Extracurricular Activities and Events Policy 2026-27

Purpose

- To ensure schools ofer activities outside the curriculum that cater to a broad range of student activities, needs, interests, and pursuits and provide scientific, intellectual, cultural, artistic, athletic, and/or philanthropic enrichment.
- To support students in developing essential physical, social, emotional, and cognitive skills and attributes.
- To enhance student wellbeing and foster students' individual and team-based talents.
- To set out ADEK guidance to schools on the safe and inclusive delivery of ECAs and events.

Policy

1. School Extracurricular Activities and Events Policy

1.1 ***Policy Requirements:*** We shall develop and implement their Extracurricular Activities and Events Policy, in accordance with the ADEK wellbeing policies. Schools shall also ensure the policy is available on their school website in both Arabic and English or their language of instruction. Schools shall include the following elements in the policy, at a minimum:

1. Commitment to an inclusive offering of ECAs that cater to the diversity of the student body (i.e., different age groups, genders, abilities, and preferences).

2. Outline of the full extracurricular programs and all ECAs offered by the school.

3. Process for organizing ECAs.

4. Procedure by which students can obtain approval to start their own ECA within the school (see Section 2.4. Student Involvement).

5. Procedures for the safe delivery of ECAs, including procedures in relation to supervision, transportation, safety, and risk assessments (see Section 3. Safe Provision of Extracurricular Activities).

1.2 **Appointment of ECA Coordinator(s):** We shall appoint one or more staff member(s) as ECA Coordinator(s) to implement their Extracurricular Activities and Events Policy and provision. The Coordinator(s) shall:

1. Review ECA plans to ensure alignment with ADEK's and the school's policy (see Section 1.1 Policy Requirements).

2. Coordinate between all the ECA Supervisors to develop an ECA calendar and make this available to parents and students.

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.

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.

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.

6. Ensure compliance with requirements relating to parental consent (see Section 2.7 Parental Consent) and collect and store all consent forms.

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).

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.

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*.

1.3 ***Awareness:*** We shall undertake the following to ensure all relevant stakeholders are aware of their Extracurricular Activities and Events Policy:

1. Publish the policy on the school's website, and in student, parent, and staff handbooks.

2. Provide information on the extracurricular programs (and pre-planned ECAs and events) to parents, including, but not limited to:
   a. The ECAs offered.
   b. The timing, frequency, and duration of each ECA.
   c. The person(s) responsible for each ECA (ECA Coordinator) and the external provider, if applicable.
   d. The fees and payment terms for each ECA, if applicable.
   e. The application process and selection criteria (if applicable) for each ECA.
   f. The requirements in relation to parental consent (see Section 2.7. Parental Consent).

3. Include all ECAs conducted on a regular basis in the school calendar.

2. Planning and Delivery of ECAs

2.1 ***Planning of Activities:***

1. We shall offer a comprehensive range of ECAs (e.g., academic, cultural, artistic, athletic, intellectual, and philanthropic activities), at least some of which shall be offered free of charge (particularly if offered by school staff or volunteers).

2. In planning an ECA, schools shall ensure:

a. Risk assessment and emergency planning are conducted in line with the requirements of Section 3.7 Risk Assessments and Emergency Planning.
b. The culture, customs, morals, and religious and social norms of the UAE are considered, and the topics of or the content presented in the activity do not contradict any of the UAE's policies, constitution, or beliefs and support religious tolerance, in line with the *ADEK School Cultural Consideration Policy*.
c. Food services, if provided, are in line with the requirements of the *ADEK School Healthy Eating and Food Safety Policy,* including considerations for minority groups and students with allergies.
d. All ECAs are approved by the Principal to ensure they meet ADEK requirements.
e. Principals shall submit the ECAs for ADEK's information or ADEK approval, as applicable (see Section 2.6. Approval from ADEK).

2.2 ***Field Trips:*** We 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.

2.3 ***Overseas Trips:*** When planning overseas trips, we shall ensure that:

1. The destination(s) are chosen from the list of secure countries mentioned on the website of the UAE Ministry of Foreign Affairs.

2. The trip is scheduled in a manner that minimizes disruption to school learning.
For trips that are scheduled during timetabled classes, schools shall create an educational compensation plan (see Section 2.11 Educational Compensation Plan).

3. Participants are enrolled in Grade 5/Year 6 or above. We are authorized to make exceptions for gifted and/or talented students who are invited to participate in competitions and events held overseas.

