



## Extracurricular Activities & Events Policy

**Approved by:**

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Chairwoman

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### Revision History

Revision Date	Version Number	Revised By	Signature
11/07/2025	01	Eva Sanchez Castillo Principal	



## Extracurricular Activities and Events Policy

### 1. School Extracurricular Activities and Events Policy

The Spanish School of Abu Dhabi (SSAD) is committed to providing a diverse range of extracurricular activities (ECAs) that support the holistic development of students. These activities are offered in alignment with ADEK (Abu Dhabi Department of Education and Knowledge) policies and in consideration of the UAE's cultural, social, and religious norms. The policy governing ECAs at SSAD ensures inclusivity, safety, and quality in all aspects of student involvement, with a particular focus on the well-being of our students.

#### 1.1 Policy Requirements

The school offers an inclusive array of extracurricular activities (ECAs) that cater to the diverse needs of the student body, considering different age groups, genders, abilities, and interests. All ECAs at SSAD shall be designed to:

1. Provide a broad spectrum of academic, cultural, artistic, athletic, intellectual, and philanthropic activities.
2. Ensure that at least some ECAs are free of charge, particularly those facilitated by school staff or volunteers.
3. Foster the active involvement of students by enabling them to propose and lead ECAs, subject to school approval.
4. Establish clear and transparent procedures for planning and organizing ECAs, ensuring the safe delivery of these activities.
5. Implement risk assessments for all ECAs and maintain a focus on health and safety, in accordance with ADEK regulations.

#### 1.2 Appointment of ECA Coordinators

To ensure the effective delivery of this policy, the school shall appoint ECA Coordinators responsible for the oversight and administration of all ECAs. The roles of the ECA Coordinators include:

- Reviewing all ECA plans to ensure compliance with both the ADEK and SSAD policies.
- Coordinating with ECA Supervisors to develop an annual ECA calendar.
- Communicating with parents, students, and other stakeholders about ECAs, including the activities, schedules, and any associated fees.
- Ensuring proper risk assessments and emergency plans are in place for each ECA.
- Ensuring parental consent forms are obtained for all students participating in ECAs.

#### 1.3 Awareness

The school shall ensure that this policy is communicated effectively to all relevant stakeholders. This includes:

- Publishing the policy on the school website and distributing it through the student, parent, and staff handbooks.



- Providing detailed information on the offered ECAs, including their schedules, responsible staff members, any associated fees, and the parental consent process.
- Including regular ECAs in the school calendar to ensure parents and students are aware of all available activities.

## 2. Planning and Delivery of ECAs

### 2.1 Planning of Activities

SSAD shall offer a comprehensive range of ECAs, including but not limited to academic, athletic, cultural, and philanthropic activities. When planning an ECA, the school shall:

- Conduct risk assessments and emergency planning as required.
- Ensure the cultural, moral, and religious customs of the UAE are respected.
- Adhere to the ADEK School Healthy Eating and Food Safety Policy, especially for students with allergies or dietary restrictions.
- Ensure that all ECAs are approved by the Principal and, where necessary, submitted to ADEK for approval.
- Parents' consent is a must have for the child to attend the trip

### 2.2 Student Involvement

- Students are encouraged to participate in a variety of ECAs to foster personal growth and development.
- SSAD encourages student-led ECAs, allowing students to propose new activities. The procedure for initiating an ECA shall be clearly outlined and communicated.
- Students are also encouraged to participate in national and international competitions to enhance their skills.

### 2.3 Scheduling of ECAs

ECAs shall be scheduled in such a way that minimizes disruption to regular class schedules. While ECAs may be scheduled during holidays, weekends, and school breaks, they will be subject to ADEK approval.

### 2.4 ADEK Approvals

Approval needed for any type of extracurricular activity (ECA) listed below, ensuring that all activities comply with the ADEK School Cultural Consideration Policy:

1. ECAs organized by the school that involve invited visitors or external providers, unless otherwise specified by ADEK.
2. Virtual ECAs offered or hosted by external providers.
3. ECAs that occur during holidays or weekends.
4. ECAs that take place during scheduled classes or school breaks.
5. Paid ECAs, where fees are charged separately from the regular school fees.
6. Off-campus ECAs within the UAE that involve overnight stays.
7. ECAs and events (such as performances or graduation ceremonies) hosted by the school at non-educational venues (e.g., hotels).
8. ECAs that take place outside the UAE.
9. Exchange programs (see Section 5, Exchange Programs).
10. Field trips.



