

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



# **School Extracurricular Activities and Events Policy**

## **AY 2025-2026**

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## I. Introduction

The Extracurricular Activities and Events Policy of Al Ittihad National Private School – Shakhbout (INPS-Shakhbout) articulates the school's commitment to the provision of a structured, purposeful, and well-regulated extracurricular programme that complements the formal curriculum and contributes to the holistic development of students. This policy provides a clear framework to ensure that all extracurricular activities and events are educationally meaningful, inclusive, and implemented in accordance with national regulations and regulatory authority expectations.

At INPS-Shakhbout, extracurricular activities and events are recognised as an integral component of the educational experience, supporting students' social, emotional, physical, and leadership development while promoting positive behaviour, wellbeing, and responsible citizenship. The policy defines roles, responsibilities, and procedures related to planning, supervision, risk management, and evaluation, thereby ensuring consistency, accountability, and quality assurance in the delivery of extracurricular provision across the school.

### 1.1 Purpose

The purpose of the INPS-Shakhbout Extracurricular Activities and Events Policy is to provide a structured framework for extracurricular provision that supports students' holistic development in alignment with ADEK Wellbeing and Student Development domains. The policy ensures that extracurricular activities and events promote students' physical health, emotional wellbeing, social development, positive behaviour, and a sense of belonging through purposeful scientific, cultural, artistic, and athletic enrichment opportunities.

This policy aims to enhance student agency, teamwork, leadership, and resilience, while ensuring that all activities are inclusive, safely managed, and developmentally appropriate. It aligns with the school's educational values and ensures compliance with ADEK guidelines and UAE regulatory requirements, supporting consistent, high-quality extracurricular experiences for all students.

### 1.2 Definitions

<b>ADEK Wellbeing Policies</b>	The group of ADEK policies that relate of student and/ or staff includes many policies as <i>Extracurricular Activities and Events Policy</i> , <i>Health and Safety Policy</i> , <i>Inclusion Policy</i> , <i>Safeguarding Policy</i> and <i>Student Behavior Policy</i> .
<b>Activities</b>	<p>Refer to organized events, programs, or extracurricular opportunities offered by a school that go beyond the regular academic curriculum. These activities are designed to enhance students' social, physical, emotional, and intellectual development, providing opportunities for personal growth, teamwork, and community involvement. School activities can include:</p> <ul style="list-style-type: none"> <li>• <b>Sports and Athletics:</b> Team sports, physical fitness programs, and athletic competitions.</li> <li>• <b>Clubs and Organizations:</b> Academic clubs (e.g., debate, science), arts groups (e.g., drama, music), and special interest clubs (e.g., chess, robotics).</li> <li>• <b>Cultural and Social Events:</b> Cultural fairs, talent shows, and holiday celebrations.</li> <li>• <b>Field Trips:</b> Educational visits to museums, historical sites, or science centers.</li> <li>• <b>Community Service:</b> Volunteering projects or charitable activities that promote social responsibility and civic engagement.</li> </ul> <p><b>Leadership Opportunities:</b> Student council, peer mentoring, or participation in school governance.</p>
<b>Events</b>	<p>are planned gatherings, programs, or occasions organized by the school to celebrate, educate, or engage the school community, including students, staff, parents, and sometimes the wider community. These events typically occur outside of regular classroom activities and serve various purposes such as promoting school spirit, recognizing achievements, or fostering community involvement. School Events can include:</p> <ul style="list-style-type: none"> <li>• <b>Graduation Ceremonies:</b> Celebrating the completion of an academic year or the achievement of a significant educational milestone.</li> <li>• <b>Parent-Teacher Conferences:</b> Meetings where parents and teachers discuss students' academic progress and development.</li> <li>• <b>Sports Day:</b> An event where students participate in athletic competitions and physical activities.</li> </ul>

	<ul style="list-style-type: none"> <li>• <b>School Fairs:</b> Social events that may include games, food, and performances, often aimed at raising funds for the school.</li> <li>• <b>Cultural or Talent Shows:</b> Opportunities for students to showcase their artistic talents, including music, dance, theater, or visual arts.</li> <li>• <b>Academic Competitions:</b> Events like spelling bees, science fairs, or math competitions designed to encourage academic excellence.</li> </ul> <p><b>School Assemblies:</b> Gatherings of the student body to convey important information, celebrate achievements, or discuss important themes like respect, diversity, or safety.</p>
<b>Trips</b>	are organized excursions that take students out of the regular classroom environment to explore educational, cultural, or recreational destinations. These trips are designed to complement the curriculum and provide students with hands-on learning experiences, often in a real-world setting.
<b>ECA Committee</b>	Refers to a group within a school or educational institution responsible for planning, organizing, and overseeing extra-curricular activities, events, and programs. These activities typically include sports, clubs, arts, and cultural programs, which enhance the holistic development of students beyond academics.
<b>ECA Coordinator</b>	A Staff member who coordinates the provision of an extracurricular activity for the school.
<b>ECA Supervisor</b>	A Staff member who supervises the provision of Extracurricular activities for the school.
<b>Exchange Program</b>	An arrangement through which students can attend a part of the academic year in a school in another country, including international outbound exchange program or inbound exchange program.
<b>Oversees Trip</b>	ECAs that involve travel outside the UAE.
<b>Virtual Activity</b>	Any ECA which involve the participation of students, ECA Coordinators, or guests through online means, such as a video conference.

