



AL BASMA BRITISH SCHOOL

Extracurricular Activities and Events Policy

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1. Policy Statement

Al Basma British School (ABBS) is committed to delivering a high-quality extracurricular programme that complements the academic curriculum, promotes student wellbeing, develops social and emotional skills, and nurtures talent. This policy aligns with ADEK's Wellbeing Policies and UAE regulations to ensure safe, inclusive, and enriching extracurricular activities and events for all students.

2. Purpose

To provide a broad, inclusive range of ECAs that support academic and personal development.

To deliver safe, well-supervised ECAs and school events that strictly adhere to the ADEK Cultural Consideration Policy, ensuring alignment with the culture, customs, morals, and religious and social norms of the UAE.

To comply fully with ADEK's policies, timelines, and legal frameworks.

To offer clear operational guidance to staff, parents, and students.

3. Definitions

Extracurricular Activities (ECA): Organised non-curricular activities supporting intellectual, artistic, athletic, or social growth.

Event: Any school-organised occasion such as assemblies, graduation ceremonies, sports days, national celebrations, etc..

ECA Coordinator: Staff member responsible for the overall coordination and oversight of ECAs.

ECA Leader/Supervisor: The adult (staff or provider) leading or supervising an ECA.

Exchange Programmes: ADEK-approved inbound or outbound student exchange opportunities.

Educational Compensation Plan: A plan to compensate for missed curriculum time during ECAs.

School Trip/Field Trip: Any curriculum-related or extracurricular activity that involves students traveling off-site, including local day trips.

4. Roles and Responsibilities

Principal: Holds overall responsibility for the quality, safety, and compliance of all ECAs and events

ECA Coordinator(s):

- Develop and publish an annual ECA calendar
- Coordinate ECA logistics and student pick-up (especially for younger students).
- Ensure all external stakeholders/providers are vetted, made aware of the ADEK Student Protection Policy, and sign a written document attesting to having read and understood it.
- Review and approve all risk assessments and emergency plans¹⁹.
- Oversee ADEK approval applications and communication with stakeholders²⁰.

ECA Leaders/Supervisors:

- Conduct risk assessments.
- Follow ADEK's student protection, behaviour, and health & safety policies
- Submit incident reports via the ECA Coordinator or Principal
- Ensure all ECAs are supervised according to ADEK supervision ratios

Parents:

- Provide written consent for all ECAs/events
- Share emergency contact and medical information

Students:

- Are encouraged to participate and may propose new ECAs using a school-approved process

5. Planning and Delivery

5.1 ECA Types and Offering

ECA Types: ECAs include academic clubs, arts, culture, STEM, sports, wellbeing, and philanthropic activities

Student-Initiated ECAs: Students may propose ECAs for approval via a formal process overseen by the ECA Coordinator

Free Offerings: Some ECAs must be free of charge, particularly those led by ABBS staff or volunteers

Risk Assessments & Emergency Plans: Required for all ECAs, including water-based and virtual activities

Principal Approval: All ECAs must be approved internally and submitted to ADEK as required.

ADEK Approval Timelines:

- 15 working days for regular ECAs
- 1 month for visitors or external providers
- 2 months for overseas trips or exchange programmes

5.2 Fees and Donations

ECA Fees: Fees charged for optional paid ECAs must be reasonable, transparent, and formally approved by ADEK prior to any collection from parents.

Donations: All fundraising or charitable donations collected for a third party (e.g., charity, PTA) must comply with UAE Federal Decree-Law No. (3) of 2021 regarding the regulation of donations

Accountability: 100% of all funds collected as donations must be used for the specific charitable purpose stated in the application

5.3 School Trips and Overseas Travel

Local School Trips/Field Trips: All local trips must be subject to a comprehensive risk assessment and have an emergency plan in place. Supervision will follow the ratios outlined in Section 6.

Overseas Trips: When planning overseas trips, the school shall ensure that:

- The destination(s) are chosen from the list of secure countries mentioned on the UAE Ministry of Foreign Affairs website
- The trip is scheduled in a manner that minimises disruption to core school learning.
- Supervision ratios for overseas trips are maintained at 1:8 (minimum 2 adults, including 1 female if girls attend)

6. Safe Provision and Protection Measures

Supervision Ratios:

- FS1–Y2: 1:6
- Y3–Y7: 1:10
- Y8+: 1:15
- Students of determination: 1:3 (or higher if needed)
- Water-Based ECAs:
 - 25m pool: 1 lifeguard
 - 50m pool: 2 lifeguards
 - Lifeguards rotate every 15–30 mins and rest every 90 mins

Transport Compliance:

- In line with ADEK’s Transportation Policy and ITC regulation
- Includes driver fatigue prevention and appropriate insurance
- Virtual Activities:
 - Supervised by a staff member and compliant with ADEK’s Digital Policy
- Animal-Inclusive ECAs:
 - Require risk assessments, veterinary documentation, and oversight by the Wellbeing Committee

7. Parent Communication and Consent

Parents will be informed about:

- The nature and purpose of each ECA/event
 - Timing, fees (if applicable), supervision, and contact information
 - Travel and safety arrangements
 - Medical and emergency information requirements
- Consent is mandatory and must be obtained in writing prior to participation. Forms are retained securely

8. Events and Graduation Ceremonies

All events must:

- Not disrupt core teaching hours
- Follow ADEK’s behaviour, safety, and cultural guidelines.
- Be free of charge to families.
- Be approved by ADEK if held off site or in a non-educational venue.

Graduation Ceremonies:

- Must invite parents

- Cannot require payment or material purchases
- Photography only permitted with signed parental consent

9. Exchange Programmes

- Outbound: For Year 6+ unless approved for gifted students. Students must register credits through eSIS
- Inbound: ABBS will issue a certificate for successfully completed credits
- Coordinator: A designated Student Exchange Coordinator will manage records and support families
- Parental Responsibility: Parents handle costs, travel, accommodation, and visas.
- Supervision: Not required for outbound exchanges per ADEK guidance

10. Record-Keeping and Monitoring

ABBS maintains complete records of:

- Student participation
- Consent forms
- Risk assessments and emergency plans
- Travel plans
- ADEK submissions and Al Adaa incident reports
- Annual internal audits will be carried out to ensure compliance.

11. Inclusion

ECAs will be inclusive of all students.

Reasonable adjustments will be made to ensure accessibility.

Alternative roles (e.g., scorer, team manager) will be provided if necessary.

Risk assessments will account for additional learning needs.

12. Compliance and Publication

This policy:

- Will be published in English on the school website and available in Arabic upon request
- This policy is subject to annual review and updates to ensure continuous compliance and improvement in safeguarding practices.

