BRIGHTON COLLEGE ABU DHABI

Co-Curricular Policy

Date
October 2026

Version 6

1.0 Introduction

Brighton College Abu Dhabi has a commitment to providing pupils with a broad range of educational experiences which recognises the significance of learning beyond the classroom. Participation in co-curricular activities is valued and encouraged as a vital component of a pupil's educational program, wellbeing and social development. We also recognise the importance of effective processes and planning in relation to co-curricular activities in order to minimise disruption and ensure the welfare of pupils, staff and external providers.

2.0 Aims

Co-curricular refers to activities, programs, and learning experiences that complement, in some way, what pupils are learning in school—i.e., experiences that are connected to or mirror the academic curriculum. Co-curricular activities are typically, but not always, defined by their separation from academic courses.

The College seeks to encourage participation in co-curricular activities in the contexts set out in this policy. These should be done in a safe, consistent way so that pupils, parents and staff are aware of the procedures and so that the activities are executed safely and with due regard to the pupils' care.

The College aims to provide additional activities for a wide range of pupil needs and interests to help them develop as healthy, confident, creative, socially adept and culturally aware individuals. These activities aim to enhance both individual and team skills and attributes in our pupils. A full outline of all co-curricular activities can be found on SOCS and in the CCA Booklet.

3.0 Responsibilities

The College retains responsibility for pupils at all times during co-curricular activities and exercises its duty to ensure the safety of all pupils involved. The Deputy Head Co-Curricular is the CCA co-ordinator and alongside the CCA department will co-ordinate all co-curricular activities, co-ordinating where necessary with external providers, teachers and parents. Planning and execution of the activities should be carried out in accordance with health and safety and safeguarding training and should comply with best practice as laid out in government legislation.

3.1 Teachers

- Are asked to respond positively to the College's philosophy on co-curricular activities and to support pupils' participation in such programs where appropriate following the Staff CCA Programme Overview.
- Must adhere to the policies and procedures set out by the Abu Dhabi Education Council (see 4.1)
- Ensure that SOCS is used for all administrative matters regarding co-curricular activities in particular ensuring that pupils attending their CCA are promptly registered using the SOCS register. (see point 4.5 for further details)
- Ensure that their CCA is planned with outcomes as well as undertaken in a safe manner, completing risk assessments where necessary.
- Communicate with the CCA department and parents if required when there are changes to their CCA such as location.
- Communicate with the CCA department if they are absent and not able to supervise their CCA, providing cover for their CCA if the absence is planned.
- Should advise relevant members of staff if they feel that a pupil's schoolwork is suffering because of their participation in co-curricular activities
- Teachers should liaise with co-curricular staff regarding pupil participation and feedback to parents where necessary.
- Correctly dismiss pupils from their CCA, if after school, Pre-Prep and Prep pupils should be escorted to the Prep gate and safely handed over to parents/guardians. Senior Pupils should be dismissed from the CCA location and leave site as they usually would.
- Accompany any pupils not collected following their CCA to the Main School Reception to make contact with home and be supervised by the member of CLT on duty.
- Report Health and Safety Incidents to Deputy Head Co-Curricular and Vice Principal as well as complete the College's incident report form.
- Accompany the pupils in their CCA during emergencies, in the case of an evacuation all pupils from the CCA should be escorted to the field and registered and supervised. Senior CCAs should line up on the left hand side and Pre-Prep and Prep CCAs on the right hand side. External CCAs should line up by the flags and all CCAs should report to the Vice Principal (or appropriate member of CLT on duty) to confirm presence of pupils in their CCA.

3.2 Teachers Leading Trips

- Are responsible for providing opportunities for pupils to catch up on class work missed due to their participation in their activities
- Advise teachers who will be affected by pupil absences from their classes of the pupils involved and the times of their absences.
- Advise parents that their child will be missing certain classes or required after school to participate in co-curricular activities. This could be done through a standard letter to parents detailing the dates and times of the activity
- Complete risk assessments, travel plans and emergency plans where required.