## 2.4 Parental Consent

- Parental consent forms will be required for all students participating in ECAs, and these forms must include detailed information on the activity, location, transportation, fees (if applicable), and any necessary health or emergency information.
- Signed consent forms will be retained for reference by the ECA Coordinators.

## 2.5 Fees

ECAs may have fees associated with them, particularly those involving external providers. These fees shall be reasonable and communicated in advance. No fees shall be collected until the ECA has been approved by ADEK.

## 2.6 Donations

In cases where donations are collected during ECAs (e.g., for charity or student-run clubs), the school shall seek the necessary permissions from relevant authorities and ensure that 100% of the funds are used for the intended purpose.

## 2.7 Student Attendance:

The Spanish School of Abu Dhabi will track and maintain accurate attendance records for all students participating in ECAs. The school will monitor and document each student's involvement to ensure full compliance with the regulations governing extracurricular participation.

## 2.8 Educational Compensation Plan

When an ECA is held during scheduled timetabled classes, The Spanish School of Abu Dhabi shall:

- Develop and implement a plan to ensure students who miss academic lessons during ECA participation will receive appropriate compensatory learning. This ensures that their educational progress remains uninterrupted despite their extracurricular involvement.

## 2.9 Records

The Spanish School of Abu Dhabi will maintain comprehensive records of all ECAs and events in compliance with the ADEK School Records Policy. These records will be available for compliance checks or upon request from ADEK. The records will include the following:

1. A list of student participants, ECA Leaders, ECA Supervisors (if different from the ECA Leader), and any parent volunteers.
2. Parental consent forms as per Section 2.7 Parental Consent.
3. Details of any external providers involved in the ECA (if applicable).
4. A completed risk assessment and emergency plan as required by Section 3.7 Risk Assessment and Emergency Planning.
5. A travel plan, if applicable.
6. Reports and root cause analyses related to health and safety incidents, to be submitted through the Al Adaa platform as per Section 3.8 Reporting Health and Safety Incidents.

## 3. Safe Provision of ECAs

### 3.1 Legal and Regulatory Compliance



All ECAs at SSAD shall adhere to ADEK's School Health and Safety Policy and comply with all relevant government regulations regarding extracurricular activities. The safety of students is a top priority, and all external providers, staff, and volunteers must read and sign the ADEK School Student Protection Policy.

### 3.2 ECA Supervision

Adequate adult supervision will be provided for all ECAs. This includes the assignment of qualified ECA Leaders and Supervisors to oversee the activities. For field trips and international travel, the designated Trip Leader will be an ADEK-approved staff member.

### 3.3 Role of ECA Leader/Supervisor at The Spanish School of Abu Dhabi

1. ECA Leadership and Supervision:
  - When an ECA is led by a parent or a student, an ECA Supervisor will also be assigned to coordinate between the ECA Leader and the school. The ECA Supervisor will be present during the activity, ensuring that the ECA adheres to both The Spanish School of Abu Dhabi's and ADEK's policies.
  - For any field trips, the Trip Leader (adult leading a trip) shall be an ADEK-approved staff member.
2. Responsibilities of ECA Leaders/Supervisors: The Spanish School of Abu Dhabi ensures that ECA Leaders or Supervisors (if different from the Leader) are responsible for the following:
  - Awareness and Compliance:
    - ECA Leaders/Supervisors must be aware of and comply with the ADEK School Student Protection Policy, the ADEK School Professional Code of Ethics Policy, and the Code of Conduct for Education Professionals in General Education (MoE, 2022).
    - They must undertake the duty of care to ensure the health and safety of students during the activity.
  - Health and Safety Compliance:
    - ECA Leaders/Supervisors shall strictly comply with and implement all health and safety parameters stated within this policy, along with all other ADEK wellbeing policies.
  - Documentation and Reporting:
    - ECA Leaders/Supervisors must adhere to all requirements and documentation submission requests made by the ECA Coordinator or the relevant school authority.
  - Student and Staff Behavior:
    - ECA Leaders/Supervisors shall ensure that student and staff/volunteer behavior aligns with the Student Code of Conduct, 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.
  - Incident Reporting and Health and Safety:



