

United Private School (UPS) Extracurricular Activities and Events Policy

Introduction

- 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 well-being.
- United Private School is responsible for providing ECAs that cater to a broad range of student needs and interests and has 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 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.

Extracurricular Activities and Events Policy

United Private School implements its Extracurricular Activities and Events Policy in accordance with ADEK wellbeing policies. The policy will be available on the school's website in both Arabic and English.

The policy includes the following elements at a minimum:

- Commitment to an inclusive offering of ECAs that cater to the diversity of the student body, including different age groups, genders, abilities, and preferences.
- Outline of the full extracurricular programs and all ECAs offered by the school.
- Process for organizing ECAs.
- Procedure by which students can obtain approval to start their own ECA within the school .
- Procedures for the safe delivery of ECAs, including procedures related to supervision, transportation, safety, and risk assessments.
- Procedures for the development of events as part of an Events Policy, whether as part of an ECA or otherwise (e.g., graduation ceremonies) .

- Procedures for granting permission for students to participate in international outbound exchange programs .
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Appointment of ECA Coordinator(s)

United Private School appoints one or more staff members as ECA Coordinator(s) to implement the Extracurricular Activities and Events Policy.

The coordinator(s):

- Review ECA plans to ensure alignment with ADEK's and the school's policy.
- Coordinate between all ECA Supervisors to develop an ECA calendar and make this available to parents and students.
- 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 days when there is an after-school ECA) to ensure that students are picked up/brought to their respective ECAs.
- Ensure that any external stakeholders (e.g., parents) who will be interacting with students are aware of the ADEK School Student Protection Policy and sign a document attesting that they have read and understood it.
- Ensure that the Student Code of Conduct (as per the ADEK School Student Behavior Policy), the 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.
- Ensure compliance with requirements relating to parental consent and collect and store all consent forms.
- Ensure each ECA Supervisor completes a risk assessment and develops an emergency plan for their ECA.
- Coordinate the communication of all emergencies (e.g., cancellations, change of location) between parents and ECA Supervisors if the latter is unable to do so.
- Verify that, for field trips, each ECA Supervisor prepares a travel plan in line with Section 3.3 Transportation and the ADEK School Transportation Policy.

Awareness

United Private School undertakes the following steps to ensure that all relevant stakeholders are aware of the Extracurricular Activities and Events Policy:

- Publish the policy on the school's website and in student, parent, and staff handbooks.
- Provide information about the extracurricular programs (including pre-planned ECAs and events) to parents, including but not limited to:
 - The ECAs offered.
 - The timing, frequency, and duration of each ECA.
 - The person(s) responsible for each ECA (ECA Coordinator) and the external provider, if applicable.
 - The fees and payment terms for each ECA, if applicable.
 - The application process and selection criteria (if applicable) for each ECA.
 - The requirements in relation to parental consent .
- Include all ECAs conducted regularly in the school calendar.

Planning and Delivery of Extracurricular Activities (ECAs)

Planning of Activities

United Private School offers a comprehensive range of extracurricular activities (ECAs), including academic, cultural, artistic, athletic, intellectual, and philanthropic activities. At least some of these ECAs shall be offered free of charge, particularly when provided by school staff or volunteers.

In planning an ECA, United Private School ensures:

- Risk assessment and emergency planning are conducted in line with the requirements of Section 3.7 Risk Assessments and Emergency Planning.
- The culture, customs, morals, and religious and social norms of the UAE are considered.
- The topics and content of the activities shall not contradict the UAE's policies, constitution, or beliefs and shall support religious tolerance, in line with the ADEK School Cultural Consideration Policy.
- Food services, if provided, comply with the ADEK School Healthy Eating and Food Safety Policy, including considerations for minority groups and students with allergies.
- All ECAs are approved by the Principal to ensure they meet ADEK requirements.
- The Principal shall submit ECAs to ADEK for information or for approval, as applicable (see Section 2.6 Approval from ADEK).