- Arrange staffing following the supervision ratios in 4.1.3 and communicate this with the Deputy Head Co-Curricular for approval.
- Ensure the culture, customs, morals and religious and social norms of the UAE are considered when planning any activity.
- Ensure the procedure for organising a trip is followed using the checklist issued by the CCA department.

3.3 External Providers of Co-Curricular Activities

- A signed and stamped standard service agreement for child safeguarding checks must be in place before the commencement of any programme
- Ensure that all coaches are aware of the ADEK student protection policy and sign a document attesting to having read and understood it.
- Provide a current business trade license authorising the right to operate within the UAE
- Provide current professional certifications for all coaches assigned to the CCA
- Provide copies of Emirates ID for all coaches assigned to the CCA program
- Provide passport photo of all coaches for creating Brighton College ID Passes
- Demonstrate flexibility when the priorities of the school require that an activity be conducted in an alternate location on campus or as a last resort, cancelled
- Provide professional services consistent with best teaching/coaching practice and the Mission and Core Values of Brighton College Abu Dhabi
- Manage the registrations, sign ups and collections for all interested Brighton pupils and parents
- Provide all class pupil registers ahead of the activity commencing and keep them updated as new pupils are enrolled
- Comply with all facility use expectations, policies, College access and security procedures
- Conduct sessions on the dates and times provided by the Co-Curricular Office
- Understand that Brighton College is closed on all school and public holidays (as announced by the UAE Government) and CCA programs will not be held on these days. Should an additional holiday be declared, every effort will be made to provide a make-up session
- Attend meetings as requested by the Deputy Head Co-Curricular
- Provide the necessary paperwork to enable the College to apply for ADEK approval on their behalf
- Provide a risk assessment upon request.

3.4 Deputy Head Co-Curricular

- Provides strategic leadership and oversight of the College's co-curricular programme, with responsibility for the planning, staffing, scheduling, compliance, and resourcing of all co-curricular activities, ensuring a high-quality and well-coordinated provision across the College.

- All residential and international trips are subject to review and final approval by the Headmaster, ensuring that each visit aligns with the College's educational objectives, safeguarding requirements, and risk management procedures.
- The Director of Operations has oversight of health and safety and risk assessments,
- To drive excellent standards across the College through creative initiatives and collaborative projects ensuring a varied and inspiring co-curricular programme
- Communicate parent and other feedback to teachers and service providers in a proactive and professional manner
- Co-ordinate and develop the College calendar including all CCAs and activities, making this available to staff, pupils and parents.
- Support activity leaders and service providers through regular correspondence with the community, program promotion, maintaining up to date information, scheduling etc
- Provide clear policies and procedures for program delivery with timely and effective communication
- Provide program specific campus access passes for all service provider personnel
- Conduct an annual review via parent surveys and communicate the results to key stakeholders
- Along with the Deputy Head Pastoral, ensure that all staff and coaches that interact with pupils are aware of the ADEK student protection policy and sign a document attesting to having read and understood it.
- Where appropriate, with the support of the Co-Curricular Administrator seek ADEK approval for CCAs, trips and events. (see 4.1.1)

3.5 Organising a Trip or Activity

The College strives to provide our pupils with broad and varied opportunities to extend their learning and personal development outside of the classroom. The CCA department relies on teachers to support with this aim and will in return support them in the organisation process.

3.5.1 Organising a CCA

The co-curricular department will lead with the organisation of CCAs and will make contact with staff in the term prior to the CCAs beginning. Teachers will be asked via the CCA selection form if they would like to add a CCA to our offering or if they can supervise one of the CCA department led activities. When organising their own activity, teachers should think about, location, numbers, year groups and opportunities within the activity. If any resources are required, this will need prior approval from the Deputy Head co-curricular.

If a Pupil would like to suggest or organise their own CCA they should write to the Deputy Head Co-Curricular. For this to go ahead they must have an arranged member of staff to supervise the CCA along with the purpose, equipment needed, pupils involved and intended day and time of the CCA. Once this has been received the Deputy Head Co-Curricular will discuss the viability of the CCA with the supervising member of staff and appropriate SLT of the School. Pupils can propose and organise CCAs for the following term, once the term has begun it may not be possible to add an additional CCA.