- The Principal (directly or via the ECA Coordinator) must be informed of any incidents related to students' health and safety during the ECA and associated travel.
- ECA Leaders/Supervisors shall ensure that all necessary reports are submitted as per the ADEK School Health and Safety Policy.
- First Aid and Emergency Preparedness:
  - ECA Leaders/Supervisors must verify that a well-stocked first aid kit and an individual qualified to administer first aid are present during the activity and any associated travel.
- Safety Equipment and Facilities:
  - ECA Leaders/Supervisors must ensure that any safety equipment and facilities required (e.g., ambulance, safety gear) are available, as specified by the risk assessment for the activity.
- Compliance with School Policies:
  - ECA Leaders/Supervisors shall ensure that all individuals engaged in the activity comply with the school's policies.

### 3.4 Supervision Ratios

The following adult-to-student ratios shall be maintained during ECAs:

- Grades 7 and above: 1 adult for every 15 students.
- Grades 2 to 6: 1 adult for every 10 students.
- Pre-KG/FS1 to Grade 1: 1 adult for every 6 students.
- Students with additional learning needs: 1 adult for every 3 students (or higher as necessary).

For water-based activities, the necessary number of lifeguards shall be provided in accordance with the risk assessment.

- 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.

### 3.5 Transportation

If transportation is provided for an ECA, SSAD will ensure compliance with the ADEK School Transportation and Health and Safety Policies. The school will consider weather conditions, ensure adequate supervision during transport, and ensure vehicles meet safety standards.

Ensure a driver fatigue prevention program is followed in line with the OSHAD SF Code of Practice 25.

### 3.6 Overseas Trips



For overseas trips, the school will ensure that students are covered by travel insurance and that the necessary security and safety protocols are followed. Additionally, UAE nationals will be registered on the Twajudi service.

### 3.7 Virtual Activities

For virtual ECAs, SSAD will ensure compliance with the ADEK School Digital Policy. A member of staff will be present during virtual activities hosted by external providers to ensure student safety.

### 3.8 Activities Involving Animals at The Spanish School of Abu Dhabi

If an extracurricular activity or event at The Spanish School of Abu Dhabi involves the presence of animals or pets on school premises, the following guidelines shall be followed:

1. Risk Assessment:
  - A thorough risk assessment will be conducted to evaluate any potential hazards related to the presence of animals. All identified risks must be mitigated, and feasible mitigating actions must be implemented to ensure the safety and wellbeing of both the students and the animals.
2. Animal Health Documentation:
  - Owners of animals participating in the activity must submit the necessary documentation to confirm that the animals are in good health. This documentation must comply with the UAE government's requirements regarding animal health and safety standards.
3. Animal Supervision and Separation:
  - When not actively involved in the activity, animals will be kept in a separate area away from students to avoid any potential disturbances or safety issues.
4. Wellbeing Committee Supervision:
  - A member of the School Wellbeing Committee, as per The Spanish School of Abu Dhabi's Wellbeing Policy, or a designated delegate, shall be present in the animal area throughout the day. Their role will be to ensure the proper supervision of the animals and monitor the safety and wellbeing of students in the vicinity.
5. Cleanliness and Health Standards:
  - The animal area shall be maintained in a clean and hygienic condition at all times, in compliance with the health and safety requirements stipulated in the ADEK policies. This includes regular cleaning and ensuring all safety protocols are followed to ensure a safe environment for both animals and students.

### 3.9 Risk Assessment and Emergency Planning

SSAD will conduct risk assessments for all ECAs, ensuring that appropriate safety measures are implemented. Emergency plans will be developed for all activities, and these plans will account for various potential risks, including adverse weather, health issues, or accidents.

### 3.10 Reporting Health and Safety Incidents

In the event of a health and safety incident during an ECA, the ECA Leader or Supervisor shall inform the Principal immediately. All incidents will be reported on the Al Adaa platform, and a root cause analysis will be conducted.



