



Effective From	AY 2024/25 (Fall term)
Compliance From	AY 2025/26 (Fall term)

## SCHOOL POLICY

on

# EXTRACURRICULAR ACTIVITIES

## AND EVENTS



### Introduction

Extracurricular activities (ECA) have a proven role in increasing students' self-confidence, promoting their interaction with others, enriching their skills and abilities, and supporting their overall wellbeing. Schools are responsible for providing ECAs that cater to a broad range of student needs and interests and have a duty of care to ensure that these activities are conducted safely. This policy sets out the basic requirements for the provision of ECAs and events, including in relation to range and type of provision, access and inclusion, and health and safety.

### Purpose

- Ensure schools offer 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.
- Support students in developing essential physical, social, emotional, and cognitive skills and attributes.
- Enhance student wellbeing and foster students' individual and team-based talents.
- Set out ADEK guidance to schools on the safe and inclusive delivery of ECAs and events.

## Definitions

<b>ADEK Wellbeing Policies</b>	<p>The group of ADEK policies that relate to student and/or staff wellbeing includes the following policies:</p> <ul style="list-style-type: none"> <li>• <a href="#">ADEK School Digital Policy</a></li> <li>• <a href="#">ADEK School Educational Risk Policy</a></li> <li>• <a href="#">ADEK School Extracurricular Activities and Events Policy</a></li> <li>• <a href="#">ADEK School Health and Safety Policy</a></li> <li>• <a href="#">ADEK School Healthy Eating and Food Safety Policy</a></li> <li>• <a href="#">ADEK School In-School Specialist Services Policy</a></li> <li>• <a href="#">ADEK School Inclusion Policy</a></li> <li>• <a href="#">ADEK School Physical Education and School Sports Policy</a></li> <li>• <a href="#">ADEK School Safeguarding Policy</a></li> <li>• <a href="#">ADEK School Staff Wellbeing Policy</a></li> <li>• <a href="#">ADEK School Student Behavior Policy</a></li> <li>• <a href="#">ADEK School Student Mental Health Policy</a></li> <li>• <a href="#">ADEK School Student Protection Policy</a></li> <li>• <a href="#">ADEK School Sustainability Policy</a></li> <li>• <a href="#">ADEK School Wellbeing Policy</a></li> </ul>
<b>Additional Learning Needs</b>	<p>Individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).</p> <p>For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.</p>
<b>Documented Learning Plan (DLP)</b>	<p>A plan which outlines any personalized learning targets, modifications to curriculum, additional support, or tools for learning which are agreed by school staff, parents, and students (where appropriate), including Individual Educational Plans (IEP), Individual Support Plans (ISP), Individual Learning Plans (ILP), Behavior Support Plans (BSP), Advanced Learning Plans (ALP), etc. This may be to address any specific identified academic, behavioral, language, or social and emotional need.</p>
<b>ECA Coordinator</b>	<p>A staff member who coordinates the provision of extracurricular activities for the school and with ADEK.</p>
<b>ECA Leader</b>	<p>An individual who oversees the running of an ECA (e.g., a Badminton Coach, Head of the Debate Club).</p>

<b>ECA Supervisor</b>	A staff member who supervises the provision of an extracurricular activity for the school.
<b>Emergency Plan</b>	A document setting out the procedures for responding to sudden or unexpected situations, mitigating any resulting damage or loss, and accelerating the resumption of normal operations (CCOHS, n.d.).
<b>Event</b>	A social or public occasion organized by the school, including competitions, lectures, performances, sports days, national day, and graduation ceremonies.
<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 programs or inbound exchange programs.
<b>Extracurricular Activities (ECA)</b>	Organized activities that students can participate in that are usually external to the school curriculum (but may be connected to it). Activities can be scientific, athletic, cultural, intellectual, philanthropic, and/or social in nature, and include, but are not limited to sports teams, clubs, private sports lessons, competitions, performances, recreational activities, field trips and overseas travel, or activities hosted virtually.
<b>Gifted and Talented</b>	Gifted students demonstrate exceptional ability in one or more domains. Talented students are those who can transform their giftedness into exceptional performance.
<b>Graduation Ceremony</b>	An official event organized by a school to confer certificates to students who have completed a particular educational stage (or cycle), such as kindergarten, primary school, or secondary school.
<b>Inbound Exchange Program</b>	An exchange program in which a school in Abu Dhabi hosts a student from another country.
<b>Outbound Exchange Program</b>	An exchange program in which a student from a school in Abu Dhabi is hosted by a school in another country.
<b>Overseas Trips</b>	ECAs that involve travel outside the UAE.
<b>Parent</b>	The person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree Law No. 3 of 2016 Concerning Child Rights (Wadeema).
<b>Parental Engagement</b>	Active involvement of a parent and their collaboration with the school to support and improve their child's learning, development, and wellbeing.
<b>Risk Assessment</b>	A systematic process of evaluating the potential risks that may be involved in an activity or undertaking.

