ECA & Events Policy

Effective Date: Aug 2025
Review Date: Yearly

1 ECA & Events Policy

KIS Extracurricular Activities and Events Policy

Extracurricular activities (ECAs) have a proven role in increasing students' self-confidence, promoting their interaction with others, enriching their skills and abilities, and supporting their overall wellbeing. Through our Ed Ventures Program, KIS school are committed to providing students with a range of activities to suit their interests as well as further develop their skills and abilities. All activities offered adhere to the strictest health and safety protocols to ensure the safety and wellbeing of those involved. This policy sets out the basic requirements for KIS school for the provision of ECAs and events, including the type/range of provision, access and inclusion, as well as health and safety.

1. Purpose

KIS will provide a structured framework for the planning, execution, and management of extracurricular activities (ECAs) and events, ensuring safety, inclusivity, and alignment with ADEK guidelines. This policy promotes student development, enriches their skills, and supports their well-being through diverse opportunities beyond the academic curriculum.

KIS

1. 1. Offer activities outside of the curriculum that cater to a broad range of student interests, needs, interests and which provide scientific, intellectual, cultural, artistic and/or philanthropic enrichment.
2. 2. Support students in developing essential physical, social, emotional and cognitive skills and attributes
3. 3. Enhance student wellbeing and foster students' individual and team based talents
4. 4. Follow ADEK guidance to schools on the safe and inclusive delivery of ECAs and events.

Roles and Responsibilities

ECA Coordinator

An ECA Coordinator will oversee planning, scheduling, approvals, and implementation of ECAs. The Coordinator ensures compliance with ADEK's guidelines and secures necessary permissions.

ECA Supervisors

Supervisors are responsible for planning sessions, maintaining registers, and ensuring safety during activities.

External Providers

External providers must secure ADEK approval and meet all vetting requirements, including Emirates ID and tarasol security clearance.

2. Scope

KIS will apply this policy to all extracurricular activities and events, including on-campus, off-campus, overseas, and virtual activities.

3. Key Objectives

3.1 Activity Planning and Offerings

KIS will ensure a comprehensive range of ECAs, including academic, cultural, athletic, intellectual, artistic, and philanthropic activities, are available to meet diverse student needs.

3.2 Inclusive Access

KIS will promote equitable participation opportunities for all students, including those with additional learning needs or traditionally underrepresented groups.

3.3 Student-Led Activities

KIS will support students in proposing and organizing ECAs to foster leadership, creativity, and entrepreneurship.

3.4 Field and Overseas Trips

KIS will organize optional field trips and overseas trips, ensuring compliance with UAE Ministry of Foreign Affairs guidelines and ADEK requirements.

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

A full itinerary of the trip is required with a plan shared with the coordinator,

This plan must include:

- Travel Dates
- Cost
- Destination
- Transportation/Flight Numbers
- Itinerary of activities at destination
- Supervisors Risk Assessments
- Travel Plan
- Emergency Plan
- Purpose of trip

All documentation must be submitted a minimum of 2 months prior to departure. Approval from ADEK is required. Only once ADEK approval is granted may the trip be shared with families for permissions and monies.

4. Scheduling and Parental Engagement

4.1 Scheduling

ECAs will be scheduled by **KIS** to minimize disruption to academic timetables, ensuring approval for activities held during school hours, weekends, or holidays.

4.2 Parental Consent

Signed parental consent will be obtained for all ECAs, providing clear details about the activity objectives, schedules, transportation, and fees.

4.3 Financial Considerations

KIS will offer some ECAs free of charge while ensuring that any fees for paid activities are reasonable and ADEK-approved.

5. Safe Delivery of ECAs

5.1 Supervision

KIS will maintain adult-to-student supervision ratios based on the activity type and student age, ensuring the safety of all participants.

For offsite activities or trips:

- Grades 2 – Grade 6: 1:10
- Pre-KG to Grade 1: 1:6
- Overseas trips: 1:8
- Students with additional learning needs: 1:3 or higher, as required.

5.2 Transportation

KIS will book buses as per the ADEK Transportation Policy.

5.2.1 Buses are acquired from Emirates Transport with ADEK approved drivers.

5.2.2 All buses are checked to ensure they have adequate firefighting and first aid equipment

5.2.3 Students are charged for trip transportation. Every effort will be made to keep this cost to a minimum within city limits. Note that trips outside the immediate area or to other Emirates are charged at a higher rate.

5.2.4 Students must be seated at all times, wearing a seatbelt. Supervisors will be at the front and back of the bus to ensure student safety. Students must adhere to the **KIS** Student Code of Conduct at all times. Any damage caused to the bus will be reported with a financial penalty for repair passed to the families.

5.3 Risk Assessment and Emergency Planning

Detailed risk assessments will be conducted and emergency plans prepared for all ECAs, considering medical needs, student capabilities, and activity-specific risks.

5.4 Virtual Activities

KIS will ensure virtual ECAs comply with ADEK's Digital Policy and include staff supervision when external providers are involved.

