

# Al Ittihad National Private School Khalifa



## Extracurricular Activities and Events Policy

AY 2025-2026

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## I. Purpose

**INPS-KAHLIFA Extracurricular Activities and Events policy** ensures that the school offer activities outside the curriculum and provide scientific, cultural, artistic, athletic enrichment and helps foster students' holistic development by promoting physical, social, emotional, and intellectual growth.

**INPS-KAHLIFA Extracurricular Activities and Events Policy** enhance student wellbeing and foster student's individual and team based talents. It also aligns with the broader educational goals and values of the school and the ADEK's educational guidelines.

## II. Definitions

**2.1 ADEK Wellbeing Policies:** The group of ADEK policies that relate of student and/ or staff includes many policies as *Extracurricular Activities and Events Policy*, *Health and Safety Policy*, *Inclusion Policy*, *Safeguarding Policy* and *Student Behavior Policy*.

**2.2 Activities:** 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:

- **Sports and Athletics:** Team sports, physical fitness programs, and athletic competitions.
- **Clubs and Organizations:** Academic clubs (e.g., debate, science), arts groups (e.g., drama, music), and special interest clubs (e.g., chess, robotics).
- **Cultural and Social Events:** Cultural fairs, talent shows, and holiday celebrations.
- **Field Trips:** Educational visits to museums, historical sites, or science centers.
- **Community Service:** Volunteering projects or charitable activities that promote social responsibility and civic engagement.
- **Leadership Opportunities:** Student council, peer mentoring, or participation in school governance.

**2.3 Events:** 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:

- **Graduation Ceremonies:** Celebrating the completion of an academic year or the achievement of a significant educational milestone.
- **Parent-Teacher Conferences:** Meetings where parents and teachers discuss students' academic progress and development.
- **Sports Day:** An event where students participate in athletic competitions and physical activities.
- **School Fairs:** Social events that may include games, food, and performances, often aimed at raising funds for the school.
- **Cultural or Talent Shows:** Opportunities for students to showcase their artistic talents, including music, dance, theater, or visual arts.
- **Academic Competitions:** Events like spelling bees, science fairs, or math competitions designed to encourage academic excellence.
- **School Assemblies:** Gatherings of the student body to convey important information, celebrate achievements, or discuss important themes like respect, diversity, or safety.

**2.4 Trips:** 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.

**2.5 EACs Committee:** 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.

**2.6 EACs Coordinator:** A Staff member who coordinates the provision of an extracurricular activity for the school.

**2.7 EACs Supervisor:** A Staff member who supervises the provision of an Extracurricular activities for the school.

**2.8 Exchange Program:** 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.

**2.9 Overseas Trips:** ECAs that involve travel outside the UAE.

**2.10 Virtual Activity:** Any ECA which involve the participation of students, ECA Coordinators, or guests through online means, such as a video conference.

### III. Scope

**INPS-KAHLIFA Extracurricular Activities and Events Policy** refers to the wide range of opportunities provided to students outside of the standard academic curriculum. These activities help promote students' overall development and align with the **ADEK** educational vision of fostering well-rounded, globally competitive individuals.

### IV. INPS- KAHLIFA Extracurricular Activities and Events Vision

At **INPS -KAHLIFA**, 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.

### V. INPS-KAHLIFA Extracurricular Activities and Events Mission

The mission of extracurricular activities and events at **INPS- KAHLIFA** 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.

## VI. INPS-SHAKBOUT Extracurricular Activities and Events Goals

At INPS- KAHLIFA the extracurricular activities and events aim to support students' overall development, aligning with the school's mission and the educational objectives of the UAE. The following are the primary goals of the extracurricular programs:

### 6.1. Holistic Student Development

- Provide diverse extracurricular opportunities that foster the intellectual, emotional, social, and physical growth of all students.
- Ensure students develop essential life skills, including communication, time management, creativity, and critical thinking.