3.5.2 Organising a Trip

Local or residential trips are organised throughout the academic year for pupils throughout the Whole College. Trips should be applicable to the curriculum of the class or year group attending and approved by the appropriate Head of School before being scheduled in the calendar. Staff should follow the Trip Organisation Checklist to ensure that they have planned appropriately including communication, consent, bookings, payments and risk assessments.

3.5.3 International Trips

Brighton College Abu Dhabi is pleased to provide our pupils with excellent opportunities to travel internationally. These international trips are booked with appropriate, checked travel companies who support in the organisation of the trips both before and during. All international trips should be approved by the Vice Principal, and where possible should be taken outside of term time. Prior to departure, parents will be invited to a final information meeting this can be in person or online, where they will have the opportunity to ask any additional questions. This will be followed up with a pre-departure email with final itineraries attached as well as contact information for staff on the trip. Each international trip must have insurance included to cover the full extent of the trip, this can be arranged with the external travel company or through the College insurance partners. Staff should set up a group to communicate with parents, this is particularly important when pupils may not have the ability to contact home, regular appropriate updates should be shared throughout the duration of the trip. All international trips require ADEK approval, and a completed risk assessment. UAE nationals attending international trips must register on Twajudi service of the ministry of foreign affairs prior to departure and trips leaders are responsible for communicating this with the parents. Trip leaders should use the International Trip Checklist to support with their organisation.

4.1 Abu Dhabi Educational Council Requirements

- The College must provide comprehensive, balanced, and appropriate co-curricular activities.
- Teachers must record pupils' attendance in these activities
- All activities must be properly and continually supervised
- The College must provide co-curricular activities that create enjoyable/interesting educational opportunities and experiences. The school is entitled to determine such activities; taking into account the ideas, opinions and interest of pupils and their parents when planning these programs as much as possible
- Co-curricular activities shall not be conducted when compulsory classes are taking place. Such activities normally take place before the beginning of classes, during breaks, after the usual school day, at the weekends, or during school vacations
- If any activity requires payment of fees by pupils, the College shall set the fees at a reasonable and affordable level to enable the majority of pupils to participate. The College must not seek profit through such activities,
- All co-curricular activities shall consider social, cultural, and religious customs in the state, in addition to the values, ethics, and traditions of the Emirati society, and should be governed by the requirements of the council as follows:

4.1.1 ADEK Approval

The College should apply to ADEK to seek approval for any type of CCA, activity, trip or event listed below. This should be applied for at least one month in advance of the planned activity or local trip and two months in advance for international trips in order for ADEK to complete the required vetting and co-ordination with other relevant government entities and ensure that the activities are in line with the ADEK cultural consideration policy:

- CCAs that involve invited visitors and external providers
- Virtual CCAs offered or hosted by an external provider
- CCAs that take place during holidays or weekends
- CCAs that take place during timetabled lessons and school breaks.
- CCAs for which fees are charged
- Trips which take place inside the UAE and involve an overnight stay
- CCAs and events hosted by the school in a non-educational venue (e.g. Graduation at a hotel)
- Exchange programmes
- International Trips
- Charity Events

4.1.2 Written Form of Consent for Off-Site CCA's

The College should obtain the prior signed written consent of the pupil's parent or guardian to participate in any off-site co-curricular activity. The consent form must be retained as a reference document with the responsible member of staff on the trip and a record of all consent forms should be retained by the CCA department. This form should present the necessary information to the parents, for example: the type of activity, its purpose, the duration, the location, the cost (if any), the supervisors' names, contact information and transportation arrangements. Consent forms should collect parent's emergency contact details as well as basic health and medical information of each pupil in attendance. The CCA department will review any trip consent forms prior to them being sent out to parents.

