FUTURE LEADERS
International Private School
Madinat Zayed, Muroor Road - Branch 2

ECA policy

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AIAASC
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Purpose and Aim

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. Future Leaders International Private School – Branch 2 is 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 the school offers 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.

School Extracurricular Activities and Events Policy

FLIS shall develop and implement their Extracurricular Activities and Events Policy, in accordance with the ADEK
wellbeing policies. The school 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,
2. genders, abilities, and preferences).
3. Outline of the full extracurricular programs and all ECAs offered by the school.
4. Process for organizing ECAs.
5. Procedure by which students can obtain approval to start their own ECA within the school (see Section 2.4. Student Involvement).
6. Procedures for the safe delivery of ECAs, including procedures in relation to supervision, transportation, safety, and risk assessments.

Guidelines

Appointment of ECA Coordinator(s):
FLIS 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.
2. 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 and collect and store all consent forms.
7. Ensure each ECA Supervisor completes a risk assessment and develops an emergency plan for their ECA.
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.

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

Planning and Delivery of ECAs at FLIS Branch 2:

1. 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 Cultural Consideration Policy.
    c. Food services, if provided, are in line with the requirements of the ADEK 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.

Field Trips:

The school 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.

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.
3. Participants are enrolled in Grade 5 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.

Student Involvement: The school will:

1. Actively encourage students to engage in a variety of extracurricular activities (i.e., scientific, cultural, intellectual, artistic, athletic, and philanthropic activities).
2. Encourage individual or team participation of students in national and international competitions and events.
3. Encourage students to start ECAs to enable them to develop competencies such as creativity, problem-solving, leadership, and entrepreneurship.
4. 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.

Scheduling of ECAs:

The school 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.

Approval from ADEK:

1. The school shall apply to ADEK to seek approval for any type of ECA listed below, and ensure that activities are in line with the ADEK 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 provider.
    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.

Parental Consent:
The school 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.

Fees:
The school is authorized to charge fees for ECAs, with a provision for free offerings. Where fees are charged, schools shallset them so that they are reasonable. Schools shall not collect any fees until such activities have been approved by ADEK.

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. Schools shall ensure that 100% of the money collected is used for the purpose stated during collection.

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

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.

Records:
The school shall keep records of all ECAs and events in line with the ADEK 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 Coordinators, and volunteers.
2. Parental consent forms.
3. Details of the external provider, if applicable.
4. The risk assessment and emergency plan.
5. The travel plan, if applicable.

Safe Provision of ECAs
Legal and Regulatory Compliance: the school 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 Student Protection Policy. The school shall ensure the provision of extracurricular activities is compliant with the ADEK Health and Safety Policy, and relevant regulations and policies of the government authorities responsible for regulating the ECAs.

ECA Supervision:
Adequate adult supervision will be provided for all ECAs, including recreational activities, field trips, international travel, and virtual activities.

1. ECA Supervisor: Schools shall appoint at least one member of staff as the ECA Supervisor for each ECA.
    a. Schools shall consider the experience and competence of coordinators when appointing them.
    b. ECA Supervisors are authorized to be volunteers from the school community, but a member of school staff shall also be assigned to coordinate between the ECA Supervisor and school, be present during the ECA, and be accountable for the adherence of the ECA with ADEK's and the school's policies.
    c. For any field trips, the Trip Leader (adult leading a trip) shall be an ADEK- approved staff member.

Role of ECA Supervisor:
Ensure that the ECA Supervisors:

a. Are 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.)
b. Are aware of and comply with the ADEK Student Protection Policy, ADEK Professional Code of Ethics, 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.
c. Strictly comply with and implement all health and safety parameters stated within this policy and all other ADEK wellbeing policies.
d. Adhere to all requirements and document submission requests and other requirements coming from the ECA Coordinator.
e. Ensure that student and staff/volunteer behavior is guided respectively by the Student Code of Conduct (in line with the ADEK Student Behavior Policy), the ADEK Professional Code of Ethics, the Code of Conduct for Education Professionals in General Education (MOE, 2022), and the ADEK Cultural Consideration Policy.
f. Ensure the Principal is informed 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 Health and Safety Policy.
g. Verify that a well-stocked first aid kit and an individual qualified to administer first aid is available during the activity and associated travel.
h. Check that any other safety equipment and facilities (e.g., ambulance) required in line with the risk assessment are available.
i. Ensure that Individuals engaged in the activity comply with the school policies.

Supervision Ratios:
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	Ratio
Grade 7 and above	1:15
Grade 2 to Grade 6	1:10
Pre-K to Grade 1	1:6
ALN students	1:3
Overseas trips	1:8

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

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

1. 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.
2. Use only transport companies approved by the ITC.
3. Ensure any transport supervisors are approved by ADEK and have read and signed the ADEK Student Protection Policy.
4. 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.
5. Consider weather conditions and the nature of the activity when preparing travel plans.
6. Ensure a driver fatigue prevention program is followed in line with the OSHAD-SF Code of Practice 25: Driver Fatigue Prevention (OSHAD, 2019).
7. 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.
8. Ensure that certifications and insurance requirements for drivers and vehicles are available and valid.

Overseas Trips:
Acquire or facilitate the acquisition of travel insurance for all participants. 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 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.

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 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:

1. 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. The school shall implement mitigating safety precautions in line with the risks identified in the risk assessment. Where appropriate, the school 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. 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 plansshall take into consideration any required medical care/supervision for individuals as stated on parent consent forms.

Reporting Health and Safety Incidents:
ECA Coordinators shall inform the school principal regarding any health and safety incidents that occur during the activity.

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

Events
The school 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.

Conducting Events:
Ensure the following when conducting an event:

1. Minimum hours of school instruction are maintained, and 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.
3. 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. Graduation Ceremony: Ensure compliance with the following when organizing a Graduation Ceremony:
    a. Parents of graduating students are formally invited to the Graduation Ceremony.
    b. No fees are charged for the ceremony or distribution of certificates.
    c. Parents are not requested to purchase materials for use in the Graduation Ceremony

Parental Consent:
The school shall obtain signed written consent from the parent of every student participating in the event.

Safe Organization of Events:
Follow all applicable health and safety requirements outlined in Section 3. Safe Provision of Extracurricular Activities.

Photography:
Authorized to organize photography sessions as part of events conducted by them, as long as parents' approval has been obtained. Ensure that such sessions are conducted in the line with the ADEK Digital Policy.

Exchange Programs:
The school is 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.

Inclusion

Inclusive Participation: Provide opportunities for participation in ECAs for all students and promote their inclusion, in line with the ADEK 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.