Field Trips

United Private School applies to ADEK for approval when planning field trips. Field trips are not mandatory, and parental consent is required for each student participating in each field trip.

Overseas Trips

When planning overseas trips, United Private School shall ensure:

- The destination(s) are selected from the list of secure countries provided by the UAE Ministry of Foreign Affairs.
- The trip is scheduled to minimize disruption to school learning.
- For trips that are scheduled during timetabled classes, United Private School shall create an educational compensation plan.
- Participants are enrolled in Grade 5/Year 6 or above.
- United Private School is authorized to make exceptions for gifted and/or talented students who are invited to participate in competitions and events held overseas.

Student Involvement, Scheduling, and Extracurricular Activity Policies

Student Involvement

United Private School actively encourages students to engage in a wide range of extracurricular activities, including scientific, cultural, intellectual, artistic, athletic, and philanthropic activities.

The school shall also encourage individual and team participation in national and international competitions and events.

United Private School encourages students to start their own extracurricular activities (ECAs) to help them develop competencies such as creativity, problem-solving, leadership, and entrepreneurship. Measures shall be in place through which students can initiate their own ECA with the school's approval, and these measures shall be communicated to all relevant stakeholders.

Scheduling of ECAs

United Private School schedules ECAs in a manner that minimizes disruption to timetabled classes. The school is authorized to schedule ECAs during timetabled classes, weekends, holidays, or school breaks after obtaining approval from ADEK.

Approval from ADEK

United Private School applies to ADEK to seek approval for any of the following types of ECAs, ensuring they are in line with the ADEK School Cultural Consideration Policy:

- ECAs organized by the school that involve invited visitors and external providers, unless otherwise specified by ADEK.
- Virtual ECAs offered or hosted by an external provider.
- ECAs conducted during holidays and weekends.
- ECAs that take place during timetabled classes and school breaks.
- Paid ECAs, i.e., those for which fees are charged separately from school fees.
- Off-campus ECAs that take place inside the UAE and involve overnight stays.
- ECAs and events (e.g., performances, graduation ceremonies) hosted in non-educational venues (e.g., hotels).
- ECAs that take place outside the UAE.
- Exchange programs (see Section 5 Exchange Programs).
- Field trips.

United Private School applies for ADEK approval according to the following timelines before the start of an ECA:

- 15 working days for all regular ECAs.
- 1 month for ECAs involving requests for invited visitors/students (over 18 years of age) and service providers.
- 2 months for all overseas trips and exchange programs.

Parental Consent

United Private School obtains signed consent from the parent of each student participating in an ECA organized by the school. Consent forms shall include all essential information, such as:

- The type and objective of the ECA, schedule, location, transportation arrangements, detailed travel plans (including stopovers, if applicable), fees (if any), and contact details of the ECA Coordinator(s).

- Emergency contact information from parents and basic medical details (e.g., blood group, health issues requiring attention, medical supervision needs).
- Signed consent forms shall be retained by ECA Coordinators for reference.

Fees

United Private School is authorized to charge fees for ECAs, while also providing free offerings. Where fees are charged, they shall be set at a reasonable level, and no fees shall be collected until activities are approved by ADEK.

Donations

If money is collected for donations to a third party (e.g., a charity, PTA, or student-run club) during an ECA, United Private School shall apply to the relevant authorities for permission and liaise with ADEK if required, as per Federal Law Decree No. (3) of 2021 Regarding Regulating Donations. The school ensures that 100% of the money collected is used for the stated purpose.

Student Attendance

United Private School tracks and maintains records of student attendance for ECAs.

Educational Compensation Plan

If an ECA is held during timetabled classes, United Private School develops and implements an Educational Compensation Plan to ensure that students compensate for missed classes.

Records

United Private School maintains records of all ECAs and events in line with the ADEK School Records Policy. These records shall be available for compliance checks or provided upon request by ADEK. Records shall include:

- A list of student participants, ECA Leaders, ECA Supervisors (if different from the ECA Leader), and volunteers.
- Parental consent forms.
- Details of external providers, if applicable.
- Risk assessments and emergency plans (see Section 3.7 Risk Assessment and Emergency Planning).
- Travel plans, if applicable.
- Reports and root cause analyses submitted on the Al Adaa platform (see Section 3.8 Reporting Health and Safety Incidents).