4.1.3 Supervision

The College must provide adequate and qualified adult supervision for all College activities, including local trips and trips abroad as well as recreational, break and play times. This must include the following:

- At least one supervisor should be appointed for each CCA and trip.
- Supervisors must take into account the nature of the activity and the ages and numbers of participating pupils and must ensure that an emergency plan has been prepared. Pupils must not be left unsupervised at the College at any time, whether before, during or after the day's lessons and/or during co-curricular activities
- Pupils attending after-School activities or field trips are to be supervised until they are picked up by authorised people or are delivered home via School transportation. Schools shall accurately and continuously record pupil's attendance at all School co-curricular activities.

4.1.3 Supervision Ratios

The college must maintain appropriate supervision ratios during all off-site CCAs and trips, both local and international. A minimum of two members of staff must accompany a trip regardless of the number of pupils attending, if females are attending the trip at least one member of staff should be female.

Year	Ratio
FS1-Year 2	1:6
Year 3-7	1:10
Year 8 and above	1:15
Students with additional learning needs	1:3 or higher if determined to be necessary for the student
International Trips	1:8

In the case of water-based activities the below minimum lifeguard supervision should be followed.

Pool Size	Minimum Lifeguards
25m	1
50m	2

Lifeguards should ensure they have 100% visibility within their area of supervision and should follow the College pool procedures.

4.1.4 The Availability of Medically Qualified Staff and Risk Assessments

Whenever sporting or other co-curricular activities take place, a qualified person shall be on duty to provide emergency first aid services. A first aid kit must always be available to administer emergency treatment to an injured or sick person before professional medical care is available. The College shall conduct risk assessments for all co-curricular activities and ensure that all such activities are always managed in a safe and secure manner.

For local trips it may be necessary for a member of the College clinic team to accompany a trip due to medical requirements of participants. The College will facilitate this wherever possible, but this may involve pupils attending the trip with an alternative class. The medical team will never be considered as part of the supervision ratios.

4.1.5 ADEK Permission

The College must apply to ADEK for permission to conduct the co-curricular activities stated below in advance of their start.

- All activities that involve personnel from outside the College

- All activities that take place during holidays and rest days
- Off-campus activities which take place inside the UAE and which exceed one day
- Activities outside the UAE.

Schools with ADEK License shall be exempted from obtaining approval from ADEK for extra-curricular activities, provided they are within ADEK's pre-set parameters.

4.2 Onsite Co-Curricular Activities

CCAs are considered an extension of the normal timetable. Therefore, the same expectations regarding punctuality, dress, preparation, and the return of resources apply. CCAs should not be cancelled and pupils must be supervised at all times.

If transport or facilities become unavailable, pupils must remain with the supervising member of staff and should not be permitted to phone home or leave early. Staff should use available classrooms or alternative spaces to provide a suitable activity. This may include supervised reading, prep, educational documentaries, or sports-related films. Pupils must remain supervised at all times.

Any organised virtual activity must be planned and managed in the same manner as an in-person activity, including obtaining ADEK approval where required and ensuring supervision by an approved member of staff. All virtual activities must comply with the ADEK Digital Policy.

4.3 Offsite Co-Curricular Activities

For any activity leaving the College site, staff must know exactly which pupils are travelling with them. Buses will be booked in advance (see Brighton College Abu Dhabi Bus Policy); however, drivers may not always know the exact location. Staff must therefore confirm the destination and route with the driver before departure.

- A paper register must be taken and an up-to-date version with any changes annotated left at reception along with the contact number of the trip leader
- Buses must leave on time and the register must be 100% accurate
- Pupils must be briefed with expectations before you depart
- Head counts must be completed before departing, at appropriate times throughout the trip and before returning to school. Head counts should be cross checked with the 2nd member of staff
- Seat belts must be worn by all