2.4 ***Student Involvement:***

1. We shall actively encourage students to engage in a variety of extracurricular activities (i.e., scientific, cultural, intellectual, artistic, athletic, and philanthropic activities).

2. We shall encourage individual or team participation of students in national and international competitions and events.

3. We shall encourage students to start ECAs to enable them to develop competencies such as creativity, problem-solving, leadership, and entrepreneurship.

a. We shall put in place measures through which students can start their own ECA with the school's approval and communicate these measures to all relevant stakeholders.

2.5 ***Scheduling of ECAs:*** We shall schedule ECAs in a manner that minimizes disruption to timetabled classes. Schools are authorized to schedule ECAs during timetabled classes, weekends, holidays, or school breaks after obtaining approval from ADEK.

2.6 ***Approval from ADEK:***

1. We shall apply to ADEK to seek approval for any type of ECA listed below, and ensure that activities are in line with the *ADEK School Cultural Consideration Policy*:

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

2. We shall apply for approval as required by the ADEK timeframes prior to the start of the ECA:

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

2.7 ***Parental Consent:*** We shall obtain signed consent from the parent of every student participating in an ECA organized by the school.

1. Consent forms shall include all essential information relating to the ECA, including the type and objective of the ECA, schedule, location, transportation arrangements, detailed travel plans (including stopovers, where applicable), fees (if any), name(s) and contact details of the ECA Coordinator(s).

2. Consent forms shall require parents to:

a. Provide their emergency contact details should they be required by the ECA Coordinator.

b. Describe basic medical information (e.g., blood group) and any health issues (e.g., diabetes) that require careful consideration and individual need(s) for medical supervision during the activity.

3. Signed consent forms shall be retained for reference by the ECA Coordinators.

2.8 ***Fees***: We are authorized to charge fees for ECAs, with a provision for free offerings (see Section 2.1.1). Where fees are charged, schools shall set them so that they are reasonable. Schools shall not collect any fees until such activities have been approved by ADEK.

2.9 ***Donations***: Where money is collected for donations to a third party (e.g., a charity, the school's PTA, or a student-run club) during an ECA, schools shall apply to the relevant authorities for permission and liaise with ADEK for support if required, as per the Federal Law Decree No. (3) of 2021 Regarding Regulating Donations. We shall ensure that 100% of the money collected is used for the purpose stated in the application.

2.10 ***Student Attendance*: We shall track and maintain a record of students' attendance in ECAs.**

2.11 ***Educational Compensation Plan:*** If an ECA is held during timetabled classes, we shall develop and implement a plan to compensate for classes that are missed by participants.

2.12 ***Records***: We shall keep records of all ECAs and events in line with the ADEK School Records Policy and provide them as required for compliance checks or upon request by ADEK. The records shall include:

1. The list of student participants, ECA Leaders, ECA Supervisors (if different from the ECA Leader), and volunteers.

2. Parental consent forms (see Section 2.7 Parental Consent).

3. Details of the external provider, if applicable.

4. The risk assessment and emergency plan (see Section 3.7 Risk Assessment and Emergency Planning).

5. The travel plan, if applicable.

6. Reports and root cause analyses submitted on the Al Adaa platform (see Section 3.8 Reporting Health and Safety Incidents).

3. Safe Provision of ECAs

3.1 ***Legal and Regulatory Compliance:*** We shall ensure that all ECAs prioritize the safety of students, and require all external providers, staff, and volunteers to read and consent to the ADEK School Student Protection Policy. We shall ensure the provision of extracurricular activities is compliant with the ADEK School Health and Safety Policy, and relevant regulations and policies of the government authorities responsible for regulating the ECAs.

3.2 ***ECA Supervision:*** We shall provide adequate adult supervision for all ECAs, including recreational activities, field trips, international travel, and virtual activities. Supervision shall be provided throughout the duration of the activity until students are handed over to an authorized staff member or parent.

1. ECA Leader: We shall appoint an individual (e.g., member of staff, external contractor, parent, student, etc.) to lead an ECA.
   a. The individual leading the ECA shall be appropriately qualified or experienced to deliver the ECA to a satisfactory level of quality (e.g., meet ADEK coach requirements for sports, have experience as an artist if supervising a pottery club, etc.).

2. When an ECA is led by a parent or a student, an ECA Supervisor shall also be assigned to coordinate between the ECA Leader and the school, be present during the ECA, and be accountable for the adherence of the ECA with ADEK's and the school's policies.

a. For any field trips, the Trip Leader (adult leading a trip) shall be an ADEK-approved staff member.