### 6.2. Promoting Leadership and Responsibility

- Encourage students to take on leadership roles through clubs, student government, and event planning, preparing them to be responsible leaders in the future.
- Cultivate a sense of accountability, teamwork, and initiative by involving students in organizing and managing school activities.

### 6.3. Enhancing Academic and Creative Skills

- Provide platforms for academic enrichment through clubs focused on STEM, debate, literature, and more, helping students pursue their intellectual interests beyond the classroom.
- Offer arts and cultural programs that inspire creativity and self-expression, including music, drama, visual arts, and performance opportunities.

### 6.4. Fostering Global Citizenship and Cultural Awareness

- Engage students in cultural exchange programs, international competitions, and events that broaden their perspectives and promote cultural understanding.
- Encourage respect for diversity and inclusivity by celebrating various cultures, traditions, and global events within the school community.

### 6.5. Encouraging Physical Health and Well-being

- Promote physical fitness and healthy lifestyles through sports teams, fitness clubs, and wellness programs.
- Ensure students understand the importance of mental and physical health, providing them with resources to manage stress, build resilience, and maintain a balanced life.

#### **6.6. Supporting Innovation and Technological Literacy**

- Foster a culture of innovation by encouraging participation in technology and entrepreneurship programs, coding clubs, robotics, and other future-forward activities.
- Prepare students for a digitally-driven world by providing access to the latest technological tools and encouraging participation in STEM competitions and tech challenges.

#### **6.7. Providing Opportunities for Recognition and Achievement**

- Recognize and celebrate student achievements in extracurricular activities through awards, certificates, and public acknowledgment at school events.
- Motivate students to set personal goals and strive for excellence in their chosen extracurricular fields, providing pathways to national and international recognition.

## **VII. INPS-KAHLIFA Transportation Values**



## VIII. 8. INPS-KAHLIFA Extracurricular Activities and Events Standards

The **standards** for extracurricular activities and events at **INPS-KAHLIFA** set clear expectations for the quality, safety, and inclusivity of all programs. These standards ensure that activities align with the school's mission, provide meaningful development opportunities for students, and uphold the values of excellence and community engagement.

Here are the key standards for extracurricular activities and events at **INPS-KAHLIFA**

### 8.1. Student-Centered Approach



- *Interest-Driven Activities:* Programs should reflect student interests, offering a wide range of options across sports, academics, arts, and cultural activities.
- *Leadership Opportunities:* Activities should promote student leadership by encouraging them to take initiative in organizing and managing clubs, events, and programs.
- *Skill Development:* Activities must focus on developing essential life skills such as teamwork, problem-solving, communication, and resilience.

#### **8.2. Safety and Well-being**

- *Supervision and Safety:* Every activity or event must have appropriate adult supervision and follow strict safety protocols. For off-campus events, risk assessments must be conducted to ensure student safety.
- *Health and Fitness Standards:* Physical activities should be conducted with the aim of promoting student health, ensuring that exercise and sports are safe, injury-prevention measures are in place, and students are encouraged to maintain a healthy balance.
- *Emotional Well-being:* Programs should support the mental and emotional well-being of students, providing a supportive environment that fosters confidence, reduces stress, and encourages positive social interactions.

#### **8.3. Quality and Excellence**

- *High Standards of Organization:* All activities and events must be well-organized and adhere to a high standard of planning, preparation, and execution, ensuring meaningful and enriching experiences for participants.
- *Qualified Facilitators:* All extracurricular activities should be led by experienced, qualified facilitators or coaches who are experts in their respective fields and capable of guiding students effectively.
- *Continuous Improvement:* The extracurricular programs should be regularly reviewed and updated based on student feedback, school goals, and emerging trends to maintain relevance and quality.

#### **8.4. Alignment with Educational Goals**

- *Holistic Development:* Activities should support the overall educational objectives of the school, contributing to students' academic, personal, and social development.
- *Support for Core Values:* Extracurricular programs must align with the school's core values, promoting respect, integrity, responsibility, and global awareness.

- **Integration with Curriculum:** Wherever possible, extracurricular activities should complement the academic curriculum, reinforcing key concepts, skills, and values learned in the classroom.