### 1.3 Scope

The INPS-Shakhbout Extracurricular Activities (ECA) and Events Policy applies to all activities and events offered beyond the formal curriculum, whether conducted on or off campus and during or outside regular school hours. The policy covers academic, scientific, cultural, artistic, athletic, leadership, social, and wellbeing-related activities that support students' holistic development in line with ADEK Wellbeing and Student Development domains and ADEK's vision for well-rounded, globally competitive learners.

This policy applies to all students, including students of determination, and to all staff, activity leaders, external providers, and volunteers involved in extracurricular provision. All activities and events must comply with ADEK guidelines, UAE regulatory requirements, and relevant school policies, with clear expectations for inclusion, safeguarding, health and safety, supervision, and quality assurance.

### 1.4 Alignment with UAE and ADEK Guidelines

The school's Extracurricular Activities Policy is fully aligned with UAE national regulations and ADEK guidelines, ensuring that all activities support students' academic, social, emotional, and physical development. The policy promotes student safety, wellbeing, inclusion, and equal access to opportunities, in line with ADEK expectations. It reflects national priorities related to positive behavior, citizenship, and holistic education. Clear procedures for supervision, risk assessment, and parental engagement ensure compliance with UAE requirements. The policy supports structured, purposeful activities that enhance student engagement and personal growth.

## II. Vision, Mission and Goals

### 2.1 INPS-Shakhbout Extracurricular Activities and Events Vision

At INPS -SHAKHBOUT, we envision extracurricular activities and events as an integral part of our students' holistic education, offering diverse opportunities for personal, social, intellectual, and physical growth. Through a wide range of engaging, inclusive, and enriching programs, we aim to nurture well-rounded individuals who are prepared to thrive in a rapidly changing world.

### 2.2 INPS- Shakhbout Extracurricular Activities and Events Vision

The mission of extracurricular activities and events at INPS- SHAKHBOUT is to create a dynamic and supportive environment where students can explore their interests, develop new skills, and engage meaningfully with their community. We aim to provide a wide range of enriching opportunities that foster academic excellence, creativity, leadership, physical fitness, and social responsibility.

### 2.3 INPS- Shakhbout Extracurricular Activities and Events Goals

At Al Ittihad National Private School – Shakhbout (INPS-Shakhbout), extracurricular activities and events are an integral component of the school's educational provision and are designed to complement the academic curriculum. These activities aim to support students' holistic development by fostering physical, social, emotional, intellectual, and leadership skills in alignment with the school's mission and values.

The extracurricular programme reflects the educational objectives and national priorities of the United Arab Emirates, supporting the development of well-rounded, responsible, and globally competitive learners. The following goals outline the intended outcomes of extracurricular activities and events at INPS-Shakhbout and guide their planning, implementation, and evaluation in accordance with ADEK expectations.

#### 2.3.1. Holistic Student Development

Extracurricular activities and events aim to support the holistic development of all students by providing diverse opportunities that promote intellectual, social, emotional, and physical growth.

The programme seeks to develop essential life skills, including communication, collaboration, time management, creativity, and critical thinking, supporting students' readiness for future learning and life beyond school.

### **2.3.2 Leadership and Responsibility**

The extracurricular programme aims to foster leadership, responsibility, and positive citizenship by providing students with opportunities to assume leadership roles in clubs, councils, and school events. Through active participation, students are encouraged to develop accountability, teamwork, initiative, and ethical decision-making.

### **2.3.3 Academic Enrichment and Creative Development**

Extracurricular provision supports academic enrichment and creativity by offering structured activities that extend learning beyond the classroom. These include clubs and programmes focused on STEM, languages, debate, literature, and the arts, enabling students to explore interests, deepen understanding, and express creativity through cultural and artistic experiences.

### **2.3.4 Global Citizenship and Cultural Awareness**

The programme promotes global citizenship and cultural awareness by engaging students in activities that broaden perspectives and encourage respect for diversity. Cultural events, international competitions, and intercultural initiatives support students' understanding of global issues, traditions, and shared values, fostering inclusivity and mutual respect.

