

ST.JOSEPH'S SCHOOL, ABU DHABI

EXTRA CURRICULAR POLICY



PURPOSE

- Ensure that school 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.
- A staff member who coordinates the provision of an extracurricular activity (or activities) for the school.
- ECA Supervisor A staff member who supervises the provision of an extracurricular activity or activities for the school.
- Emergency Plan -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)

EVENT

- A social or public occasion organized by the school, including competitions, lectures, performances, sports days, national day, and graduation ceremonies.

EXCHANGE PROGRAM

- An arrangement through which students can attend a part of the academic year in a school in another country, including international trip Out.

ECAS-EXTRA CURRICULAR ACTIVITIES

- 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 bound exchange programs or inbound exchange programs.

GIFTED AND TALENTED

- Gifted students demonstrate exceptional ability in one or more domains. Talented students are those who can transform their giftedness into exceptional performance.

GRADUATION CEREMONY

- 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.

OUTBOUND EXCHANGE PROGRAM

- An exchange program in which a student from a school in Abu Dhabi is hosted by a school in another country.

OVERSEAS TRIP

- ECAs that involve travel outside the UAE

PARENTAL ENGAGEMENT

- Active involvement of a parent and their collaboration with the school to support and improve their child's learning, development, and wellbeing

RISK ASSESSMENTS

- A systematic process of evaluating the potential risks that may be involved in an activity or undertaking.

POLICIES

- 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).

APPOINTMENT OF COORDINATORS

- Schools shall appoint one or more staff member(s) as ECA Coordinator(s) to implement their Extracurricular Activities and Events Policy and provision. Extracurricular Activities and Events Policy, in accordance with the ADEK .

The coordinator 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 who will be interacting with students are aware of the ADEK Student Protection Policy and sign a document attesting 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 (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 3.10 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 Transportation Policy.

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)

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.

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.

APPROVAL FROM ADEK

- 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 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.

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.

SAFE PROVISION

- 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 Student Protection Policy. Schools 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: Schools shall provide adequate adult supervision (see Section 3.2.3.a) for all ECAs, including recreational activities, field trips, international travel, and virtual activities.

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 .

PARENT VOLUNTEERS

- Schools are authorized to include parent volunteers in leading or assisting extracurricular activities in line with the ADEK Parental 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

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).

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Next review Date: 30 March 2025