



المدرسة الهندية العالمية الخاصة INTERNATIONAL INDIAN SCHOOL

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OUTDOOR EVENT POLICY - AY 2026-2027

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|------------------------------|--|
| Ratified | April 2026 |
| Next Review Date | March 2027 |
| Policy Type | School |
| Reference | UAE regulations |
| Related Policies | Health & Safety Policy |
| Review Frequency | Annually |
| Committee Responsible | Health & Safety Committee |
| Chair Signature |  PRINCIPAL Ms. Qurat Ul Ain |

School Mission and Vision

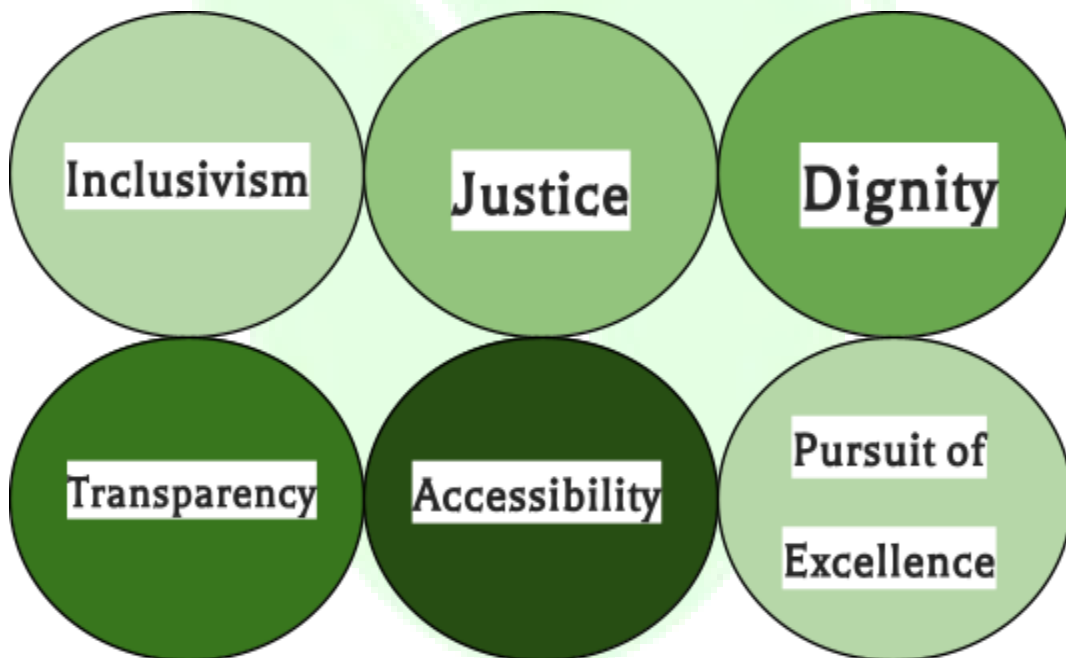
Our Vision

The school envisages learning as a communitarian process of imbibing education from the natural, academic, social and technological ecosystems created around the institution of school.

Our Mission

We strive to provide a new model of education for the expatriate children in the UAE in a culturally inclusive, technologically effective and ecologically sensitive way in a cosmopolitan environment.

CORE VALUES



Purpose

To ensure that all outdoor events are conducted safely, efficiently, and with proper planning to protect students, staff, and visitors.

Scope

This policy applies to all school-organized outdoor activities including:

- Field trips
- Sports events
- Educational visits
- Camps and excursions

Approval of Events

- All outdoor events must be **approved by the school leadership team and MOE.**
- A detailed plan must be submitted including:
 - Event objective
 - Venue and schedule
 - Number of participants
 - Staff allocation
 - Risk assessment

Risk Assessment

- A **mandatory risk assessment** must be completed prior to the event.
- Identify hazards such as:
 - Weather conditions
 - Transport risks
 - Crowd control
- Preventive measures must be clearly defined.

Parental Consent

- Written **consent from parents/guardians is compulsory.**
- Forms must include:
 - Event details
 - Emergency contacts
 - Medical information

Supervision

- Maintain appropriate **student-to-staff ratio.**

- Assign roles:
 - Event coordinator
 - First aid personnel
 - Supervising teachers
- Students must remain under supervision at all times.

Transportation

- Use only **approved school transport or authorized providers.**
- Ensure:
 - Attendance before departure and return
 - Safe boarding and drop-off
 - Staff presence in each vehicle

Health and Safety

- Carry a **first aid kit.**
- Ensure at least one **trained first aider** is present.
- Identify nearest medical facility in advance.
- Monitor students with special medical needs.

Emergency Procedures

- In case of emergency:
 - Contact emergency services immediately
 - Inform school management
 - Notify parents/guardians
- Maintain a list of **emergency contacts.**

Attendance and Control

- Take attendance:
 - Before departure
 - During the event
 - Before returning
- No student is allowed to leave without permission.

Code of Conduct

- Students must follow school rules at all times.
- Any misconduct will result in disciplinary action.

Communication

- Provide clear instructions to parents and students in advance.
- Staff must carry **mobile phones for coordination**.

Post-Event Reporting

- Submit an **event report** after completion.
- Report any incidents or safety concerns.

Policy Review

This policy will be reviewed annually or as required.

