BRIGHTON COLLEGE ABU DHABI

Event Policy

Date
October 2026

Version 2

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. During the course of the academic year, Brighton College Abu Dhabi hosts a number of special events that reflect the College's ethos and commitment to learning beyond the classroom. These events are integral to our vision and provide meaningful opportunities for pupils to engage with the wider world, celebrate diversity, and strengthen community spirit.

2.0 Aims

An event is a social or public occasion organised by the school. Including competitions, lectures, performances, sports days, national day and graduation ceremonies.

The College hold a number of events throughout the academic year, these include but are not limited to Festival of Movement dance show, Drama performances, Sports Day, Eid al Etihad College Celebration, Pre-Prep Proms, Global Awareness Day, Lectures and Graduation Events.

We strive for a welcoming and friendly atmosphere at all our events and for all participants. Events must be planned and organised to ensure the safety of pupils, staff and other users of college premises as well as persons attending the event. Event organisers should always check with the Co-Curricular Department to ensure that the venue is suitable and has sufficient capacity to accommodate the numbers expected to attend.

3.0 Responsibilities

The College retains responsibility for pupils at all times during college events and exercises its duty to ensure the safety of all pupils involved. Planning and execution of any event 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 Event Organiser

Staff organising events at Brighton College Abu Dhabi are expected to uphold the College's ethos and commitment to delivering high-quality educational experiences beyond the classroom. Events must be planned with care, ensuring pupil safety, clear communication, and alignment with College and ADEK policies.

Event organisers at Brighton College Abu Dhabi are expected to uphold the College's commitment to delivering enriching educational experiences beyond the classroom. All events must be planned in line

with ADEK regulations and College procedures, including seeking appropriate approvals, completing risk assessments, and ensuring pupil safety throughout. Organisers must consult the College calendar, enter the event into SOCS for approval and administration, and liaise with the Deputy Head Co-Curricular to confirm logistics. Communication with parents, staff, and external providers must be clear and timely, and all relevant documentation—including consent forms, first aid arrangements, and facilities requests—should be completed in advance. Event organisers are responsible for communicating any pupils involved in the event to teaching staff, whether onsite or off-site at least 24 hours in advance to allow for planning.

The Event Organiser Checklist (Appendix 1) must be followed to ensure all planning steps are completed and documented appropriately.

4.0 Organising Events

Members of staff, or pupils who wish to organise an event should first check the College's calendar for appropriate dates for their event. Following this they should arrange to meet with the Deputy Head Co-Curricular at an appropriate time to discuss the logistics of the event. For whole college events approval should be sought from the Vice Principal, and for individual school events the Head of School must give approval for the event to go ahead. Event organisers are responsible for communicating the event to staff, pupils and parents where appropriate as well as overall logistics for the event as well as completing a risk assessment. The CCA department will support with venue bookings, payments to providers and event co-ordination.

Pupils wishing to arrange an event should follow the same process as above, in addition to this they must have a member of staff willing to be the lead on the event who will complete the risk assessment and any other relevant tasks and act as the event organiser.

The event organiser checklist (appendix 1) should be followed to support the organisation of any event.

4.1. ADEK Approval

The College should apply to ADEK to seek approval for any type of event listed below. This should be applied for at least one month in advance of the planned event 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:

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

4.1.2 Supervision and Safety

The College must provide adequate and qualified adult supervision for all events.

Security arrangements should be sought from the College Security team, and the Head of School Operations, particularly where external speakers or participants are invited or expected to attend.

Where an event is organised jointly with an external organisation, the external organisation must be provided with essential health and safety information regarding the College's fire safety and first-aid procedures.

4.1.3 The Availability of Medically Qualified Staff and Risk Assessments

Whenever an event takes 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 events and ensure that all such activities are always managed in a safe and secure manner. The risk assessment must be completed by the event organiser and signed off by the Vice-Principal and Manager of School Operations.

4.4.4 Facilities and Equipment

It is the responsibility of the event organiser to co-ordinate with the facilities department regarding set up, equipment needed and pack down of the event. The Facilities Department and PA to the MSO need at least seven days' notice of these requirements in writing, such as the requirement of cleaners, security and medical staff.

5.0 Graduation Ceremony

The College will recognise the end of the educational stage (Year 2, Year 6 or Year 13) as per ADEK. These will be planned in accordance with ADEK requirements clearly outlining the requirements of participation, rules, traditions, procedures, as well as a dress code and a risk management plan that relates to the safety of student and attendees

The College will not charge pupils and/or their Parents/Guardians any fees related to certificate distribution or graduation ceremonies**.** The ceremony is arranged by the College in appreciation and recognition of the pupils who completed the College's academic program. Parents/Guardians may opt to participate by bringing needed materials to the College for the use at the graduation. No requests shall be sent to Parents/Guardians to buy these materials.

Where possible the College will conduct graduation ceremonies on site and gain the correct ADEK approvals.

Should the College wish to conduct their graduation ceremony in a hotel or other non-educational facility, the College must include this activity in the school calendar to obtain ADEK approval. The College must bear all related expenses, whether the ceremony is being held inside or outside the school and must formally invite the Parents/Guardians to the ceremony.

The minimum hours of instruction should be maintained, and timetables should not be disrupted when scheduling the graduating ceremony. Student safety should be a priority when planning and conducting the ceremony. During the ceremony, everyone including pupils, teachers, Parents/Guardians and others are expected to demonstrate exemplary behaviour. The College should ask anyone failing to do so to leave the ceremony immediately.

6.0 Staffing and Resources

Responsibility for the implementation of this policy rests with the Senior Leadership Team.

7.0 Associated Documents

Brighton College Co-Curricular Policy
Brighton College Inclusion Policy
ADEK Inclusion Policy

8.0 Monitoring and Review

This policy is monitored on a termly basis by the Deputy Head Co-Curricular and is under constant review.

9.0 Approved By

Head Master on behalf of the College:



On behalf of the board of Governors:

BRIGHTON COLLEGE
ABU DHABI

C. Hamshed

Change History Record

Version No.	Description of Change	Owner	Date of Issue
1.0	Creator of policy	AH CCA	September 2025
2.0	Change to Deputy Head CCA	DH 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.