NORD ANGLIA INTERNATIONAL SCHOOL ABU DHABI

NAS ABU DHABI EVENTS POLICY

Policy Name	Events Policy
Policy Identification Number	MAC-01
Policy Version Number	V2.0
Date of Validation	September 2025
Date of Review	September 2026

Revision History

Revision Date	Version Number	Revised By	Change Summary
September 2024	V1.0	Liam Cullinan	New Document
October 2025	V2.0	Liam Cullinan	Updated Document

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	

Abbreviations & Definitions

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

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	

Purpose

The purpose of this policy is to establish clear guidelines for the planning, organisation, and management of all events held at Nord Anglia International School Abu Dhabi (NAS). It ensures that events contribute positively to the educational experience, community engagement, and cultural identity of the school, while maintaining full compliance with the Abu Dhabi Department of Education and Knowledge (ADEK) regulations, the NAS Health and Safety Management System (OSHMS), and UAE federal laws on public events and fundraising.

This policy aims to:
- Promote a vibrant, inclusive, and respectful school culture through academic, cultural, and social events.
- Strengthen connections between students, parents, and the wider community.
- Provide a structured and safe framework for event planning and delivery.
- Ensure all events meet ADEK standards for safeguarding, wellbeing, and community engagement.

Statement

NAS Abu Dhabi recognises the important role of events in fostering a sense of belonging, school pride, and cultural appreciation. Events are key opportunities for collaboration, learning, and celebration among students, parents, and staff.

All events held on or off campus will:
- Reflect NAS Abu Dhabi's mission, vision, and values.
- Prioritise the safety, wellbeing, and inclusion of all participants.
- Align with ADEK's *School Parent Engagement Policy v1.1 (2024)*.
- Comply with UAE Federal Law No. 3 of 2021 regulating fundraising and charitable activities.
- Uphold the highest standards of professionalism, cultural sensitivity, and environmental responsibility.

Scope

This policy applies to all events organised, hosted, or endorsed by NAS Abu Dhabi, including those initiated by staff, students, or parents. It covers events held both on and off campus and includes:
- **Academic and Cultural Events:** National Day, Pinktober, World Languages Day, Book Fairs, Art Exhibitions, etc.
- **Community and Parent Engagement Events:** Parent Connect gatherings, coffee mornings, cultural celebrations, fundraisers, and awareness campaigns.
- **Sports and Performance Events:** Sports Days, competitions, concerts, plays, and student showcases.
- **Charitable and Fundraising Events:** Activities supporting registered charities through ADEK-approved channels (e.g., Emirates Red Crescent).

Excluded from this policy are regular classroom activities, internal staff meetings, or lessons that are part of the academic timetable.

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	

Objectives

NAS Abu Dhabi's event programme supports the school's strategic and educational goals by:

- Providing meaningful opportunities for students to develop leadership, creativity, and social responsibility.
- Encouraging active participation of parents and community partners in the school's life.
- Promoting cultural awareness and appreciation of the UAE's national identity.
- Maintaining high standards of safety, risk management, and regulatory compliance.
- Ensuring inclusivity and accessibility for all members of the school community.

Event Planning and Approval

Event Categories

To ensure clarity, transparency, and compliance, all NAS Abu Dhabi events are classified into three categories:

a) School-Led Events
Events planned and delivered by NAS staff or student teams as part of the school's academic, cultural, or wellbeing calendar.
Examples: National Day, Graduation, Book Fairs, World Languages Day, Sports Days.

b) Parent-Led or Joint Events
Events initiated by the Parent Connect Committee, Class Representatives, or volunteers, either independently or in partnership with NAS.
Examples: Coffee Mornings, Cultural Celebrations, Fundraising Initiatives, Parent-Led Workshops.

c) External or Community Events
Events co-hosted with licensed organisations, community groups, or third-party vendors, held on campus or representing NAS externally.
Examples: Charity collaborations (e.g., Emirates Red Crescent), inter-school partnerships, or local community drives.

Event Approval Process

All events must receive prior approval before planning or promotion begins. Approval levels depend on the nature, scale, and risk level of the event.

Event Type	Required Approval	Oversight / Coordination	ADEK Notification Required
School-Led (internal, non-fundraising)	Principal + ADEK + Operations	Event Coordinator / SLT	Yes
School-Led (large-scale / offsite / fundraising)	Principal + ADEK + Operations	Event Coordinator / SLT	Yes
Parent-Led / Joint Event	Principal + Parent Connect Lead + ADEK (if fundraising or involving visitors) + Operations	Parent Connect Coordinator	Yes

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	

Event Type	Required Approval	Oversight / Coordination	ADEK Notification Required
External / Third-Party Event	Principal + Operations + ADEK	Event Coordinator + H&S Officer	Yes

All large-scale or public-facing events (involving visitors, external vendors, or media presence) must be submitted to ADEK at least **10 working days prior** to the planned date for review and approval.

Event Documentation
The following documentation must be completed and approved before an event takes place:

1. **Event Proposal Form** – outlines purpose, objectives, audience, schedule, and responsible persons. Submitted via Jotform and discussed at the weekly WAAG to be added to the school calendar.
2. **Risk Assessment** – prepared by the Event Coordinator and reviewed by the Health & Safety Officer.
3. **Site Layout & Crowd Management Plan** – includes entrance/exit routes, assembly points, and first aid locations.
4. **Vendor and External Provider Checklist** – confirms trade licenses, insurance, and ADEK approval numbers.
5. **Safeguarding Plan** – ensures all volunteers and visitors meet ADEK student protection standards.
6. **Marketing & Communication Approval** – all posters, flyers, and digital content must be approved by the Marketing Department and Principal prior to release.
7. **Fundraising Request Form** (if applicable) – approved by Principal and ADEK through Emirates Red Crescent or another licensed entity.

Event Calendar and Scheduling
- The **Annual Events Calendar** will be published at the beginning of each academic year and approved by the Principal and SLT.
- Additions or changes to the calendar must be submitted through the Event Proposal Form for review and risk assessment.
- Events must not conflict with academic timetables, examinations, or national observances unless authorised by the Principal.
- For community inclusivity, events will consider cultural and religious sensitivities and ensure accessibility for all members of the NAS community.

Event Leadership and Coordination
- Each event must have a designated **Event Coordinator** responsible for end-to-end planning, execution, and post-event review.
- Coordinators must ensure compliance with NAS policies, ADEK guidelines, and OSHMS standards.
- For large-scale events, an **Event Committee** (representing SLT, Operations, Marketing, Parent Connect, and H&S) must be formed to oversee planning and logistics.
- The **Principal** retains final decision-making authority on all event approvals and cancellations.

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	

5

Communication and Notification
- Parents, staff, and students will be informed through official NAS communication channels (school app, newsletter, and email).
- Invitations or promotional materials shared with the public must display the NAS Abu Dhabi logo and be approved by the Marketing Department.
- Communication must use inclusive and culturally appropriate language in line with ADEK's Community Engagement Standards.

Health, Safety and Safeguarding

General Principles
NAS Abu Dhabi places the highest priority on the safety and wellbeing of all event participants.
Every event, regardless of size, must operate under the principles of *prevention, preparedness, and protection.*
All events will comply with:
- ADEK Health and Safety Standards (2024)
- OSHAD SF and NAS OSHMS procedures
- ADEK Student Protection Policy and Code of Conduct
- UAE Federal Law No. 3 of 2021 (on public fundraising)

Risk Assessment and Planning
- A **comprehensive risk assessment** must be completed for every event by the Event Coordinator and reviewed by the Health and Safety Officer.
- The assessment must identify potential hazards, existing controls, residual risk, and additional measures required.
- A **risk rating** (low / medium / high) must be assigned in line with NAS risk matrix standards.
- For high-risk or large-scale events, the assessment must be countersigned by the **Principal** and **Operations Manager**, and submitted to ADEK if required.
- All risk assessments must be stored in the **NAS Events Register** on SharePoint and reviewed annually.

Emergency Preparedness and Response
- Each event must include an **Emergency Response Plan (ERP)** outlining procedures for evacuation, lockdown, first-aid incidents, or severe weather.
- The Event Coordinator must ensure all staff and volunteers are briefed before the event.
- Emergency exits and assembly points must remain unobstructed and clearly marked.
- Fire extinguishers, first-aid kits, and AEDs must be available and checked by the Operations Team before the event.
- The school's **Reverse Lockdown and Evacuation Protocols** apply to all on-site and off-site events.

First Aid and Medical Support
- A **qualified school nurse** or **first-aid-trained staff member** must be present at all times during any event.
- For sports, swimming, or physically demanding activities, additional measures such as **lifeguards** or **sports medical staff** are required.

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	

- The nurse will maintain a **First Aid Log** of all treatments or incidents.
- Ambulance access routes must be pre-identified and kept clear.

Supervision and Ratios
- Adequate supervision must be maintained according to ADEK and NAS guidelines.
- Minimum adult-to-student ratios:
    - **FS and KS1:** 1 adult per 8 students
    - **KS2:** 1 adult per 10 students
    - **Secondary:** 1 adult per 15 students
- Supervisors must be fully briefed on roles, behaviour expectations, and emergency procedures.

Volunteer and Visitor Safety
- All **volunteers, parents, and external participants** who interact with students must be approved under ADEK Safeguarding standards.
- The **Parent Volunteer Form** and **Visitor Code of Conduct Agreement** must be signed before participation.
- Volunteers will receive a **briefing** covering supervision expectations, confidentiality, and cultural sensitivity.
- Visitor and volunteer identification badges must be displayed at all times.

Vendor and Third-Party Compliance
- All external vendors must provide valid:
    - Trade license (Abu Dhabi Department of Economic Development)
    - Insurance certificate (public liability)
    - Staff ADEK clearance
    - Food handlers' certificates (where applicable)
- The Operations Manager will verify and retain documentation in the Vendor Register.
- All vendors are required to follow NAS Abu Dhabi's site safety rules and Code of Conduct.

Safeguarding and Child Protection
- All events must comply with the **NAS Safeguarding Policy** and **ADEK Student Protection Policy (2024)**.
- No adult (staff, parent, volunteer, or vendor) may be left alone with a child unless ADEK-cleared and authorised.
- Photography and videography must be pre-approved by the Marketing Department, and consent verified through student media permissions.
- Any safeguarding concern must be reported immediately to the **Designated Safeguarding Lead (DSL)** or the **Principal**.

Weather and Environmental Conditions
- The Health and Safety Manager will monitor weather forecasts and air-quality alerts (heat, sandstorms, rain, humidity).
- Events may be postponed or moved indoors if temperatures exceed ADEK's thresholds or if air quality index is high.
- Shaded areas, hydration stations, and rest zones must be provided for all outdoor events.

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	

- All events are encouraged to adopt **sustainable practices** (e.g., waste segregation, water conservation, and recycling).

Incident Reporting and Review
- All incidents, near misses, or injuries during events must be logged using the **INC-01 Incident Reporting Form** within 24 hours.
- The Event Coordinator will review incidents with the H&S Officer and recommend preventive actions.
- A summary of incidents and lessons learned will be included in the **Post-Event Evaluation Report**.

Fundraising and Charitable Activities

General Principle
NAS Abu Dhabi supports community initiatives and charitable causes that promote empathy, awareness, and social responsibility in line with the UAE's national values and Nord Anglia Education's Global Citizenship principles.

All fundraising activities must comply with UAE federal laws, ADEK regulations, and the school's internal financial controls.

No person or group within the school community (staff, students, parents, or volunteers) may initiate or promote fundraising without prior written approval from the **Principal** and coordination through a **licensed charity partner**, such as the **Emirates Red Crescent (ERC)**.

Legal Framework
Fundraising in the UAE is strictly regulated under **Federal Law No. 3 of 2021** and related decrees.
According to this law:
- Only entities **licensed by the Ministry of Community Development (MOCD)** or **local charity authorities** may collect or manage donations.
- Schools and individuals are **not permitted** to conduct independent fundraising or transfer funds directly to charitable causes.
- All donations must be collected and distributed through authorised channels, such as **Emirates Red Crescent**, with prior **ADEK and ERC approval**.

Violation of these regulations may result in legal penalties, including fines and suspension of fundraising activities.

Approval Process
All charitable or fundraising events must follow this approval workflow:

Stage	Responsible	Action Required
1. Proposal	Event Coordinator / Parent Connect	Complete *Fundraising Request Form* outlining purpose, beneficiary, and activity type.
2. School Approval	Principal + H&S Officer + Operations	Review purpose, safety, and alignment with school and ADEK policy.

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	

Stage	Responsible	Action Required
3. Charity Coordination	NAS / Parent Connect	Submit request to Emirates Red Crescent (or other licensed entity) for endorsement.
4. ADEK Notification	ADEK Liaison / ERC	Provide ADEK with ERC-approved activity details (event, purpose, amount, and timeline).
5. Implementation	Event Team	Conduct event under supervision and recordkeeping requirements.
6. Reporting	Event Coordinator	Submit financial summary and evidence of fund transfer through ERC.

Types of Approved Fundraising Activities
Approved fundraising events must have an educational or community value and may include:
- Awareness campaigns (e.g., Pinktober, World Cancer Day)
- Charity fairs, raffles, or silent auctions (via ERC approval)
- Sponsored sports events or challenges
- Donation drives (books, toys, clothing, food) in partnership with authorised organisations
- Ticketed performances or bazaars, provided proceeds go through licensed entities

All activities must be non-commercial in nature and free from political, religious, or brand-based promotion.

Transparency and Financial Handling
- All collected funds must be managed transparently, in cooperation with ERC or another authorised charity.
- No direct cash donations are to be collected by individuals, students, or parents.
- Receipts or QR codes must link directly to the licensed charity's official payment gateway.
- The Event Coordinator must maintain records of funds raised, donation receipts, and ERC transfer confirmations for ADEK inspection.
- A post-event financial report must be submitted to the **Principal** and **Parent Connect Lead** within **five working days** of event closure.

Safeguarding and Reputation
- All fundraising campaigns must uphold NAS Abu Dhabi's values of integrity, inclusivity, and respect.
- Activities must not exploit sensitive topics or use images of children without prior parental consent and marketing approval.
- Any partnership with an external organisation must undergo due diligence to ensure alignment with the school's ethos and ADEK standards.

Communication and Promotion
- Marketing for fundraising events must be approved by the **Principal** and **Marketing Department** before publication.
- All communication must clearly state the **beneficiary organisation's name**, **licence number**, and **purpose of fundraising**, as required by law.
- No social media posts, flyers, or collection links may be shared publicly without ERC authorisation.

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	

Roles and Responsibilities

Principal
The **Principal** holds overall accountability for the safety, compliance, and educational integrity of all school events.
Responsibilities include:
- Approving all event proposals, budgets, and communication materials.
- Ensuring all events align with the school's mission, ADEK regulations, and community engagement objectives.
- Approving high-risk or fundraising events before ADEK submission.
- Acting as the final authority on event cancellation, postponement, or disciplinary actions related to events.
- Overseeing that all event-related documentation is complete and stored in accordance with ADEK audit requirements.

Event Coordinator / Events Lead
The **Event Coordinator** (appointed for each event) manages end-to-end planning, delivery, and review.
Responsibilities include:
- Preparing the **Event Proposal**, **Risk Assessment**, and **Crowd Management Plan**.
- Coordinating with the Operations, Marketing, and H&S departments.
- Liaising with ADEK and authorised charities (where applicable).
- Ensuring that all volunteers, vendors, and participants are briefed on their roles and responsibilities.
- Conducting post-event evaluations and submitting reports for recordkeeping.
- Maintaining professional standards, inclusivity, and cultural sensitivity in all activities.

Health and Safety Manager
The **H&S Manager** ensures all health, safety, and risk management aspects are met for every event.
Responsibilities include:
- Reviewing and approving risk assessments for each event.
- Monitoring event setup, crowd flow, and emergency access routes.
- Coordinating with school nurses and ensuring adequate medical coverage.
- Inspecting vendor equipment, electrical connections, and temporary structures (e.g., tents, stages).
- Providing a short H&S summary after each major event for inclusion in the post-event report.

Operations Manager
The **Operations Manager** oversees the logistical and technical aspects of all events.
Responsibilities include:
- Approving event locations, infrastructure, and contractor access.
- Verifying vendor documentation (trade licence, insurance, permits).
- Coordinating facilities, security, cleaning, and traffic control measures.
- Ensuring utilities, sound systems, and temporary setups meet safety standards.
- Supporting the Principal and H&S Officer during ADEK or Civil Defence inspections.

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	

10

Marketing and Communications Department

The **Marketing Department** manages all internal and external communication relating to events.

Responsibilities include:

- Reviewing and approving event branding, design, and promotional materials.
- Ensuring alignment with NAS brand guidelines and ADEK communication standards.
- Verifying parental consent for photography or videography.
- Coordinating school-wide announcements through the NAS App, newsletter, and social media.
- Providing post-event media coverage, ensuring privacy and data protection standards are met.

Parent Connect Committee

The **Parent Connect Committee** supports NAS in promoting community engagement through collaborative and inclusive events.

Responsibilities include:

- Proposing and coordinating parent-led or joint events in alignment with ADEK's Parent Engagement Policy.
- Ensuring parent volunteers follow NAS safeguarding and code of conduct requirements.
- Working with the Event Coordinator and H&S Manager to ensure risk assessments and approvals are complete.
- Liaising with the Principal and ADEK for events involving external visitors or fundraising.
- Promoting diversity, inclusion, and positive representation of all nationalities and cultures within the school community.

Volunteers and Parent Representatives

Volunteers and class representatives play an active role in the success of school events.