#### 4. Events

- Event Policy: Schools are required to establish and maintain an Events Policy for all activities that fall under the ECA framework. The policy must specify:
  1. The types of events to be conducted (e.g., academic celebrations, cultural events, graduation ceremonies).
  2. Eligibility criteria for student participation in events.
  3. Dress code requirements, where applicable.
  4. Expectations for student behavior, with clear consequences for misconduct.
  5. Procedures for conducting risk assessments and developing emergency plans in case of unforeseen events.
- Conducting Events:
  - Schools shall ensure that event scheduling does not disrupt core academic instruction. Minimum hours of school instruction must be maintained.
  - Any non-compliance with the school's event code of conduct may result in appropriate consequences in accordance with the school's Event Policy.
  - Schools shall seek approval from ADEK for events, in line with the requirements of ADEK
  - Parental Consent: Schools shall obtain signed written consent from the parent of every student participating in the event
- Graduation Ceremonies: When organizing a Graduation Ceremony for students:
  - Parents of graduating students must be formally invited to the event.
  - No additional fees shall be charged for the ceremony or for the distribution of certificates.
  - Parents should not be asked to purchase materials for the ceremony, ensuring equitable participation.
  - Parental consent for participation in such ceremonies must be obtained, following the Parental Consent Policy.
- Event Photography:
  - Photography sessions organized as part of school events require prior parental consent. These sessions must adhere to the ADEK School Digital Policy, ensuring the privacy and safety of students during the process.

#### 6. Exchange Programs

- Inbound and Outbound Exchange Programs:
  1. Schools may permit students to participate in international outbound exchange programs, and likewise, accept inbound exchange students. Full compliance with UAE residency and nationality regulations must be ensured for both inbound and outbound students.
  2. Academic Credit Transfer:
    - Outbound students: The original school shall ensure that academic credits earned during an exchange program are transferred to the student's record upon return.
    - Inbound students: Schools accepting inbound exchange students must issue appropriate credit transfer certificates upon completion of the program.
- Fees and Logistical Arrangements:
  1. Students' parents bear the full financial responsibility for the exchange program, including fees payable to the host school and associated travel and accommodation costs.



2. Schools must appoint a Student Exchange Coordinator to manage logistics, including the transfer of student records, visa arrangements, and the processing of required documentation.

## 7. Inclusion in Extracurricular Activities

- Inclusive Participation: Schools must promote the inclusion of all students in ECAs, adhering to the ADEK School Inclusion Policy:
  1. Students with additional learning needs or those from traditionally underrepresented groups should have equal access to participate in extracurricular activities.
  2. If an activity or role limits a student's involvement, schools must offer alternatives (e.g., team leader, assistant roles, or managerial tasks).
  3. Reasonable Adjustments shall be made to ECAs when possible, ensuring that all students can participate, regardless of their specific needs or limitations.
  4. Risk assessments for ECAs must take into consideration the needs of students with additional learning needs, ensuring their safety and participation.

## 8. Compliance

- Policy Implementation and Compliance: This policy will be effective starting from the academic year 2024/25 (Fall term). Schools must ensure full compliance by the beginning of the 2025/26 academic year.
  1. Non-compliance with this policy could lead to legal accountability, with penalties as stipulated by ADEK and UAE law.
  2. ADEK reserves the right to intervene and impose corrective measures if a school fails to meet the established guidelines and regulations.



## ANEX 1.

Everyone in the school that is willing to go ahead with a school trip, event or activity will need to fill in the School Trips/ Events, Activities Request Form

## ANEX 2

### Consentimiento Actividades Extracurriculares (ECA)

Yo, el/la abajo firmante, como padre/madre o tutor/a de \_\_\_\_\_,  
doy mi consentimiento para que mi hijo/a participe en las actividades extracurriculares en The Spanish School of Abu Dhabi durante el año académico \_\_\_\_\_.

Declaración del Padre/Madre o Tutor/a

- Entiendo que la escuela tomará todas las precauciones necesarias para garantizar la seguridad y el bienestar de mi hijo/a durante esta actividad.
- Entiendo que The Spanish School of Abu Dhabi no será responsable por ningún accidente o incidente que pueda ocurrir durante esta ECA.
- Acepto que durante la actividad se pueda realizar fotos o videos de los estudiantes que participen en la misma

Nombre del Padre/Madre o Tutor/a: \_\_\_\_\_

Firma: \_\_\_\_\_

Fecha: \_\_\_\_\_

### ECA Parental Consent

I, the undersigned, as the parent/guardian of \_\_\_\_\_  
hereby give my consent for my child to participate in extracurricular activities at The Spanish School of Abu Dhabi for the academic year \_\_\_\_\_

Parent/Guardian Declaration

- I understand that the school will take all necessary precautions to ensure the safety and well-being of my child during this activity.



