to foster respect for our national identity and the welfare of our community, we constantly assess our adherence to these standards. INPS complies completely with the regulations pertaining to the safety procedures and the display of UAE national symbols. The specifics of our compliance are as follows:

### 6.1 UAE National Symbols:

**6.1.1 Display of Official Photographs:** All official photographs of UAE leaders are prominently displayed in accordance with the guidelines outlined in the "Positions of Their Highness Pictures and Placements and Uses of Flags Manual." The placement is respectful and follows all specified requirements.

#### 6.1.2. Hoisting of the UAE Flag:

The UAE flag is prominently hoisted inside the school building, specifically where the morning assembly is held, and outside the school building every day of the week.

#### 6.1.3. Flag Protocol:

- The flag is flown freely and is positioned close to the top of the flagpole.
- It is regularly inspected to ensure it is not faded or damaged.
- The flag does not touch or lie on the ground.
- In the event of an official mourning announcement, the flag is lowered to half-mast.
- All additional requirements from the "Positions of Their Highness Pictures and Placements and Uses of Flags Manual" are strictly followed.

## **6.2 Fire Safety:**

- INPS is equipped with fully functioning fire prevention and protection systems as required by the Civil Defense Authority (CDA).
- We have appointed specialized companies approved by CDA to maintain our firefighting and alarm systems.
- All necessary certifications, including the Hassantuk and Preventive Safety Certificate, are valid and regularly updated.

## **6.3 Residential Accommodation:**

- INPS does not provide residential accommodation for staff on campus unless prior approval has been obtained from ADEK, ensuring compliance with regulations.

## **6.4 Security Guard's Room:**

- The security guard's room is strategically located inside the school campus, near the main gate, and is equipped with necessary utilities. The room does not contain any sleeping facilities, adhering to guidelines.

## **6.5 CCTV Cameras:**

- INPS has installed CCTV cameras throughout the school premises in compliance with the requirements outlined in the "Manual of Surveillance Devices (MCC, 2022)" and the ADEK Digital Policy, ensuring the safety and security of our school community.

# **VII. Use of School Facilities by External Parties:**

INPS is committed to providing a safe and secure environment for its children while also permitting responsible usage of school facilities by third parties. We strictly adhere to all ADEK requirements to ensure compliance and the safety of our school community. INPS guarantees that all regulations for external parties' usage of non-classroom facilities are met. Here are the details of our adherence to these regulations:

**7.1 Approval from ADEK:**

- INPS obtains prior approval from ADEK before allowing any external parties to use school facilities such as the auditorium, playground, outdoor spaces, swimming pool, and changing rooms.
- Applications for approval include comprehensive details about the external parties, specific facilities to be used, corresponding risk assessments, and measures implemented to ensure the safety of the school community.

**7.2 Student Health and Safety and Safeguarding:**

- All external usage of facilities occurs outside of school hours and at times when those facilities are not being utilized by students for extracurricular activities or events.
- We implement measures to prepare facilities for student use after external parties have accessed them. This includes thorough cleaning and removal of any hazardous or prohibited materials.
- External parties are made aware of relevant ADEK policies concerning student safeguarding and protection, aligning with the ADEK Safeguarding Policy and the ADEK Student Protection Policy.

**7.3 Usage Fees:**

INPS is authorized to charge external parties for the use of school facilities. We ensure that all usage fees are disclosed to ADEK as part of our financial reporting, in accordance with the ADEK Reporting Policy.

**VIII. Maintenance, Inspections, and Documentation**

INPS is committed to maintaining high levels of safety and quality in its facilities. We ensure that all ADEK and relevant authorities' standards are met, creating a safe and friendly atmosphere for our students and staff. INPS strictly follows the criteria for maintaining and inspecting its buildings and facilities. Here are the details about our compliance:

### **8.1 Maintenance Plan:**

- INPS has developed and implemented a comprehensive plan for the periodic maintenance and repair of its buildings and facilities. This plan ensures that all areas remain safe, clean, and in satisfactory condition, contributing to a positive school climate.

### **8.2 Building and Facilities Inspections:**

- The school undergoes regular inspections conducted by ADEK, as well as by external bodies appointed by ADEK and other relevant government entities. INPS facilitates these inspections in accordance with the ADEK Compliance Policy, ensuring transparency and adherence to safety standards.

### **8.3 Required Documentation:**

- INPS maintains thorough documentation confirming:
- That our buildings and facilities align with policy requirements and are safe and fit for purpose throughout the license period.
- Compliance with all applicable legislation throughout the license period.
- Completion of periodic maintenance inspections.
- Conducting necessary safety assessments as required by ADEK and other government entities, including fire safety assessments.

### **8.4 Display of Licenses and Certificates:**

Copies of all valid licenses and certificates issued by ADEK or other government entities concerning the school's buildings and facilities are prominently displayed on a bulletin board near the main entrance of the school, ensuring accessibility for all stakeholders.

## **IX. Insurance**

INPS prioritizes the safety and security of its physical environment. By ensuring adequate insurance coverage, the school mitigates risks associated with damage and liabilities, thereby maintaining a safe and supportive atmosphere for students, staff, and the community. INPS is fully compliant with the insurance requirements set forth for school buildings and facilities. Here are the details of our adherence

### 9.1 Insurance Coverage:

INPS has secured comprehensive insurance for all its buildings and facilities through licensed insurance companies in Abu Dhabi. This insurance includes coverage for:

**Damages:** Protection against damage to the school buildings, facilities, and equipment.

**Liabilities:** Coverage for any liabilities incurred by the school related to damages, ensuring financial protection for the institution.

### 9.2 User Liabilities:

The insurance policy also encompasses any building-related liabilities incurred by users of the school's facilities, including protection against injuries or casualties that may arise due to structural damage.

## X. Compliance:

- This policy shall be effective as of the start of the Academic Year 2024/25 (Fall term).
- Schools are expected to be fully compliant with this policy by the start of the
- Academic Year 2025/26 (Fall term).
- Failure to comply with this policy shall be subject to legal accountability and the penalties stipulated in accordance with the ADEK's regulations, policies, and requirements, notwithstanding any other penalties imposed by Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law or any other relevant law.
- ADEK reserves the right to intervene if the school is found to be in violation of its obligations.

## XI. Disclaimer

### Disclaimer

This policy was developed by Al Ittihad National Private School. It is intended for use exclusively by school staff and students. Any external use, whether in whole or in part, requires management approval. Any exceptions to this policy must also be approved in advance by the school management.

Date created: September 2024

Date reviewed: January 2025

Date reviewed: August 2025