When organizing virtual activities, **KIS** will assess the online technology tools and platforms to be used.

ADEK approval is required for virtual activities delivered by external providers

5.5 Inclusion

KIS will provide opportunities for participation in ECAs for all students and promote their inclusion and will make adjustments to ECAs to accommodate all students, providing alternative roles or activities when necessary.

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

6. Events Management

6.1 Types of Events

KIS will organize a range of events, including sports days, graduation ceremonies, performances, and national day celebrations. All ECAs will meet the requirements of the UAE Cultural Considerations Policy ensuring culture, customs, morals and religious and social norms of the UAE are considered without contradiction.

Organization of regular school-based ECAs:

1. All academic staff are expected to deliver 1 ECA session a week. Staff members will indicate what they would like to deliver and from there the school ECA coordinator will schedule the activities on an allocated ECA day.

2. The lead teacher or ECA supervisor will plan their block taking into consideration the different age groups and abilities of who will join.

3. It is the responsibility of the ECA supervisor to produce a risk assessment and emergency plan for their ECA as per ADEK Extracurricular Policy, section 3.7 Risk Assessments and Emergency Planning.

4. The ECA Coordinator will seek permission from ADEK for all activities offered in **KIS** using the ADEK online system. Approval is required for activities to take place.

5. Booking forms and an information booklet for the ECAs will be sent to parents and students via school communication channels. This will be done on a termly basis to allow for more student choice and involvement.

6. Submission of these forms by parents signifies their approval for their student to participate. Based on the sign-ups students will be assigned to the relevant activity.

7. Where an activity meets its allocated number of students and so students cannot access their 1st choice, a second choice will be offered and a waiting list established.

8. For health and safety reasons, activities do have a maximum number of students who can join, and in usual circumstances places will be allocated in border of student sign up

9. Prior to the start of the ECAs, students will be reminded of the club in which they are participating.

Animals:

Where an activity includes animals including pets **KIS** will ensure the following:

1. A risk assessment is completed and any mitigating factors deemed feasible are identified and implemented

2. Documentation is received from the animal owner to confirm the animals are in good health as per the requirements of UAE law.

3. Animals not engaged in a students' activity are kept away from students

4. A member of the school Wellbeing Committee or their delegate is present at all times at the animal area to ensure appropriate supervision and monitoring of animals as well as student safety.

5. The animal area is kept clean at all times.

Water Based Activities:

KIS will ensure that in case of water-based activities conducted within school premises, the following lifeguard requirements are maintained.

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

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

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

4. KIS will maintain the following minimum lifeguard numbers.

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

Water-based ECAs: When organizing water-based ECAs (e.g., visits to water parks, and beach-based activities), KIS will conduct a thorough risk assessment and assess the availability of an adequate number of lifeguards and adult supervisors at the activity location

6.2 Graduation Ceremonies

KIS will host, and provide certificates at, graduation ceremonies free of charge.

6.2.1 Appropriate approvals will be obtained for the graduation ceremony.

6.2.2 Parents of graduating students will be formally invited to attend the ceremony.

6.3 Parental Involvement

KIS will invite parents to participate in and volunteer for events while adhering to ADEK's conduct and safeguarding guidelines.

6.4 Photography

In compliance with ADEK's Digital Policy, **KIS** obtains parental consent before taking or sharing photographs and videos during events.

7. Exchange Programs

KIS will facilitate international inbound and outbound exchange programs, ensuring compliance with ADEK regulations and logistical support for participants.

KIS will 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:

KIS will ensure that academic credits are appropriately transferred/ allotted:

Outbound Programs: If **KIS** has given permission to a student to participate in an outbound exchange program, it will transfer any credits the student has completed onto the student's record.

Inbound Programs: If **KIS** has agreed to accept a student on an inbound exchange program, it will issue a credit transfer certificate upon completion of the program

Fees:

KIS and the host school will come to an agreement regarding the charging of fees and cost sharing for exchange programs. This agreement will align with the outlined guidelines, including the continuation of tuition fees at the original school and any discretionary fee reductions.

Logistical Arrangements and Supervision:

Parental Responsibilities: Parents of students participating in an exchange program will 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).

KIS Responsibilities: KIS will appoint a Student Exchange Coordinator to provide relevant administrative support to parents and students. This will include the transfer of relevant student records and uploading of transcripts to eSIS.

8. Record Keeping

KIS will maintain detailed records of all ECAs, including participant lists, risk assessments, consent forms, and compliance documentation.

9. Compliance and Review

9.1 Policy Implementation

KIS will implement this policy from AY 2024/25, with full compliance by AY 2025/26.

9.2 Policy Review

KIS will review this policy annually to ensure alignment with ADEK guidelines and school objectives.

10. References

1. Federal Decree Law No. 3 of 2016 (Child Rights).

2. Federal Decree Law No. (3) of 2021 (Regulating Donations).

3. ADEK Extracurricular Activities and Events Policy and related frameworks