- I understand that The Spanish School of Abu Dhabi will not be held responsible for any injury or incident that may occur during this ECA.
- I do Accept that pictures or videos might be taking during the activity to students involved.

Parent/Guardian Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### ANEX 3

## Autorización salida escolar

Introducción a la actividad

\_\_\_\_\_

Día: \_\_\_\_\_

Lugar: \_\_\_\_\_

Hora : \_\_\_\_\_

Coste : \_\_\_\_\_ Dhs.

1. Nombre del estudiante: \_\_\_\_\_

2. Nombre del padre/ madre: \_\_\_\_\_

3. Teléfono de contacto en caso de emergencia: \_\_\_\_\_

4. Consentimiento

- AUTORIZO a mi hijo/a a realizar la salida escolar.
- NO AUTORIZO a mi hijo/a a realizar la salida escolar

5. Alergias: \_\_\_\_\_

6. Consentimiento fotográfico

- DOY permiso al colegio a tomar fotos de mi hijo/a durante la salida escolar.
- NO DOY permiso al colegio a tomar fotos de mi hijo/a durante la salida

7. Autorizo a la persona responsable a tomar las medidas oportunas en caso de que mi hijo/a no cumpla la normativa establecida durante la salida escolar.

¿Cuáles son las normas a cumplir por los estudiantes?

*Tal y como sucede dentro de nuestro recinto escolar, se deben respetar las políticas establecidas en el espacio que vamos a visitar.. El hecho de tener un comportamiento no aceptable, puede conllevar la suspensión de la actividad para ese alumno, siendo el padre o tutor legal del alumno el máximo responsable.*

- DOY permiso
- NO DOY permiso

El coste de la excursión es de \_\_\_\_\_ dhs, se ruega hagan llegar esta cantidad exacta a los tutores de sus hijos/as en un sobre cerrado, con el nombre del alumno/a y la clase. **Fecha límite** \_\_\_\_\_

Firma Padre/ Madre /Tutor Legal: \_\_\_\_\_



## School trip consent

Activity introduction:

\_\_\_\_\_

Day: \_\_\_\_\_

Place : \_\_\_\_\_

Time: \_\_\_\_\_

Cost: \_\_\_\_\_ Dhs.

1. Student name: \_\_\_\_\_

2. Parents name: \_\_\_\_\_

3. Emergency contact phone number: \_\_\_\_\_

4. Consent

- I GIVE permission to my child to go to the school trip
- I DO NOT give permission to my child to go to the school trip

5. Allergies: \_\_\_\_\_

6. Pictures Consent

- I GIVE my consent for the school to make pictures of my child during the school trip
- I DO NOT GIVE my consent for the school to make pictures of my child during the school trip

7. I give consent to the person in charge to take the appropriate measures in case my child does not follow the rules of the school trip.

### ***What are the rules to be followed by students?***

*As happens within our school campus, the policies established in the space that we are going to visit. The fact of having unacceptable behavior, may lead to the suspension of the activity for that student. Being the parent or legal guardian of the student the maximum responsible.*

- I GIVE Permission
- I DO NOT GIVE permission



The School trip cost will be \_\_\_\_\_dhs, please send this exact amount in a closed envelope with your child name and class to your homeroom teacher. **Deadline**\_\_\_\_\_

Father / Mother/ Legal Tutor Signature:\_\_\_\_\_

## ANEX 4

### ECA LISTS AND ATTENDANCE RECORDS

ECA Coordinator needs to display and update the lists students lists in the classrooms.

Attendace will need to be taken daily before the activitie starts

	A	B	C	D	E	F	G
1	ECA NAME		MONTH				
2	Student Family Name	Name	DAY	DAY	DAY	DAY	DAY
3			▼	▼	▼	▼	▼
4				▼	▼	▼	▼
5			Present	▼	▼	▼	▼
6			Absent	▼	▼	▼	▼
7			Late	▼	▼	▼	▼
8				▼	▼	▼	▼
9				▼	▼	▼	▼
10				▼	▼	▼	▼
11				▼	▼	▼	▼
12				▼	▼	▼	▼
13				▼	▼	▼	▼
14				▼	▼	▼	▼
15				▼	▼	▼	▼
16				▼	▼	▼	▼
17				▼	▼	▼	▼
18				▼	▼	▼	▼
19				▼	▼	▼	▼