### **2.3.5 Physical Health and Wellbeing**

Extracurricular activities support students' physical health and wellbeing by promoting active lifestyles, fitness, and participation in sports and wellness programmes. The programme also contributes to students' understanding of mental wellbeing, resilience, and healthy balance, in alignment with ADEK wellbeing priorities.

### **2.3.6 Innovation and Technological Literacy**

The extracurricular programme encourages innovation and technological literacy by providing opportunities for participation in technology-based and future-focused activities, including



coding, robotics, entrepreneurship, and STEM challenges. These experiences aim to prepare students for a rapidly evolving, digitally driven world.

### **2.3.7 Recognition, Achievement, and Aspiration**

Extracurricular activities aim to recognise and celebrate student achievement and effort through structured acknowledgment and celebration of participation and success. The programme encourages students to set personal goals, pursue excellence, and engage in opportunities that support achievement at school, national, and international levels.

## **III. Extracurricular Activities and Events Values**



## IV. INPS-Shakhbout ECA Standards

The standards governing extracurricular activities and events at INPS-Shakhbout establish clear expectations for quality assurance, student safety, inclusion, and effective supervision in line with ADEK regulatory requirements. These standards ensure that all extracurricular provision is planned, risk-assessed, and appropriately supervised; aligned with the school's mission and educational objectives; and contributes to student wellbeing, positive behavior, and holistic development, in accordance with ADEK guidelines and UAE regulations.

### 4.1 Student-Centred and Inclusive Provision

Extracurricular activities and events at INPS-Shakhbout shall be planned and implemented in a manner that places students at the centre of learning and development. Provision shall reflect a broad range of student interests and aptitudes across academic, sporting, artistic, cultural, and social domains. Activities shall promote student agency and leadership by providing structured opportunities for students to take responsibility, contribute to decision-making, and participate in the organisation and delivery of clubs and events. All activities shall support the development of essential life skills, including teamwork, communication, problem-solving, resilience, and responsible behaviour.

### 4.2 Safety, Safeguarding, and Student Wellbeing

All extracurricular activities and events shall be conducted in accordance with ADEK requirements for student safety, safeguarding, and wellbeing. Appropriate adult supervision shall be provided at all times, and all activities shall adhere to approved health and safety procedures. Risk assessments shall be completed for all off-campus activities and events, and appropriate control measures shall be implemented. Extracurricular provision shall promote students' physical health through safe and age-appropriate physical activity and shall support students' emotional and mental wellbeing by fostering a positive, inclusive, and supportive environment.

#### **4.3 Quality Assurance and Effective Delivery**

Extracurricular activities and events shall meet clearly defined standards of quality, organisation, and educational value. All activities shall be appropriately planned, resourced, and evaluated to ensure meaningful learning and enrichment experiences for students. Activities shall be led or supervised by qualified and competent staff or approved external providers with relevant expertise. The school shall regularly review extracurricular provision using participation data, student and parent feedback, and school priorities to support continuous improvement and sustained quality.

#### **4.4 Alignment with Educational Objectives and School Values**

Extracurricular provision shall align with the school's educational objectives and contribute to students' academic, personal, and social development. Activities shall reinforce the school's core values, including respect, integrity, responsibility, and global awareness. Where appropriate, extracurricular activities shall complement and extend the formal curriculum by reinforcing key skills, concepts, and values taught within classroom learning.

#### **4.5 Community Engagement, Citizenship, and Sustainability**

Extracurricular activities and events shall promote community engagement and civic responsibility by encouraging student participation in service-learning, volunteering, and community-based initiatives. Provision shall support environmental awareness and sustainable practices in alignment with UAE national priorities. Activities shall also promote cultural understanding and appreciation by recognising and celebrating the diversity of the school and wider community.

#### **4.6 Parental Communication and Engagement**

The school shall ensure transparent and timely communication with parents regarding extracurricular activities and events, including their purpose, schedules, supervision arrangements, and expectations. Written parental consent shall be obtained for off-campus activities, trips, and events requiring extended participation. Opportunities for appropriate parental engagement and support shall be provided in accordance with school procedures and ADEK guidelines.

### **V. Obligations of Schools**

INPS-Shakhbout shall develop, implement, and periodically review the Extracurricular Activities and Events Policy in full compliance with ADEK Extracurricular Activities, Student Wellbeing, and Safeguarding policies, as well as UAE regulatory requirements. The policy shall be approved through the school's governance structures and made publicly available on the school website in both **Arabic and English**, ensuring transparency, accessibility, and regulatory compliance.

#### **5.1 Inclusive and Equitable ECA Provision**

In accordance with ADEK expectations for inclusion and equal access, the school shall provide a balanced and inclusive range of extracurricular activities and events that cater to the diversity of the student body, including different age groups, genders, interests, and abilities, and students of determination. All ECAs shall promote equitable participation, student wellbeing, and positive engagement, ensuring that no student is excluded on the basis of need, background, or ability.