Responsibilities include:

- Registering as NAS Volunteers and completing safeguarding and code of conduct forms.
- Following supervision guidelines and reporting any health, safety, or behavioural concerns immediately.
- Supporting the setup, supervision, and cleanup under staff direction.
- Respecting all cultural sensitivities, confidentiality, and inclusivity guidelines.

Teachers and Support Staff

All staff members share responsibility for student safety and behaviour during events.

Responsibilities include:

- Supervising students as per assigned duties and ratios.
- Enforcing behavioural expectations and supporting event logistics.
- Reporting any incidents or hazards to the Event Coordinator or H&S Officer.
- Encouraging student participation and modelling professionalism during all activities.

School Nurses

The **School Nurses** ensure medical readiness and response during all events.

Responsibilities include:

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	

- Preparing first aid stations and verifying medical supplies.
- Reviewing student medical lists and allergy alerts before the event.
- Responding to incidents and maintaining the Event First Aid Log.
- Coordinating ambulance services if required.
- Submitting a short medical summary after each major event for review.

Students

Students are active participants and ambassadors of NAS Abu Dhabi values. Responsibilities include:
- Demonstrating respect, teamwork, and inclusivity.
- Following staff instructions and health and safety rules.
- Representing NAS with pride and positive conduct during all internal and external events.

External Providers and Vendors

External partners play a limited but essential role in enhancing event quality. Responsibilities include:
- Providing current trade licences, insurance, and ADEK approvals before participation.
- Complying with NAS health and safety standards and site rules.
- Following instructions from the Event Coordinator or Operations Team.
- Immediately reporting any hazards, incidents, or safety concerns.

Communication, Feedback, and Continuous Improvement

Communication Principles

NAS Abu Dhabi is committed to clear, inclusive, and transparent communication regarding all school events.
All information shared with staff, parents, and students will:
- Use **official NAS communication channels** (school app, newsletters, email, and verified social media).
- Be reviewed and approved by the **Marketing Department** and **Principal** before publication.
- Use language that is respectful, culturally sensitive, and representative of the NAS community's diversity.
- Ensure privacy by avoiding the publication of student names, images, or data without verified parental consent.

Communication for major events must be released at least **two weeks in advance** to allow sufficient preparation for staff and families.

Information to Parents and Staff

The following event information must be clearly communicated before each major event:
- Event purpose, schedule, and venue
- Safety and supervision arrangements
- Transport and parking guidance
- Volunteer opportunities and registration details
- Dress code or cultural considerations (if applicable)
- Contact details of the Event Coordinator

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	

Updates or changes to event plans (e.g., weather-related postponements) will be communicated immediately through official NAS channels and the school app notification system.

Feedback Collection
To ensure continuous improvement, feedback will be gathered after every major event from multiple stakeholder groups, including:
- **Parents and volunteers** (via Microsoft or JotForm surveys)
- **Staff and coordinators** (via debrief meetings)
- **Students** (via class reflections or Student Council input)

Feedback forms should assess event organisation, inclusivity, safety, communication, and overall experience.

Continuous Improvement
NAS Abu Dhabi promotes a culture of reflection and growth in event management practices.
To achieve this:
- The **Event Policy** and **procedures** will be reviewed annually or following major ADEK regulatory updates.
- Lessons learned from each event will inform future planning templates and risk assessments.
- The school will benchmark against best practices from other Nord Anglia schools to enhance event quality, safety, and engagement.
- Training will be offered annually to staff and Parent Connect leads on event safety, planning, and ADEK compliance.

Recordkeeping and Data Protection
- All event documentation (risk assessments, approvals, permits, and reports) must be retained for a **minimum of two academic years**.
- Records will be stored securely on SharePoint with restricted access to authorised personnel only.
- Data collection during events (e.g., feedback or photos) must comply with **UAE Data Protection Law** and NAS privacy standards.
- External sharing of images or event information requires Marketing Department clearance.

ADEK Reporting
- NAS Abu Dhabi will provide ADEK with event records or summaries upon request.
- ADEK must be notified in advance of any **large-scale, public-facing, or fundraising event** for review and approval.
- All ADEK correspondence and approvals will be filed in the Events Register as official compliance evidence.

Approved and revised by:

Liam Cullinan, Principal | 01.09.2025

Policy Name	NAS Abu Dhabi Events Policy
Policy Identifier	MAC-01
Version Number	V1.0
Date of Validation	Sep 2025
Date of Review	Sep 2026
Nord Anglia International School Abu Dhabi	