#### **8.5. Community Engagement and Civic Responsibility**

- **Community Involvement:** Activities should foster a sense of social responsibility by encouraging students to engage with local and global communities through service projects, volunteering, and civic participation.
- **Sustainability and Environmental Standards:** Activities must promote environmental consciousness, sustainability practices, and respect for local and global ecological systems, in line with UAE's national sustainability goals.
- **Cultural Appreciation:** Activities should reflect and celebrate the rich cultural diversity of the school and community, fostering respect and appreciation for different cultures.

#### **8.6. Parental Involvement and Communication**

- **Transparent Communication:** Parents should be well-informed about the purpose, logistics, and expectations of extracurricular activities through clear communication, including detailed itineraries for events and trips.
- **Parental Consent and Support:** Activities that require travel, off-campus participation, or significant student involvement should obtain written parental consent and provide opportunities for parental involvement and support where appropriate.

## **IX. Obligations of Schools**

- **INPS-KAHLIFA** shall develop and implement the Extracurricular Activities and Events Policy, in accordance with **ADEK** wellbeing policies, and also ensure the policy is available on the school website in both Arabic and English language.
  - 9.1.** Commitment to an inclusive offering of ECAs that cater to the diversity of the student body (i.e., different age groups, genders and abilities).
  - 9.2.** Outline of the full extracurricular program and all ECAs offered by the school
  - 9.3.** Process for organizing ECAs
  - 9.4.** Procedure by which students can obtain approval to start their own ECA
  - 9.5.** Procedure for safe delivery of ECAs, including procedures in relation to supervision, transportation, safety and risk assessment.

## X. Responsibilities

**10.1 INPS\_KAHLIFA Principal** plays a critical role in overseeing extracurricular activities to ensure they align with the school's educational mission, promote student development, and meet high standards of safety and inclusivity.

### 10.1.1. 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.

### 10.1.2. 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.

### 10.1.3. 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.

### 10.1.4. 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.

#### **10.1.5. 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.

#### **10.1.6. 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.

### **10.2 INPS\_KAHLIFA Vice Principal**

#### **10.2.1 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.

#### **10.2.2. 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.

#### 10.2.3. Supervision and Monitoring

- **Event Supervision:** Supervise extracurricular activities and events to ensure they run smoothly and in accordance with school policies. This includes being present at key events to provide oversight and support.
- **Staff Supervision:** Work with teachers, coaches, and club advisors to ensure they are equipped to lead extracurricular programs effectively, offering guidance and support as needed.
- **Student Behavior Monitoring:** Ensure that student behavior during extracurricular activities aligns with the school's code of conduct, addressing any issues of discipline or inappropriate behavior.

### 10.3 ECAs Committee

#### 10.3.1. 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.

#### 10.3.2. 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).

#### 10.3.3. 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.

#### 10.3.4. 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.

#### 10.3.5. 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.

#### 10.3.6. 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.

### 10.4 ECAs Coordinator

- 10.4.1 Review ECA plans to ensure alignment with ADEK's and the school's policy (see Section 1.1 Policy Requirements).
- 10.4.2 Coordinate between all the ECA Supervisors to develop an ECA calendar and make this available to parents and students.
- 10.4.3 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.
- 10.4.4 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.
- 10.4.5 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.



- 10.4.6** Ensure compliance with requirements relating to parental consent (see Section 2.7 Parental Consent) and collect and store all consent forms.
- 10.4.7** 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).
- 10.4.8** 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.
- 10.4.9** Verify that for field trips, each ECA Supervisor prepares a travel plan, in line with Section 3.3. Transportation and the ADEK Transportation Policy.
- 10.4.10** Publish the policy on the school's website, and in student, parents, and staff handbooks.
- 10.4.11** 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
- 10.4.12** Include all ECAs conducted on a regular basis in the school calendar

## **10.5 ECAs Supervisors**

- 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](#).