#### **5.2 Approved Extracurricular Programme Framework**

The policy shall include a clearly defined and approved outline of the full extracurricular programme offered by the school. This shall specify the types of activities available, eligibility criteria, schedules, supervision arrangements, duration, and participation expectations, in line with ADEK requirements for structured and purposeful ECA provision. The programme shall be

reviewed regularly to ensure alignment with student needs, wellbeing priorities, and school improvement objectives.

### **5.3 Governance, Organisation, and Accountability**

The policy shall define clear procedures for the planning, approval, organisation, delivery, and evaluation of extracurricular activities and events. Roles and responsibilities of school leadership, ECA coordinators, staff, and external providers shall be clearly articulated. All ECAs shall operate within approved school systems for supervision, record-keeping, monitoring, and reporting, ensuring accountability and consistency in line with ADEK governance expectations.

### **5.4 Student Voice and Student-Initiated ECAs**

In alignment with ADEK's emphasis on student agency and leadership, the policy shall outline a formal process through which students may propose and seek approval for student-led extracurricular activities. This process shall require a written proposal, identification of a supervising staff member, alignment with school values and safety requirements, and approval by school leadership. Student-initiated ECAs shall operate under the same safeguarding, supervision, and quality standards as school-led activities.

### **5.5 Safeguarding, Health and Safety, and Risk Management**

The policy shall clearly define procedures to ensure the safe delivery of all extracurricular activities and events, in accordance with ADEK safeguarding, health and safety, and risk management requirements. This shall include appropriate adult supervision, staff-to-student ratios, completion of risk assessments, transportation protocols for off-campus activities, emergency procedures, parental consent, and incident reporting mechanisms. All ECAs shall prioritise student safety, wellbeing, and protection at all times.

## VI. Responsibilities:

### 6.1 The School Principal:

The Principal holds overall accountability for extracurricular activities and events and shall:

#### 6.1.1. Leadership and Vision

- *Establishing a Vision:* The principal sets the overarching vision and goals for extracurricular activities, ensuring they align with the school's mission and promote holistic student development.
- *Promoting Balanced Opportunities:* Ensure a wide variety of extracurricular options are available to cater to diverse student interests and talents, including sports, arts, academic clubs, and leadership opportunities.
- *Encouraging Innovation:* Support staff and students in introducing new clubs, programs, or events that align with emerging trends, technological advancements, or student needs.

#### 6.1.2. Program Development and Oversight

- *Curriculum Alignment:* Ensure extracurricular activities complement the academic curriculum, reinforcing the school's educational goals and enhancing students' learning experiences.
- *Program Quality Control:* Oversee the quality of all extracurricular activities, ensuring they are well-organized, effectively led by qualified staff, and provide meaningful experiences.
- *Resource Allocation:* Allocate adequate resources, including time, space, and funding, to support the successful operation of extracurricular programs.

#### 6.1.3. Safety and Compliance

- *Health and Safety Standards:* Ensure all extracurricular activities adhere to strict safety protocols, particularly for physical activities, sports, and off-campus events or trips.
- *Risk Management:* Conduct risk assessments for field trips, competitions, or any events held outside the school to ensure student safety and well-being.

- **Legal and Policy Compliance:** Ensure that all activities comply with local laws, ministry regulations, and school policies, particularly regarding student travel, supervision, and the use of school facilities.

#### 6.1.4. Staff Support and Professional Development

- **Supervising Staff Involvement:** Assign qualified staff to lead and supervise extracurricular programs, ensuring they have the necessary skills and expertise.
- **Providing Training:** Encourage staff professional development by offering training related to coaching, mentoring, leadership, safety procedures, or the specific needs of their extracurricular role.
- **Staff Engagement:** Foster a culture of staff involvement in extracurricular activities by promoting teamwork, collaboration, and recognition of their contributions.

#### 6.1.5. Budget and Resource Management

- **Budget Allocation:** Oversee the budgeting process for extracurricular activities, ensuring funds are appropriately distributed to meet the needs of all programs.
- **Resource Utilization:** Ensure that school facilities and resources are effectively used to support extracurricular programs, from sports fields to technology labs.
- **Sponsorship and Funding Opportunities:** Seek external partnerships, grants, or sponsorships to support extracurricular activities, where appropriate.

#### 6.1.6. Evaluation and Continuous Improvement

- **Regular Evaluation:** Conduct regular assessments of extracurricular programs to evaluate their effectiveness, student engagement, and alignment with the school's mission.
- **Gathering Feedback:** Seek feedback from students, parents, and staff to make improvements to existing programs and address any concerns.
- **Data-Driven Improvements:** Use participation data, student performance, and feedback to continuously enhance the quality and scope of extracurricular activities.

