Sharjah American International School

2026 - 2027

SAIS EXTRACURRICULAR ACTIVITIES AND EVENTS POLICY

Abu Dhabi Branch



YEAR OF FAMILY 2026

1. INTRODUCTION

Extracurricular Activities (ECAs) play an important role in strengthening students' confidence, wellbeing, and personal development. SAIS is committed to offering a wide range of extracurricular opportunities that enrich students academically, socially, culturally, physically, and emotionally.



All ECAs and events at SAIS are planned and delivered in a safe, inclusive, and well-supervised manner, ensuring full compliance with ADEK wellbeing expectations and UAE cultural values.

2. PURPOSE OF THE POLICY

This policy aims to ensure that SAIS:

- Provides structured extracurricular opportunities that meet diverse student interests and needs.
- Promotes students' physical, social, emotional, and cognitive growth through meaningful engagement.
- Supports student wellbeing, leadership, teamwork, and talent development.
- Ensures ECAs and events are delivered safely, inclusively, and in alignment with ADEK and UAE regulations.

3. SCOPE

This policy applies to all SAIS students, staff involved in ECAs and events, external providers, volunteers, and guests. It covers school-organized activities conducted on-campus/off-campus, during/after school hours, weekends/holidays, and inside/outside the UAE.

4. DEFINITIONS

SAIS follows ADEK definitions for key terms including Extracurricular Activities (ECAs), Events, Field Trips, Overseas Trips, Risk Assessment, Emergency Plan, ECA Coordinator/Supervisor/Leader, and Students with Additional Learning Needs.

5. INCLUSIVE ACCESS

This policy is reviewed annually by the Health & Safety Committee and the Compliance Officer to ensure alignment with ADEK's current framework. Records of monitoring and corrective actions will be presented during inspection or audit visits.

6. EXTRACURRICULAR PROGRAM OVERVIEW

SAIS offers a balanced ECA program which may include academic clubs, cultural and artistic activities, sports and athletics, student leadership and service initiatives, competitions, and trips. A full list of activities is published through the school calendar and official communication channels.

7. ROLES AND RESPONSIBILITIES

7.1 Principal / Head of School
The Principal/Head of School approves ECAs and events, ensures safe delivery and documentation, and ensures required ADEK approvals are submitted.

7.2 ECA Coordinator
The ECA Coordinator reviews plans, coordinates schedules, ensures consent and documentation, and supports emergency communication.

7.3 ECA Leader / Supervisor
ECA Leaders/Supervisors deliver activities responsibly, follow safeguarding expectations, manage student behaviour, ensure first aid readiness, and report incidents immediately.

8. PLANNING AND ORGANIZING ECAS

Before launching any ECA, SAIS ensures risk assessment is completed, UAE cultural considerations are respected, and the activity is approved. If an ECA is held during lesson time, an educational compensation plan will be implemented.

9. ADEK APPROVALS (WHEN REQUIRED)

AIS applies for ADEK approval when required for activities such as paid ECAs, off-campus overnight activities, overseas trips, and field trips. SAIS will not collect any fees until ADEK approval is granted.

10. PARENTAL CONSENT

SAIS requires signed parental consent for all students participating in ECAs and events. Consent includes activity details, transportation arrangements, emergency contact details, and relevant medical information.

11. SAFE DELIVERY AND SUPERVISION

SAIS ensures supervision throughout the duration of the activity until students are handed to authorized staff or parents. SAIS follows ADEK minimum supervision ratios for field trips and overseas trips.

12. TRANSPORTATION AND TRAVEL SAFETY

Where transportation is provided, SAIS ensures compliance with relevant policies, safe travel planning (including prayer, hydration, and breaks), and driver fatigue prevention measures.

13. RISK ASSESSMENT AND EMERGENCY PLANNING

SAIS conducts risk assessments for all activities and prepares emergency plans, including response to adverse weather and medical emergencies, based on the nature of the activity and participant needs.