3. Role of ECA Leader/Supervisor: We shall ensure that the ECA Leaders or Supervisors (if different from the Leader):

a. Are aware of and comply with the *ADEK School Student Protection Policy, ADEK School Professional Code of Ethics Policy,* and *Code of Conduct for Education Professionals in General Education* (MoE, 2022), and that they undertake the duty of care to ensure the health and safety of students.

b. Strictly comply with and implement all health and safety parameters stated within this policy and all other ADEK wellbeing policies.

c. Adhere to all requirements and document submission requests and other requirements coming from the ECA Coordinator.

d. Ensure that student and staff/volunteer behavior is guided respectively by the Student Code of Conduct in line with the *ADEK School Student Behavior Policy*, the ADEK School *Professional Code of Ethics Policy*, the *Code of Conduct for Education Professionals in General Education* (MoE, 2022), and the *ADEK School Cultural Consideration Policy*.

e. Ensure the Principal is informed (directly or via the ECA Coordinator) of any incident relating to students' health and safety during the ECA and associated travel and ensure that all necessary reports are submitted, in line with the *ADEK School Health and Safety Policy*.

f. Verify that a well-stocked first aid kit and an individual qualified to administer first aid are available during the activity and associated travel.

g. Check that any other safety equipment and facilities (e.g., ambulance) required in line with the risk assessment are available.

h. Ensure that individuals engaged in the activity comply with the school policies.

4. ***Supervision Ratios:***

a. We shall maintain the following supervision ratio of adults to students during field trips.

We shall ensure that there are a minimum of 2 adults (of which 1 is female, if there are female students), regardless of the number of students.

Grade	Ratio
Grade 7/Year 8 and above	1:15
Grade 2/Year 3 – Grade 6/Year 7	1:10
Pre-KG/FS1 – Grade 1/Year 2	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

b. We shall ensure that in case of water-based activities conducted within school premises, the following lifeguard requirements shall be maintained.

1) The required number of lifeguards supervising the swimming pool shall depend on the risk assessment conducted by the school.

2) All areas of the swimming pool shall be adequately supervised by the lifeguard and lifeguards shall have 100% visibility within their designated area of supervision.

3) Lifeguards shall rotate positions every 15, 20, or 30 minutes and spend no longer than 30 minutes in one static position. Further, lifeguards shall be provided a 15-minute break for every 90 minutes spent in the pool hall.

4) We shall maintain the following minimum lifeguard numbers.

Pool Size	Minimum number of lifeguards
25 m	1
50 m	2

5. Parent Volunteers: We are authorized to include parent volunteers in leading or assisting extracurricular activities in line with the *ADEK School Parent Engagement Policy*. Schools shall ensure that all parent volunteers are aware of and comply with the *ADEK School Professional Code of Ethics Policy*, *Code of Conduct for Education Professionals in General Education* (MoE, 2022), and the *ADEK School Student Protection Policy* and have been vetted as per the *ADEK School Employment Policy*.

Transportation: If transportation services are provided for an extracurricular activity, we shall:

1. Ensure compliance with the *ADEK School Transportation Policy* and inform the Integrated Transport Center (ITC) when transporting students using vehicles other than school buses.

2. Ensure any supervising adults are approved by ADEK and have read and signed the *ADEK School Student Protection Policy*.

3. Ensure that health and safety guidelines are followed in line with the *ADEK School Health and Safety Policy*, and the travel plan accounts for prayer, fasting, adequate water consumption by students, and provision of toilet breaks at appropriate intervals.

3.3

4. Consider weather conditions and the nature of the activity when preparing travel plans.

5. Ensure a driver fatigue prevention program is followed in line with the OSHADSF Code of Practice 25: Driver Fatigue Prevention (OSHAD, 2019).

6. 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.

7. Ensure that certifications and insurance requirements for drivers and vehicles are available and valid.

3.4 Overseas Trips: For overseas trips, we 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.

Virtual Activities: When conducting extracurricular activities in a virtual format, schools shall ensure:

1. Compliance with the *ADEK School Digital Policy* and policies set out by the school in accordance with it.

3.5

2. The presence of a member of staff when an activity is being hosted by parents or an external person or provider.

3.6 Activities Involving Animals: If an extracurricular activity or event involves the presence of animals or pets on school premises, schools shall ensure the following:

1. A risk assessment is conducted and all identified mitigating factors deemed feasible are implemented.

2. 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.