Safe Provision of Extracurricular Activities (ECAs)**Legal and Regulatory Compliance**

United Private School ensures that all extracurricular activities (ECAs) prioritize the safety of students. All external providers, staff, and volunteers are required to read and consent to the ADEK School Student Protection Policy. The school ensures that the provision of ECAs complies with the ADEK School Health and Safety Policy, as well as relevant regulations and policies of the government authorities responsible for regulating ECAs.

ECA Supervision

United Private School provides adequate adult supervision for all ECAs, including recreational activities, field trips, international travel, and virtual activities. Supervision is

provided throughout the duration of the activity until students are handed over to an authorized staff member or parent.

ECA Leader

United Private School appoints an individual (e.g., member of staff, external contractor, parent, student, etc.) to lead each ECA. The individual leading the ECA is appropriately qualified or experienced to deliver the activity to a satisfactory level of quality (e.g., meeting ADEK coach requirements for sports, having experience as an artist if supervising a pottery club, etc.).

When an ECA is led by a parent or student, an ECA Supervisor is assigned to coordinate between the ECA Leader and the school, be present during the ECA, and ensure adherence to ADEK and school policies. For field trips, the Trip Leader (adult leading the trip) shall be an ADEK-approved staff member.

Role of ECA Leader/Supervisor

United Private School ensures that ECA Leaders or Supervisors fulfill the following responsibilities:

- **Policy Awareness and Compliance:** Be aware of and comply with the ADEK School Student Protection Policy, ADEK School Professional Code of Ethics Policy, and Code of Conduct for Education Professionals in General Education (MoE, 2022), and undertake the duty of care to ensure the health and safety of students.
- **Health and Safety Compliance:** Strictly comply with and implement all health and safety parameters stated within this policy and all other ADEK wellbeing policies.
- **Communication with ECA Coordinator:** Adhere to all requirements, document submission requests, and other requirements from the ECA Coordinator.
- **Behavior Management:** Ensure that student and staff/volunteer behavior is guided by the Student Code of Conduct in line with the ADEK School Student Behavior Policy, ADEK School Professional Code of Ethics Policy, Code of Conduct for Education Professionals in General Education (MoE, 2022), and the ADEK School Cultural Consideration Policy.
- **Incident Reporting:** Inform the Principal (directly or via the ECA Coordinator) of any incidents 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 School Health and Safety Policy.
- **First Aid and Safety Equipment:** Verify that a well-stocked first aid kit and an individual qualified to administer first aid are available during the activity and associated travel. Check that any other safety equipment and facilities (e.g., ambulance) required according to the risk assessment are available.
- **Policy Compliance:** Ensure that all individuals engaged in the activity comply with school policies.

Supervision Ratios, Parent Volunteers, and Additional Policies

Supervision Ratios

United Private School maintains the following supervision ratios of adults to students during field trips. The school ensures that there are a minimum of two adults (including at least one female adult if there are female students present), regardless of the number of students:

- **Grade 7/Year 8 and above:** 1 adult for every 15 students
- **Grade 2/Year 3 – Grade 6/Year 7:** 1 adult for every 10 students
- **Pre-KG/FS1 – Grade 1/Year 2:** 1 adult for every 6 students
- **Students with Additional Learning Needs:** 1 adult for every 3 students or higher if determined to be necessary for the student
- **Overseas trips (outside UAE):** 1 adult for every 8 students

For water-based activities conducted within school premises, United Private School ensures the following lifeguard requirements:

- The number of lifeguards supervising the swimming pool shall be based on the risk assessment conducted by the school.
- All areas of the swimming pool shall be adequately supervised by the lifeguard, and lifeguards shall have 100% visibility within their designated area of supervision.
- Lifeguards shall rotate positions every 15, 20, or 30 minutes, spending no longer than 30 minutes in one static position. Lifeguards shall also be provided a 15-minute break for every 90 minutes spent in the pool area.
- Minimum lifeguard numbers shall be maintained as follows:
 - **25 m pool:** 1 lifeguard
 - **50 m pool:** 2 lifeguards

Parent Volunteers

United Private School is authorized to include parent volunteers in leading or assisting extracurricular activities, in line with the ADEK School Parent Engagement Policy. The school ensures that all parent volunteers are aware of and comply with the ADEK School Professional Code of Ethics Policy, the Code of Conduct for Education Professionals in General Education (MoE, 2022), and the ADEK School Student Protection Policy. Parent volunteers must also be vetted in accordance with the ADEK School Employment Policy.

Transportation for ECAs

If transportation services are provided for extracurricular activities, United Private School:

- Ensure compliance with the ADEK School Transportation Policy and inform the Integrated Transport Center (ITC) when using vehicles other than school buses.
- Ensure that supervising adults are approved by ADEK and have read and signed the ADEK School Student Protection Policy.
- Follow health and safety guidelines in line with the ADEK School Health and Safety Policy, considering student needs for prayer, fasting, adequate water consumption, and provision of toilet breaks at appropriate intervals.
- Consider weather conditions and the nature of the activity when preparing travel plans.
- Ensure that a driver fatigue prevention program is followed in line with the OSHAD-SF Code of Practice 25: Driver Fatigue Prevention (OSHAD, 2019).

- Ensure that all vehicles are equipped with emergency equipment in accordance with standards set out in OSHAD-SF Code of Practice 4: First Aid and Medical Emergency Treatment (OSHAD, 2018) and firefighting equipment.
- Ensure that certifications and insurance requirements for drivers and vehicles are available and valid.

Overseas Trips

For overseas trips, United Private School acquires or facilitates the acquisition of travel insurance for all participants. The school also ensures 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, United Private School shall ensure:

- Compliance with the ADEK School Digital Policy and the school's internal policies in accordance with it.
- The presence of a staff member when an activity is 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, United Private School shall ensure the following:

- A risk assessment is conducted, and all feasible mitigating factors are implemented.
- Owners of participating animals shall submit documentation confirming that the animals are in good health, as required by the UAE government.
- When not engaged in activities, animals are kept in a separate area away from students.
- A member of the School Wellbeing Committee, or their delegate, is present in the animal area throughout the day to ensure proper supervision of animals and the safety of students.
- The animal area is kept clean at all times, in line with health and safety requirements stipulated in ADEK policies.

Risk Assessment and Emergency Planning

United Private School conducts risk assessments for all activities and projects and establishes appropriate risk mitigation measures, considering the nature and venue of the activity, as well as the ages, gender, abilities, and number of participating students.

- **Risk Mitigation Measures:** United Private School implements mitigating safety precautions based on the risks identified in the risk assessment. Where appropriate, the school shall ensure that all equipment, tools, and materials are properly maintained, labeled, and stored.
- **Virtual Activities:** When organizing virtual activities, United Private School assesses the online technology tools and platforms used.
- **Water-Based ECAs:** When organizing water-based extracurricular activities (e.g., visits to water parks, beach-based activities), United Private School conducts a thorough risk assessment and ensure the availability of an adequate number of lifeguards and adult supervisors at the activity location.

United Private School also ensures that an emergency plan is prepared for all extracurricular activities, including responses to adverse weather conditions where applicable. The emergency plan shall take into account the nature of the activity, as well as the ages, gender, abilities, and number of participating students.

Risk assessments and emergency plans also consider any required medical care or supervision for individuals, as stated on parental consent forms (see Section 2.7 Parental Consent).

Reporting Health and Safety Incidents

ECA Leaders/Supervisors at United Private School inform the Principal (directly or through the ECA Coordinator) regarding any health and safety incidents that occur during an activity. The Principal shall ensure that such incidents are reported on the Al Adaa System along with a root cause analysis.

Third-Party Usage of School Facilities

United Private School ensures that any use of school facilities by third parties is in line with the ADEK School Buildings and Facilities Policy.

United Private School - Events Policy

School Events Policy

United Private School develops an Events Policy related to any events organized as part of an extracurricular activity (ECA) or otherwise (e.g., graduation ceremonies). The policy shall include, at a minimum:

- The types of events to be conducted.
- Eligibility criteria for participation.
- Dress code (if applicable).
- Expectations for the conduct of attendees and consequences for misconduct.
- Procedures for risk assessment and an emergency plan.

Conducting Events

When conducting an event, United Private School shall ensure:

- Minimum hours of school instruction are maintained, and class timetables are not disrupted in the scheduling of events.
- Any person in attendance who does not adhere to the conduct expectations set out in the school's Events Policy faces appropriate consequences as per the Events Policy.

Event Approvals

United Private School seeks approval from the Abu Dhabi Department of Education and Knowledge (ADEK) for events, in line with the requirements of Section 2.1 Planning of Activities and Section 2.4 Approval from ADEK.

Graduation Ceremony

When organizing a Graduation Ceremony, United Private School shall ensure:

- Parents of graduating students are formally invited.
- No fees are charged for the ceremony or the distribution of certificates.

- Parents are not requested to purchase materials for use in the ceremony.

Parental Consent

United Private School obtains signed written consent from the parent of every student participating in events, in line with the requirements of Section 2.7 Parental Consent.

Safe Organization of Events

United Private School follows all applicable health and safety requirements as outlined in Section 3: Safe Provision of Extracurricular Activities.

Photography

United Private School is authorized to organize photography sessions as part of events, provided that parental approval has been obtained. These sessions shall be conducted in accordance with the ADEK School Digital Policy.

Exchange Programs**Authorization for Participation**

United Private School is authorized to grant permission for students to participate in international outbound exchange programs and to accept students in inbound exchange programs, ensuring full compliance with all relevant regulations, including nationality and residency laws.

Academic Credits

United Private School ensures that academic credits are appropriately transferred and allotted.

- **Outbound Programs:** When permission is granted for a student to participate in an outbound exchange program, United Private School shall transfer any credits the student completes to their academic record.
- **Inbound Programs:** When accepting a student for an inbound exchange program, United Private School shall issue a credit transfer certificate upon the completion of the program.

Fees

The original school of students participating in an exchange program shall continue to charge tuition fees for the duration of the exchange and arrange a cost-sharing agreement with the host school. The original school may offer a relevant reduction in school fees for the duration of the exchange.

Logistical Arrangements and Supervision

- **Parental Responsibilities:** Parents of students participating in an exchange program shall bear all related costs, including any fees payable to the host school, as well as costs for travel and accommodation. Parents are responsible for all logistical arrangements, including visas, insurance, accommodation, and travel.
- **School Responsibilities:** United Private School appoints a Student Exchange Coordinator to provide administrative support to parents and students. This includes transferring relevant student records and uploading transcripts to eSIS.

- **Supervision:** Outbound exchange programs are not subject to regulations related to adult supervision, as stated in Section 3.2 Adult Supervision.

Inclusion Policy

Inclusive Participation

United Private School provides opportunities for participation in extracurricular activities (ECAs) for all students, promoting their inclusion in line with the ADEK School Inclusion Policy.

- United Private School ensures that students with additional learning needs, as well as other groups traditionally less represented in a specific activity, have the same opportunities as their peers to take part in ECAs.
- If a specific activity or task limits a student's ability to take a more active role, United Private School provides relevant alternative roles (e.g., team leader, score/record keeper, sound engineer assistant, etc.).
- Whenever appropriate, United Private School enables the participation of students with additional learning needs in ECAs that involve students of their own age and grade/year level.
- United Private School shall make reasonable adjustments to ECAs, where possible, to enable each student to participate in an activity of their choice.
- United Private School ensures that risk assessments, mitigation measures, and emergency plans account for the needs of all students with additional learning needs.