14. REPORTING INCIDENTS

Any health and safety incident must be reported immediately to the Principal (directly or via the ECA Coordinator) and documented through official reporting channels, including root cause analysis when required.

15. EVENTS REQUIREMENTS

SAIS ensures events include clear eligibility criteria, conduct expectations, consequences for misconduct, and appropriate risk assessment and emergency planning.

16. RECORDS AND DOCUMENTATION

SAIS maintains records for all ECAs and events, including attendance, participant lists, consent forms, risk assessments, travel plans, and incident reports.

17. COMPLIANCE

SAIS is committed to full compliance with ADEK requirements. Failure to comply may result in accountability measures in line with ADEK regulations and UAE law.

APPENDICES

Appendix A: Risk Assessment Template
Appendix B: Parental Consent Form
Appendix C: Trip/Travel Plan Template
Appendix D: Incident Report Form

APPENDICES

Appendix A: Risk Assessment Template (SAIS)

Activity/Event Title: _____
Date: ____ / ____ / _____
Location: _____
ECA Leader: _____
Participants: _____ Students | _____ Staff

Risk Assessment Table

Hazard/Risk	Who may be harmed ?	Control Measures	Risk Level (L / M / H)	Person Responsible

Medical & Special Requirements
- Students with medical conditions / allergies: □ Yes □ No
Details: _____
- Students with additional learning needs: □ Yes □ No
Adjustments required: _____
Final Check
□ Emergency contacts available
□ First aid kit available
□ Supervision ratio confirmed
□ Transport safety confirmed (if applicable)

Prepared by: _____ Signature: _____ Date: ____/____/____

Reviewed by (ECA Coordinator): _____ Signature: _____ Date: ____/____/____

Approved by (Principal): _____ Signature: _____ Date: ____/____/____

Appendix B: Parent Consent Form (SAIS)

SAIS – Parent Consent Form for ECA/Event Participation

Student Name: _____
Grade/Class: _____
ECA/Event Name: _____
Date(s): _____
Time: From _____ To _____
Location: □ On Campus □ Off Campus (_____)
Transport Provided: □ Yes □ No

Medical Information
- Allergies: □ Yes □ No
Details: _____
- Medical condition: □ Yes □ No
Details: _____

Parent Consent
I confirm that I allow my child to participate in the above activity/event.
I acknowledge that SAIS will take all necessary safety measures.

Parent Name: _____
Mobile Number: _____
Signature: _____
Date: ____ / ____ / _____

Appendix C: Trip/Travel Plan Template (SAIS)

SAIS – Trip/Travel Plan Form

Trip Title: _____
Trip Type: □ Educational □ Competition □ Camp □ Other: _____
Destination: _____
Date: ____ / ____ / _____
Departure Time: _____
Return Time: _____

Participants
- Total Students: _____
- Total Staff: _____
- Supervision Ratio: _____

Transport Details
Company: _____
Bus No(s): _____
Driver Name(s): _____

Student List Attached: □ Yes □ No

Safety & Risk
□ Risk assessment attached
□ First aid coverage confirmed
□ Student medical list shared with Nurse

Parent Consent: □ Collected and filed

Approvals
Trip Leader: _____ Signature: _____ Date: ____/____/____
ECA Coordinator: _____ Signature: _____ Date: ____/____/____
Principal/Head of School: ____ Signature: _____ Date: ____/____/____

Appendix D Incident Report Form (SAIS)

SAIS – ECA/Event Incident Report Form

Reference No.: _____
Date of Incident: ____ / ____ / _____
Time: _____
Location: _____

Persons Involved
Student(s): _____
Staff Member(s): _____
Witnesses: _____

Incident Description (Facts Only)
_____
_____

Immediate Action Taken
_____
_____

Injury / Medical Support
□ None □ First Aid □ Clinic □ Hospital
Details: _____

Parent Notification
□ Yes □ No
If yes, time and name: _____

Follow-up Actions Required
_____

Reported By: _____ Signature: _____ Date: ____/____/____

Reviewed By (SLT/HR): _____ Signature: _____ Date: ____/____/____