## 6.2 Vice Principal

The Vice Principal supports the Principal in the operational management of ECAs and shall:

### 6.2.1. Administrative Leadership and Support

- **Implementation of Vision and Goals:** Assist the principal in implementing the school's vision and goals for extracurricular activities, ensuring alignment with the school's broader educational mission.
- **Oversight of Activity Programs:** Oversee the coordination and organization of extracurricular programs, ensuring that all events are well-planned, executed, and monitored for quality and safety.
- **Program Development:** Help develop new extracurricular activities and events based on student interests and emerging educational trends, ensuring a dynamic and evolving program offering.

### 6.2.2. Planning and Coordination

- **Event Scheduling:** Coordinate the scheduling of extracurricular activities and events, ensuring they do not conflict with academic schedules or other important school functions.
- **Logistics and Resources:** Handle logistical arrangements for events, such as securing facilities, arranging transportation, managing supplies, and ensuring the necessary resources are available for successful execution.
- **Calendars and Communication:** Maintain a school-wide calendar of events, keeping students, staff, and parents informed about upcoming activities, deadlines, and expectations.

### 6.2.3. Supervision and Monitoring

- Monitor the delivery of ECAs to ensure quality, safety, and compliance.
- Support and guide staff, coaches, and advisors leading activities.
- Ensure student behaviour aligns with the **ADEK Student Behaviour Policy**.



### 6.3 ECA Committee

The ECA Committee supports planning, coordination, and enhancement of ECAs and shall:

#### 6.3.1. Planning and Program Development

- **Program Design:** Develop a diverse range of extracurricular programs that cater to the interests, needs, and talents of all students, including sports, arts, academic clubs, leadership programs, and community service activities.
- **Goal Alignment:** Ensure that extracurricular activities align with the school's mission, values, and educational goals, promoting holistic student development.
- **Annual Planning:** Create an annual calendar for extracurricular activities and events, coordinating with academic schedules and major school events.

#### 6.3.2. Coordination and Execution of Events

- **Event Management:** Plan and execute school-wide extracurricular events, including sports competitions, cultural festivals, talent shows, academic fairs, and student exhibitions.
- **Collaboration with Staff:** Work closely with teachers, coaches, and other staff members to ensure smooth coordination and execution of events and activities.
- **Supervision:** Oversee the logistical arrangements for all events, including venue setup, equipment needs, safety measures, and transportation (for off-campus events).

#### 6.3.3. Student Engagement and Inclusivity

- **Encouraging Participation:** Promote active student participation in extracurricular programs by organizing outreach campaigns, interest surveys, and information sessions to increase awareness of available activities.
- **Inclusivity:** Ensure that extracurricular programs are inclusive, welcoming students from all backgrounds, abilities, and interests. The committee should address any barriers that might limit student participation (e.g., financial constraints or scheduling conflicts).

- **Leadership Opportunities:** Provide opportunities for student leadership within ECAs, encouraging students to take initiative in organizing and leading clubs, activities, and events.

#### 6.3.4. Communication and Collaboration

- **Internal Communication:** Facilitate clear communication between students, staff, and school administration regarding the planning, progress, and outcomes of extracurricular activities.
- **Parent and Community Involvement:** Keep parents informed about extracurricular activities through newsletters, meetings, and online portals, and encourage their involvement in supporting events and activities.
- **Community Partnerships:** Build relationships with community organizations, businesses, and external partners to enhance extracurricular programs through sponsorships, guest speakers, or field trip opportunities.

#### 6.3.5. Budget and Resource Management

- **Budget Planning:** Develop and manage the budget for extracurricular activities, ensuring funds are allocated fairly across different programs and events.
- **Resource Allocation:** Ensure that the necessary resources (e.g., facilities, equipment, staff, and materials) are available and well-maintained for the successful execution of activities and events.
- **Fundraising and Sponsorship:** Coordinate fundraising activities and seek sponsorships or donations to support extracurricular programs, particularly those that require additional funding for trips, competitions, or special projects.

#### 6.3.6. Collaboration with School Leadership

- **Reporting to Administration:** Regularly report to the school's administration (principal, vice principal) on the progress, needs, and outcomes of the extracurricular programs.
- **Aligning with Educational Vision:** Ensure that all extracurricular activities support the broader educational vision of the school, particularly by reinforcing academic learning and student well-being.