**10.5.1 Supervision Ratio:** INPS-KAHLIFA 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

## XI. Planning and Delivery of ECAs

**11.1** In planning an ECAs, INPS-KAHLIFA 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.

### 11.2 Field Trips

INPS-KAHLIFA 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.

### 11.3 Overseas Trips

INPS-KAHLIFA shall ensure that:

- 11.3.1** The destinations are chosen from the list of secure countries mentioned on the website of the UAE Ministry of Foreign Affairs.
- 11.3.2** INPS-KAHLIFA shall create an educational compensation plan for the trips that are scheduled during the timetabled classes.

**11.3.3** Participants are enrolled in Grade 5 or above. INPS-KAHLIFA is authorized to make exceptions for gifted and/or talented students who are invited to participate in competition and events held overseas.

**11.4 Scheduling of ECAs**

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

**11.5 Approval from ADEK**

INPS-KAHLIFA 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*

**11.5.1.** ECAs organized by the school that involve invited visitors and external providers, unless otherwise specified by ADEK.

**11.5.2.** Virtual ECAs offered or hosted by an external provider.

**11.5.3.** ECAs that take place during holidays and weekends.

**11.5.4.** ECAs that take place during timetabled classes and school breaks.

**11.5.5.** Paid ECAs, i.e., ECAs for which fees are charged separately from school fees.

**11.5.6.** Of-campus ECAs that take place inside the UAE and involve overnight stays.

**11.5.7.** ECAs and events (e.g., performances, graduation ceremonies) hosted by the school in a non-educational venue (e.g., a hotel).

**11.5.8.** ECAs that take place outside the UAE.

**11.5.9.** Exchange programs (see Section 5.Exchange Programs).

**11.5.10.** Field trips.

**11.6.** INPS-KAHLIFA 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.

**11.7. Parents' Consent**

INPS-KAHLIFA shall obtain signed consent from the parent 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.

#### 11.8. Fees

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

#### 11.9. Donations:

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

#### 11.10. Educational Compensation Plan:

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

**11.11. Records:** **INPS-KAHLIFA** 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.

## XII. Safe Provision of ECAs

**12.1 Transportation:** If transportation services are provided for an extracurricular activity, INPS-KAHLIFA 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 the 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.

### 12.2 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.

### 12.3 Virtual Activities:

When conducting extracurricular activities in a virtual format, INPS-KAHLIFA 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.

#### **12.4. Activities Involving Animals:**

If an extracurricular activity or event involves the presence of animals or pets on school premises, **INPS-KAHLIFA** 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.

#### **12.5. Risk Assessment and Emergency Planning:**

**12.5.1.** INPS-KAHLIFA 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-KAHLIFA shall implement mitigating safety precautions in line with the risks identified in the risk assessment. Where appropriate, **INPS-KAHLIFA** shall ensure all equipment, tools, and materials are properly maintained labeled, and stored.
- Virtual Activities: INPS-KAHLIFA 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-KAHLIFA** shall conduct a thorough

risk assessment and assess the availability of an adequate number of lifeguards and adult supervisors at the activity location.

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

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

### **12.6 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.

**12.7. Third-Party Usage of School Facilities:** **INPS-KAHLIFA** shall ensure that any use of school facilities by third parties shall be in line with the *ADEK Buildings and Facilities Policy*.

## **XIII. Exchange Programs**

**INPS-KAHLIFA** 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.

### **13.1. Fees:**

**INPS-SHAKHBOT** 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-KAHLIFA** is authorized to offer any relevant reduction in school fees for the duration of the exchange.

### **13.2 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-KAHLIFA 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.

## XIV. Inclusion

**Inclusive Participation:** INPS-KAHLIFA shall provide opportunities for participation in ECAs for all students and promote their inclusion, in line with the *ADEK Inclusion Policy*.

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

## XV. 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.

## XVI. 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

## XVII. Disclaimer

### Disclaimer

This policy was developed by Al Ittihad National Private School- Khalifa. 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.

### Extracurricular Activities and Events

Date created:

Date reviewed: