



NAS ABU DHABI EAP POLICY

Policy Name	Events and EAP Policy
Policy Identification Number	
Policy Version Number	V1.0
Date of Validation	September 2025
Date of Review	September 2026

Revision History

<u>Revision Date</u>	<u>Version Number</u>	<u>Revised By</u>	<u>Change Summary</u>
September 2024	V1.0	Liam Cullinan	New Document
September 2025	V1.1	Pending	Separated from Event and EAP Policy. Updated based on Extra-Curricular / Extra Activity Programmes (EAP/ECA)

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Abbreviations & Definitions

Abbreviation	Definition
SLT	Senior Leadership Team
NAS Abu Dhabi	Nord Anglia International School Abu Dhabi

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EAP (Extra Activity Programme)

1. Purpose

The purpose of this policy is to provide a clear framework for the planning, delivery, supervision, and management of the Extra Activity Programme (EAP) at Nord Anglia International School Abu Dhabi (NAS Abu Dhabi).

The policy ensures that all EAP activities:

- Support students' holistic development
- Are safe, inclusive, and age-appropriate
- Comply with ADEK requirements and school safeguarding standards
- Are delivered with appropriate supervision, risk management, and accountability

2. Statement

NAS Abu Dhabi is committed to providing a high-quality Extra Activity Programme that enhances students' educational experience beyond the core curriculum.

Participation in EAPs supports students' physical wellbeing, creativity, confidence, social skills, and personal development. All EAPs are delivered in a safe, structured, and inclusive environment, with student wellbeing and safeguarding as the highest priority.

3. Scope

This policy applies to:

- All EAP activities conducted before and after school hours
- All students participating in EAPs
- All staff, volunteers, and external providers involved in EAP delivery
- All EAP activities delivered on school premises or under school supervision

4. EAP Structure and Timings

4.1 #MEtime (Morning Activities)

- Time: **7:30 am – 8:10 am**
- Conducted before the start of the school day
- Do not interfere with lessons, breaks, weekends, or holidays

4.2 After-School EAPs

- Time: **3:30 pm – 4:30 pm**
- Conducted after the end of the school day
- Do not interfere with lessons, breaks, weekends, or holidays

Participation in EAPs is voluntary and subject to availability, suitability, and adherence to school expectations.

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5. Activity Categories

NAS Abu Dhabi offers a broad and balanced range of EAPs across year groups, including but not limited to:

- Music
- Drama
- Dance
- Creative Arts
- Indoor and Outdoor Sports
- General Education
- Arabic Language and Modern Foreign Languages
- Social Purpose and Wellbeing
- STEAM (Science, Technology, Engineering, Arts, Mathematics)
- Global Campus initiatives

The programme is reviewed termly to ensure relevance, inclusivity, and alignment with student interests and seasonal considerations.

6. Student Suitability, Inclusion and Medical Needs

- All EAPs are designed to be age-appropriate and developmentally suitable for the intended year groups.
- Some activities may have specific physical, skill, or behavioural requirements, which will be communicated to parents in advance.
- Parents are responsible for informing the school of any medical conditions, allergies, injuries, or learning needs that may affect participation.
- Reasonable adjustments will be considered where possible to support inclusion.
- The school reserves the right to withdraw a student from an EAP if participation presents a risk to the student or others.

7. Safeguarding and Student Protection

All EAPs operate under the school's **Safeguarding and Child Protection Policy**.

Key safeguarding principles include:

- Appropriate adult-to-student supervision ratios are maintained at all times.
- One-to-one situations between staff/providers and students are avoided unless authorised and documented.
- Professional boundaries apply at all times, including physical contact, communication, and conduct.
- Photography and filming during EAPs follow school consent and data protection procedures.
- Safeguarding concerns arising during EAPs must be reported immediately in line with school procedures.

8. Roles and Responsibilities

8.1 EAP Coordinators

Callum Brooks (Head of PE)

Sarah March (EAP Coordinator)

Responsibilities include:

- Planning and coordinating the EAP programme in line with ADEK requirements
- Ensuring activities align with the school's educational and wellbeing objectives

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- Coordinating supervision, transport, and late collection arrangements
- Liaising with Operations, Health & Safety, and Senior Leadership
- Ensuring risk assessments and safeguarding measures are in place
- Monitoring external providers and programme quality

8.2 EAP Leaders (Staff or Providers)

- Record attendance digitally via the NAS Abu Dhabi app
- Ensure students are guided to the correct activity
- Enforce behaviour, health and safety, and safeguarding expectations
- Supervise students for the full duration of the activity
- Ensure seatbelts are worn during bus transport
- Report incidents, accidents, or safeguarding concerns immediately
- Supervise students until collected by parents or authorised adults

8.3 External Providers

- All external providers must hold valid ADEK approval
- Providers must comply with NAS Abu Dhabi safeguarding, health and safety, and professional conduct expectations
- The school retains overall responsibility for students at all times
- Activities may be suspended if safety or compliance standards are not met

9. Health, Safety and Risk Management

- Higher-risk activities (e.g. sports, water-based activities) require additional controls and approval.
- First aid provision and trained staff are available during EAP sessions.
- Emergency procedures, including evacuation and medical response, apply during EAPs.

10. Attendance, Collection and Late Pick-Up

- Attendance is taken for all EAPs.
- Parents are responsible for collecting their children promptly at the end of the session.
- Students remain under supervision until collected.
- Late collection is managed in line with school safeguarding procedures.
- Persistent late collection may result in withdrawal from EAPs.

11. Behaviour Management

- The school's Behaviour Policy applies during all EAPs.
- Unsafe or disruptive behaviour may result in removal from an activity.
- Serious or repeated incidents will be escalated to Senior Leadership.
- Parents will be informed where appropriate.

12. Transport

- EAP transport is arranged where applicable and communicated in advance.
- Students must follow all transport safety rules.
- Staff supervise boarding, seating, and arrival procedures.

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13. Complaints, Feedback and Review

- Parents may raise concerns regarding EAPs through the school's established communication channels.
- Feedback is reviewed as part of the termly EAP evaluation.
- The school reserves the right to modify or discontinue activities based on safety, participation, or operational considerations.

14. Monitoring and Review

- This policy is reviewed annually or in line with ADEK updates.
- Amendments are approved by the Senior Leadership Team.

Approved and revised by:



Liam Cullinan, Principal
01.09.2025

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