3. When not engaged in the activity, animals are kept in a separate area away from students.

4. A member of the School Wellbeing Committee, as per the *ADEK School 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.

5. The animal area is kept clean at all times, in line with any health and safety requirements stipulated in ADEK policies.

Risk Assessment and Emergency Planning:

3.7

1. We 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.
   a. We shall implement mitigating safety precautions in line with the risks identified in the risk assessment. Where appropriate, we shall ensure all equipment, tools, and materials are properly maintained, labeled, and stored.
   b. Virtual Activities: When organizing virtual activities, schools shall assess the online technology tools and platforms to be used.
   c. Water-based ECAs: When organizing water-based ECAs (e.g., visits to water parks, and beach-based activities), schools shall conduct a thorough risk assessment and assess the availability of an adequate number of lifeguards and adult supervisors at the activity location.

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

3. Risk assessments and emergency plans shall take into consideration any required medical care/supervision for individuals as stated on parent consent forms (see Section 2.7 Parental Consent).

3.8 ***Reporting Health and Safety Incidents:*** ECA Leaders/Supervisors shall inform the Principal (directly or through the ECA Coordinator) 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.

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

4. Events

School Events Policy: We shall develop an Events Policy in relation to any events organized by them as part of an ECA or otherwise (e.g., graduation ceremonies). The policy shall include, at a minimum:

1. The type of events to be conducted.

2. Eligibility criteria for participation.

4.1

3. Dress code (if applicable).

4. Expectations for the conduct of attendees and consequences of misconduct.

5. Procedures for risk assessment and the emergency plan.

4.2 Conducting Events: We shall ensure the following when conducting an event:

1. Minimum hours of school instruction are maintained, and class timetables are not disrupted in the scheduling of the event.

2. Any person in attendance who does not behave in line with the conduct expectations set out in the school's Events Policy faces consequences in line with the Events Policy.

4.3 We shall seek approval from ADEK for events, in line with the requirements of Section 2.1 Planning of Activities and Section 2.4 Approval from ADEK.

Graduation Ceremony: We shall ensure compliance with the following when organizing a Graduation Ceremony:

1. Parents of graduating students are formally invited to the Graduation Ceremony.

4.4

2. No fees are charged for the ceremony or distribution of certificates.

3. Parents are not requested to purchase materials for use in the Graduation Ceremony.

4.5 Parental Consent: We shall obtain signed written consent from the parent of every student participating in the event, in line with the requirements of Section 2.7 Parental Consent.

4.6 Safe Organization of Events: We shall follow all applicable health and safety requirements outlined in Section 3. Safe Provision of Extracurricular Activities.

4.7 Safe Organization of Events: We shall follow all applicable health and safety requirements outlined in Section 3. Safe Provision of Extracurricular Activities.

5. Exchange Programs

5.1 We are authorized to grant permission for students to participate in international outbound exchange programs and to accept students on inbound exchange programs, ensuring full compliance with all relevant regulations, including nationality and residency laws.

Academic Credits: We shall ensure that academic credits are appropriately transferred/allotted:

5.2 **1.** Outbound Programs: Where a school has given permission to a student to participate in an outbound exchange program, it shall transfer any credits the student has completed onto the student's record.

2. Inbound Programs: Where a school has agreed to accept a student on an inbound exchange program, it shall issue a credit transfer certificate upon completion of the program.

5.3 Fees: The original school of students participating in an exchange program 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. The original school is authorized to offer any relevant reduction in school fees for the duration of the exchange.

5.4 *Logistical Arrangements and Supervision:*

1. 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).

2. School Responsibilities: Schools 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.

3. Supervision: Outbound exchange programs are not subject to the regulations related to adult supervision (see Section 3.2 Adult Supervision).

6. Inclusion

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

1. We 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.

2. 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.).

6.1

3. Wherever it is appropriate to do so, we shall enable the participation of students with additional learning needs in ECAs that involve students of their own age and grade/year level.

4. We shall make any other reasonable adjustments to ECAs, where possible, to enable each student to participate in an ECA of their choice.

5. We shall ensure that risk assessments, mitigation measures, and emergency plans account for the needs of all students with additional learning needs.

Signatures:

CHAIRMAN	DIRECTOR	PRINCIPAL

Reviewed on: April 2026 **Next review on: April 2027**

School Stamp