## 6.4 ECA Coordinator

The ECA Coordinator is responsible for day-to-day coordination and compliance and shall:

- Review ECA plans to ensure alignment with ADEK's and the school's policy (see Section 1.1 Policy Requirements).
- Coordinate between all the ECA Supervisors to develop an ECA calendar and make this available to parents and students.
- Coordinate with teachers of unaccompanied younger children (e.g., those who normally take the bus home after school or cannot be picked up by a parent-authorized adult on a day when there is an after-school ECA) to ensure that students are picked up/ brought to their respective ECAs.
- Ensure any external stakeholders who will be interacting with students are aware of the ADEK Student Protection Policy and sign a document attesting to having read and understood it.
- Ensure that the Student Code of Conduct (as per the ADEK Student Behavior Policy), Code of Conduct for Education Professionals in General Education (MOE, 2022), and other relevant school policies are communicated to all relevant stakeholders involved in the activity.
- Ensure compliance with requirements relating to parental consent (see Section 2.7 Parental Consent) and collect and store all consent forms.
- Ensure each ECA Supervisor completes a risk assessment and develops an emergency plan for their ECA (see Section 3.10 Risk Assessment and Emergency Planning).
- Coordinate the communication of all emergencies (e.g., cancellations, change of location, etc.) between parents and ECA Supervisors in the case the latter is unable to.
- Verify that for field trips, each ECA Supervisor prepares a travel plan, in line with Section 3.3. Transportation and the ADEK Transportation Policy.
- Publish the policy on the school's website, and in student, parents, and staff handbooks.
- Provide information on the extracurricular programs. But not limited to:
  - The ECAs offered
  - The training, frequency, and duration of each ECA
  - The person(s) responsible for each ECA
  - The fees and payment term for each ECAs

- The application process and selection criteria
- The requirements in relation to parental consent
- Include all ECAs conducted on a regular basis in the school calendar

### 6.5 ECA Supervisors

ECA Supervisors are responsible for the safe and effective delivery of activities and shall:

- Are appropriately qualified to deliver the **ECA** to a satisfactory level of quality.
- Are aware of and comply with the ADEK Students Protection Policy, and ensure the safety of the students.
- Adhere to all requirements and documents submission requests and other requirements coming from the ECA Coordinator.
- Ensure that students and staff behavior is guided respectively by the students Code of Conduct in line with *ADEK Student Behavior Policy*.
- Ensure the principal is informed of any incident relating to students' health and safety during the **ECA** in line with *ADEK Health and Safety Policy*.
- **Supervision Ratio: INPS-SHAKHBOUT** shall maintain the following supervision ratio of adults to students during the field trip, regards the number of students:

Grade	Ratio
Grade 7 and above	1:15
Grade 2 - Grade 6	1:10
Pre-KG - Grade 1	1:6
Students with additional learning needs	1:3 or higher if determined to be necessary for the student
Overseas Trips ( Outside UAE )	1:8

## VII. Planning and Delivery of ECA

### 7.1 Planning Requirements

IN planning an ECAs, **INPS-SHAKHBOUT** shall ensure:

- Risk Assessment and emergency planning are conducted in line with the requirements of *Section 3.7 Risk Assessment and Emergency Planning*.
- The culture, customs, morals, and religious and social norms of the UAE are considered in line with the *ADEK Cultural Consideration Policy*.
- Food services, if provided, are in line with requirements of the *ADEK Healthy Eating and Food safety Policy*.
- All ECAs are approved by the principal to ensure they meet ADEK requirements.
- Principals shall submit the ECAs for ADEK's information or ADEK approval.

### 7.2 Field Trips

INPS-Shakhbout shall apply to ADEK when planning field trips, however they shall not make them mandatory. Parent consent is required for each student for each field trip.

### 7.3 Overseas Trips

INPS- Shakhbout shall ensure that:

- The destinations are chosen from the list of secure countries mentioned on the website of the UAE Ministry of Foreign Affairs.
- INPS- Shakhbout shall create an educational compensation plan for the trips that are scheduled during the timetabled classes.
- Participants are enrolled in Grade 5 or above. INPS-SHAKHBOUT is authorized to make exceptions for gifted and/or talented students who are invited to participate in competitions and events held overseas.

### 7.4 Scheduling ECAs

INPS- Shakhbout is authorized to schedule ECAs during timetabled classes, weekends, and holidays. Or school breaks after obtaining approval from ADEK.

### 7.5 ADEK Approval

INPS- Shakhbout shall apply to ADEK to seek approval for any type of ECA listed below, and ensure that activities in line with the *ADEK Cultural Consideration Policy*

- ECAs organized by the school that involve invited visitors and external
  - providers, unless otherwise specified by ADEK.
- Virtual ECAs offered or hosted by an external provider.
- ECAs that take place during holidays and weekends.
- ECAs that take place during timetabled classes and school breaks.
- Paid ECAs, i.e., ECAs for which fees are charged separately from school fees.
- Of-campus ECAs that take place inside the UAE and involve overnight stays.
- ECAs and events (e.g., performances, graduation ceremonies) hosted by the
  - school in a non-educational venue (e.g., a hotel).
- ECAs that take place outside the UAE.
- Exchange programs (see Section 5. Exchange Programs).
- Field trips.