<b>School Break</b>	A period of rest or recreation during the school day.
<b>School Holiday</b>	Day(s) on which the school is closed.
<b>Virtual Activity</b>	Any ECA which involves the participation of students, ECA Coordinators, or guests through online means, such as a video conference.



## Policy

### 1. School Extracurricular Activities and Events Policy

1.1 Policy Requirements: Schools 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](#)).
6. Procedures for the development of events as part of an Events Policy, as part of an ECA or otherwise (e.g., graduation ceremonies) (see [Section 4. Events](#)).
7. Procedures for granting permission for students to participate in international outbound exchange programs (see [Section 5. Exchange Programs](#)).

1.2 Appointment of ECA Coordinator(s): Schools 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 (e.g., parents) who will be interacting with students are aware of the [ADEK School 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 School 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 3.7 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 School Transportation Policy](#).

1.3 Awareness: Schools 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. Schools 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: Schools 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, schools 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. Schools 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. Schools shall actively encourage students to engage in a variety of extracurricular activities (i.e., scientific, cultural, intellectual, artistic, athletic, and philanthropic activities).
2. Schools shall encourage individual or team participation of students in national and international competitions and events.
3. Schools shall encourage students to start ECAs to enable them to develop competencies such as creativity, problem-solving, leadership, and entrepreneurship.
  - a. Schools 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: Schools 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. Schools 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. Schools 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: Schools 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: Schools 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. Schools shall ensure that 100% of the money collected is used for the purpose stated in the application.
- 2.10** Student Attendance: Schools shall track and maintain a record of students' attendance in ECAs.
- 2.11** Educational Compensation Plan: If an ECA is held during timetabled classes, schools shall develop and implement a plan to compensate for classes that are missed by participants.
- 2.12** Records: Schools 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: Schools 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](#). Schools 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: Schools 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: Schools 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: Schools 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. Schools shall maintain the following supervision ratio of adults to students during field trips. Schools 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. Schools 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) Schools shall maintain the following minimum lifeguard numbers.

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

5. Parent Volunteers: Schools 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](#).

**3.3 Transportation:** If transportation services are provided for an extracurricular activity, schools 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.

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 OSHAD-SF 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, 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.

**3.5 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.
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.

### 3.7 Risk Assessment and Emergency Planning:

1. Schools 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. Schools shall implement mitigating safety precautions in line with the risks identified in the risk assessment. Where appropriate, schools 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. Schools shall ensure that an emergency plan is prepared for all extracurricular activities, including the response to adverse weather conditions, where applicable. Schools 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: Schools 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

- 4.1 School Events Policy: Schools 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.
  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: Schools 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 Schools 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](#).
- 4.4 Graduation Ceremony: Schools shall ensure compliance with the following when organizing a Graduation Ceremony:
1. Parents of graduating students are formally invited to the Graduation Ceremony.
  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: Schools 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: Schools shall follow all applicable health and safety requirements outlined in [Section 3. Safe Provision of Extracurricular Activities](#).
- 4.7 Photography: Schools are authorized to organize photography sessions as part of events conducted by them, as long as parents' approval has been obtained. Schools shall ensure that such sessions are conducted in the line with the [ADEK School Digital Policy](#).

## 5. Exchange Programs

- 5.1 Schools 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.
- 5.2 Academic Credits: Schools shall ensure that academic credits are appropriately transferred/allotted:

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

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

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

4. Schools shall make any other reasonable adjustments to ECAs, where possible, to enable each student to participate in an ECA of their choice.
5. Schools shall ensure that risk assessments, mitigation measures, and emergency plans account for the needs of all students with additional learning needs.

## 7. Compliance

- 7.1 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).
- 7.2 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 and its amendments or any other relevant law. ADEK reserves the right to intervene if the school is found to be in violation of its obligations.





## 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. 3 of 2016 Concerning Child Rights (Wadeema)
- Federal Decree Law No. (3) of 2021 Regarding Regulating Donations
- Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties and its amendments
- Ministry of Education (MoE). (2022). *Code of Conduct for Education Professionals in General Education*.

## Publication

2024 (September) ADEK\_School\_Extracurricular Activities and Events Policy\_v.1.1

Department of Education and Knowledge, Abu Dhabi (ADEK)

This policy applies to Private and Charter Schools in Abu Dhabi. However, any circular issued prior to this policy or issued specifically for Charter Schools thereafter supersedes the requirements of this policy.

Past version:

2024 (January) ADEK\_School\_Extracurricular and Events Policy\_v.1.0