Compliance

United Private School's compliance policy takes effect from the start of the Academic Year 2024/25 (Fall term). The school is expected to be fully compliant with this policy by the beginning of the Academic Year 2025/26 (Fall term).

Non-Compliance Consequences

Failure to comply with this policy will result in legal accountability and penalties in accordance with the regulations, policies, and requirements set by the Abu Dhabi Department of Education and Knowledge (ADEK). Additionally, penalties under Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties, and other relevant laws, may also apply. ADEK reserves the right to intervene if United Private School is found in violation of its obligations.

United Private School will operate in accordance with the following definitions.

ADEK Wellbeing Policies

The group of ADEK policies that relate to student and/or staff well-being includes the following policies:

- ADEK School Digital Policy
- ADEK School Educational Risk Policy
- ADEK School Extracurricular Activities and Events Policy
- ADEK School Health and Safety Policy
- ADEK School Healthy Eating and Food Safety Policy

- ADEK School In-School Specialist Services Policy
- ADEK School Inclusion Policy
- ADEK School Physical Education and School Sports Policy
- ADEK School Safeguarding Policy
- ADEK School Staff Wellbeing Policy
- ADEK School Student Behavior Policy
- ADEK School Student Mental Health Policy
- ADEK School Student Protection Policy
- ADEK School Sustainability Policy
- ADEK School Wellbeing Policy

Additional Learning Needs are individual requirements for additional support, modifications, or accommodations within a school setting on a permanent or temporary basis in response to a specific context. This applies to any support required by students of determination and those who have special educational needs and/or additional barriers to learning, access, or interaction in that specific context (e.g., dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented).

For example, a student with restricted mobility may require lesson accommodations to participate in Physical Education and building accommodations to access facilities but may not require any accommodations in assessments. Equally, a student with hearing impairment may require adaptive and assistive technology to access content in class and may also require physical accommodations (e.g., sit in the front of the class to be able to lip read) to access learning.

Documented Learning Plan (DLP) is a plan which outlines any personalized learning targets, modifications to curriculum, additional support, or tools for learning which are agreed by school staff, parents, and students (where appropriate), including

Individual Educational Plans (IEP), Individual Support Plans (ISP),

Individual Learning Plans (ILP), Behavior Support Plans (BSP), Advanced Learning Plans (ALP), etc. This may be to address any specific identified academic, behavioral, language, or social and emotional need.

ECA Coordinator a staff member who coordinates the provision of extracurricular activities for the school and with ADEK.

ECA Leader An individual who oversees the running of an ECA (e.g., a Badminton Coach, Head of the Debate Club).

ECA Supervisor a staff member who supervises the provision of an extracurricular activity for the school.

Emergency Plan is 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 is a social or public occasion organized by the school, including competitions, lectures, performances, sports days, national day, and graduation ceremonies.

Exchange Program is an arrangement through which students can attend a part of the academic year in a school in another country, including international outbound exchange programs or inbound exchange programs.

Extracurricular Activities (ECA) are 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.

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 is 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.

Inbound Exchange Program is an exchange program in which a school in Abu Dhabi hosts a student from another country.

Outbound Exchange Program is an exchange program in which a student from a school in Abu Dhabi is hosted by a school in another country.

Overseas Trips ECAs that involve travel outside the UAE.

The parent is the person legally liable for a child or entrusted with their care, defined as the custodian of the child as per the Federal Decree-Law No. 3 of 2016 Concerning Child Rights (Wadeema).

Parental Engagement is the active involvement of a parent and their collaboration with the school to support and improve their child's learning, development, and wellbeing.

Risk Assessment is a systematic process of evaluating the potential risks that may be involved in an activity or undertaking.

School Break is a period of rest or recreation during the school day.

School Holiday Day(s) on which the school is closed.

Virtual Activity is any ECA which involves the participation of students, ECA Coordinators, or guests through online means, such as a video Conference.