- For local trips Staff leading a trip must carry a mobile phone and remain contactable at all times throughout the duration of the trip.
- For residential and international trips staff should be contactable on their phone but will also have a school trip phone which can be used for communication with parents.
- First Aid kit must be taken along with any pupil medication (asthma inhalers etc.) and water bottles. Please ensure you have checked your group prior to departure
- Consent forms must be completed for each pupil and a copy should be taken on the trip
- Sensible behaviour must be enforced at all times
- Please remind the driver they may not use their phones at any time while the bus is in service (i.e. moving)
- Please ensure the trip finishes and returns in time for getting to the bus and transfer back to school in time unless organised in advance. In any instance where there is a delay please telephone to pass on a message to Deputy Head Co-Curricular if you know you will be late arriving back.
- Please consider water, first aid kits and any necessary equipment for your trip before the departure time.
- In the event of emergency during a trip please call a member of the CLT as follows:
  College landline – 028156500

4.4 Sports Fixtures and Sports Code of Practice

4.4.1 Organising Fixtures

- The Sports Department will ensure that they are represented at all ADISSA (Abu Dhabi International School Sports Association) meetings in Abu Dhabi to ensure fixture dates can be coordinated effectively.
- All fixtures are to be recorded in College SOCS Calendar. Staff are to check the calendar before confirming fixtures with other schools.
- If a fixture is to take place during any part of the timetabled school day the member of staff organising the fixture should check with the relevant Head of School to seek approval. If approval is granted the member of staff responsible for organising the fixture should inform all teaching staff who would be affected as soon as possible.
- The teacher who is responsible for the fixture must seek permission from parents/guardians. Pupils will only be allowed to participate if permission has been received by SOCS consent forms.
- The Physical Education Department will host its Home Fixtures either at Brighton College or Zayed Sports City. The venue will be decided based upon factors such as age group, transportation, after school activities, standard of facilities.
- The department will always try to avoid the timetabling of fixtures against CCA's. Where there is a conflict-of-interest fixtures will take priority over CCA's in terms of staffing, facilities and

resources. When this situation arises the Deputy Head Co-curricular should be informed as soon as possible so that the appropriate arrangements can be made.

4.4.2 Transportation

- The teacher responsible for the fixture is responsible for ensuring that there is sufficient transport available to transport the pupils to the required venue. This is to be done as early as possible and by entering transport requirements on the booking form which is shared with the Co-Curricular Administrator.
- The member of staff responsible for the fixture should check that the transport has been arranged at least 24 hours before the fixture.
- The member of staff responsible for the fixture should ensure that pupils' details are updated on the transport spreadsheet the week prior to the fixture.

4.4.3 Facilities and Equipment

- The teacher responsible for the fixture is responsible for the organisation of the kit/equipment before, during and after the fixture is played.
- During home matches the member of staff responsible for the fixture should ensure that all facilities are prepared.
- Pupils should wear appropriate protective equipment in line with ADISSA and governing bodies guidance. The teacher responsible should communicate this with parents e.g. shin pads for football.

4.4.4 Code of Conduct

- Staff are responsible for supervising the behaviour of the pupils when participating in fixtures. Pupils should be made aware that they are representing the College and any ill-discipline should be dealt with in line with the whole College policy.
- Sportsmanship is a key value of Brighton College and the pupils should show respect towards their teammates, opponents and the referees at all times.

4.5 SOCS Virtual Activities

The College uses the SOCS co-curricular management software for the management of all school activity beyond the classroom, managing, monitoring and reporting on pupil participation.

All staff, senior pupils and parents have access to a SOCS account to log on and view their activities. Staff can also access the staff calendar in this way. Regular training and support on the use of SOCS is provided by the CCA department.

Parents are able to view the CCA offering and schedule for each year group on their SOCS account and can at the appropriate times select their child's CCAs. Outside of this selection period parents communicate with the CCA department to discuss availability of CCAs.

4.6 External Providers of Co-Curricular

See 3.3

4.7 Transportation

All transport booked for CCAs and trips should be done through the Co-Curricular Administrator to ensure it meets with the ADEK Transportation Policy and is approved by the Integrated Transport Centre (ITC). CCAs and trips should use College buses unless alternative transport has been approved by the Deputy Head Co-Curricular. For regular CCAs and fixtures, transport costs should not be borne by parents unless unavoidable. For trips further afield and residentials transport costs should be included in proposed fees and communicated with parents. Journeys should be planned by CCA supervisors, or Trip Leaders to account for prayer, fasting, water and toilet breaks where appropriate and in line with ADEK Health and Safety Policy.