**7.6.** INPS-Shakhbout shall apply for approval as required by the ADEK timeframes prior to the start of the ECA:

- 15 working days for all regular ECAs
- 1 month for ECAs that involve requests for invited visitors/students (above the age 18) and services providers (for all age groups).
- 2 months for all overseas trips and exchange programs.

### 7.7 Parents' Consent

INPS-SHAKHBOUT shall obtain signed consent from the parents of every student participating in an ECA organized by the school.

- Consent forms shall include all essential information relating to the ECA including the type and objective of the ECA, schedule, location, transportation arrangements, fees, name and contact number of the ECA coordinator.
- Consent form shall require parents to provide their emergency contact details and describe basic medical information (Blood group) and any health issue.
- Signed consent forms shall be retained for reference by the ECA Co-or.

### 7.8. Fees

INPS-Shakhbout is authorized to charge fees for ECAs, with a provision for offerings. Where fees are charged, INPS- Shakhbout shall set them and will be reasonable. INPS-Shakhbout will not collect any fees until such activities have been approved by ADEK.

### 7.9. Donations:

Where money is collected for donation to a third party (e.g., charity, Red Crescent) during an ECA, INPS- Shakhbout shall apply to the relevant authorities for permission and liaise with ADEK for support if required. INPS- Shakhbout will ensure that 100% of the money collected is used for the purpose stated during collection.

### 7.10. Educational Compensation Plan:

If an ECA is held during timetabled classes, INSP- Shakhbout shall develop and implement a plan to compensate for classes that are missed by participants.

**7.11. Records:** INPS- Shakhbout shall keep records of all ECAs and events in line with [ADEK Records Policy](#) and provide them upon request by ADEK. The records shall include:

- The list of student participants, ECA Coordinators, and volunteers.
- Parental consent forms
- Details of the external visitor
- The risk assessment and emergency plan
- The travel plan ( Overseas Trips)
- Reports and root cause analyses submitted on AL ADAA system in case of incidents.

## VIII. Safe Provision of ECASs.

### 8.1 Transportation:

If transportation services are provided for an extracurricular activity, INPS-SHAKHBOUT shall:

- Ensure compliance with the *ADEK Transportation Policy* and obtain approval from the Integrated Transport Center (ITC) when transporting students using vehicles other than school buses.
- Use only transport companies approved by ITC.
- Ensure any transport supervisors are approved by ADEK and have read and signed the *ADEK Student Protection Policy*.
- Ensure that health and safety guidelines are followed, and the travel plan accounts for prayer, fasting, water, and toilet breaks at appropriate intervals, in line with the *ADEK Health and Safety Policy*.
- Consider weather conditions and the nature of the activity when preparing travel plans.
- Ensure a driver fatigue prevention program is followed in line with the OSHAD-SF Code of Practice 25: *Driver Fatigue Prevention (OSHAD, 2019)*.
- Ensure that all vehicles contain emergency equipment in line with standards set out in OSHAD-SF Code of Practice 4: First Aid and Medical Emergency Treatment (OSHAD, 2018) and firefighting equipment.
- Ensure that certifications and insurance requirements for drivers and vehicles are available and valid.

### 8.2 Overseas Trips:

For overseas trips, schools shall acquire or facilitate the acquisition of travel insurance for all participants. Schools shall ensure that all students who are UAE nationals register on the Twajudi service of the UAE Ministry of Foreign Affairs



### 8.3 Virtual Activities

When conducting extracurricular activities in a virtual format, INPS-Shakhbout shall ensure:

- Compliance with the [ADEK Digital Policy](#) and policies set out by the school in accordance with it.
- The presence of a member of staff when an activity is being hosted by parents or an external person or provider.

### 8.4 Activities Involving Animals

If an extracurricular activity or event involves the presence of animals or pets on school premises, INPS-Shakhbout shall ensure the following:

- A risk assessment is conducted and all identified mitigating factors deemed feasible are implemented.
- Owners of animals participating in the activity shall submit appropriate documentation to confirm that the animals are in good health, as per the requirements of the UAE government.
- When not engaged in the activity, animals are kept in a separate area away from students.
- A member of the School Wellbeing Committee, as per the [ADEK Wellbeing Policy](#) or their delegate is present at the animal area throughout the day to ensure proper supervision and monitoring of the animals and safety of the students.
- The animal area is kept clean at all times, in line with any health and safety requirements stipulated in ADEK policies.