The Deputy Head Co-Curricular co-ordinates with the Vice Principal, Manager of School Operations and Bus Supervisor to ensure all transport:

- Complies with the ADEK Transportation Policy and approvals with the ITC
- Ensure transport supervisors are approved by ADEK and have read and signed the ADEK Student Protection Policy
- Ensure health and safety guidelines are followed in line with the ADEK Health and Safety Policy.
- Consider weather conditions and the nature of the activity when preparing travel plans.
- Ensure a driver fatigue prevention programme is followed in line with the OSHAD-SF Code of Practice 25: Driver Fatigue Prevention (OSHAD, 2019)
- Ensure that all vehicles contain emergency equipment in line 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.

5.0 Inclusion

The College provides opportunities for all pupils to participate in CCAs and trips and promote their inclusion in line with the ADEK inclusion policy. Where a specific activity limits pupil in a more active

role the College and CCA supervisor will ensure that pupils are offered a relevant alternative role and make reasonable adjustments to enable each pupil to participate in a CCA of their choice.

The College will ensure that risk assessments, mitigating measures and emergency plans account for the needs of all pupils with additional learning needs. When attending trips, pupils with 1:1 support will require this continued support outside of the College. Any 1:1 support will not be included in the overall trip ratios and will solely be there to support the pupil as required, where possible there will be no charge for this, but when a charge for example a ticket or seat is required, this shall be borne by the parents.

6.0 Assessment and Record Keeping

The master copies of all co-curricular documents are kept by the Deputy Head Co-Curricular and should be consulted by all staff as required in line with the ADEK Records Policy, these can be reviewed by ADEK and are required for compliance checks. Records should include:

- The list of Student Participants, CCA co-ordinators (Deputy Head Co-Curricular) and volunteers
- Parent Consent Forms
- Details of External Providers
- Risk Assessments and Emergency Planning
- Travel Plans
- Reports and root cause analyses submitted on the Al Adaa platform (these records are kept by The Head of School Operations)

7.0 Staffing and Resources

Responsibility for the implementation of this policy rests with the Senior Leadership Team through Heads of Departments to activity leaders.

8.0 Associated Documents

Brighton College Transportation Policy
Brighton College Events Policy
Brighton College Inclusion Policy
ADEK Inclusion Policy

9.0 Monitoring and Review

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This policy is monitored by the Deputy Head Co-Curricular on a yearly basis and as and when is needed as per any ADEK updates and is under constant review.

10.0 Approved By

Head Master on behalf of the College:



On behalf of the board of Governors:



Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Creator of policy	SC	September 2017
2.0	Updated Named	MD	September 2017
3.0	Change of software CHQ to SOCS	RAF	September 2022
4.0	Updated Policy	RAF	January 2024
5.0	Updated on ADEK Guidelines	AH CCAs	September 2025
6.0	Update personnel responsibilities. Change from Assistant Head to Deputy Head	Deputy Head CCA	October 2026

Brighton College Abu Dhabi Policies and Guidelines

Policy Statement

Brighton College Abu Dhabi policies have been developed by the College Leadership Team (CLT) with input and guidance from the Brighton College network, including Brighton College UK.

Policies reflect current best practice.
At the time of writing, policies aligned with the following:

- ADEK Guidance and Guidelines for Private Schools
- MOE United Arab Emirates School Inspection Framework

- DSIB School Inspection Supplement
- The College's Development Plan written for ADEK approval
- Standards for British Schools Overseas (DfE)
- COBIS Accreditation and Compliance
- Bloom Education and Bloom Holding policies where applicable.

Should any regulations change or develop further, the policies will be reviewed to ensure continued alignment.

Policy Structure
Policies will show the date of writing and reviews on them. Version control will also be in place. Should there be an error or inaccurate fact in any policy, a CLT member should be notified.

Policy Development
Policies will continue to be developed as strategic priorities are set.