### 8.5 Risk Assessment and Emergency Planning

INPS-Shakhbout shall conduct risk assessments for all activities/ projects and establish appropriate risk mitigation measures, in line with the nature and venue of the activity and the ages, gender, ability, and number of participating students.

- INPS-Shakhbout shall implement mitigating safety precautions in line with the risks identified in the risk assessment. Where appropriate, INPS-

Shakhbout shall ensure all equipment, tools, and materials are properly maintained, labeled, and stored.

- Virtual Activities: INPS-Shakhbout shall assess the online technology tools and platforms to be used.
- Water-based ECAs: When organizing water-based ECAs (e.g., visits to water parks, and beach-based activities), INPS-Shakhbout shall conduct a thorough risk assessment and assess the availability of an adequate number of lifeguards and adult supervisors at the activity location.

INPS-Shakhbout shall ensure that an emergency plan is prepared for all extracurricular activities, including the response to adverse weather conditions, where applicable. INPS-Shakhbout shall consider the nature of the activity, and the ages, gender, ability, and number of participating students when preparing an emergency plan.

Risk assessments and emergency plans shall take into consideration any required medical care/ supervision for individuals as stated on parent consent forms.

## **8.6 Reporting Health and Safety Incidents**

ECA Coordinators shall inform the school principal regarding any health and safety incidents that occur during the activity. Principals shall ensure such incidents are reported on the Al Adaa System along with a root cause analysis.

## **8.7 Third-Party Usage of School Facilities**

INPS-Shakhbout shall ensure that any use of school facilities by third parties shall be in line with the *ADEK Buildings and Facilities Policy*.

## IX. Exchange Programs

INPS-Shakhbout is authorized to grant permission for students to participate in international outbound / inbound exchange programs, ensuring full compliance with all relevant regulations, including nationality and residency laws.

### 9.1. Fees:

INPS-Shakhbout shall continue to charge tuition fees for the duration of the exchange and arrive at a cost-sharing arrangement with the host school in relation to this. INPS-Shakhbout is authorized to offer any relevant reduction in school fees for the duration of the exchange.

### 9.2 Logistical Arrangements and supervision:

- **Parental Responsibilities:** Parents of students participating in an exchange program shall bear all the related costs and fees, including any fees payable to the exchange school and costs related to travel and accommodation. Parents are responsible for all relevant logistical arrangements (i.e., visas, insurance, arrangement of accommodation and travel).
- **INPS-Shakhbout Responsibilities:** shall appoint a Student Exchange Coordinator to provide relevant administrative support to parents and students. This shall include the transfer of relevant student records and uploading of transcripts to eSIS.
- **Supervision:** Outbound exchange programs are not subject to the regulations related to adult supervision.

## X. Inclusion

**Inclusive Participation:** INPS-Shakhbout shall provide opportunities for participation in ECAs for all students and promote their inclusion, in line with the [ADEK Inclusion Policy](#).

- INPS-Shakhbout shall ensure students with additional learning needs and other groups traditionally less represented in a specific activity have the same opportunities as their peers to take part in ECAs.
- Where a specific activity or task limits a student's more active role, schools

shall ensure that students are offered a relevant alternative role (e.g., team leader, score/ record keeper, sound engineer assistant, etc.).

- Wherever it is appropriate to do so, INPS-Shakhbout shall enable the participation of students with additional learning needs in ECAs that involve students of their own age and grade/year level.
- INPS-Shakhbout shall make any other reasonable adjustments to ECAs, where possible, to enable each student to participate in an ECA of their choice.
- INPS-Shakhbout shall ensure that risk assessments, mitigation measures, and emergency plans account for the needs of all students with additional learning needs.

## **XI. 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.

## XII. References

- Abu Dhabi Occupational Safety and Health Center (OSHAD). (2018). Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF) Code of Practice 4: CoP 4.0 - First Aid and Medical Emergency Treatment (version 3.1).
- Abu Dhabi Occupational Safety and Health Center (OSHAD). (2019). Abu Dhabi Occupational Safety and Health System Framework (OSHAD-SF) Code of Practice 25: CoP 25.0 - Driver Fatigue Prevention (version 3.1).
- Canadian Center for Occupational Health and Safety (CCOHS). (n.d.). Emergency Planning.
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law
- Ministry of Education. Code of Conduct for Education Professionals in General Education.
- Digital Policy
- Educational Risk Policy
- Extracurricular Activities and Events Policy
- Health and Safety Policy
- Healthy Eating and Food Safety Policy
- In-School Specialist Services Policy
- Inclusion Policy
- Physical Education and School Sports Policy
- Safeguarding Policy
- Staff Wellbeing Policy
- Student Behavior Policy
- Student Mental Health Policy
- Student Protection Policy
- Sustainability Policy
- Wellbeing Policy

### XIII. 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: December 2025