

# NEWTON INTERNATIONAL ACADEMY SMASH



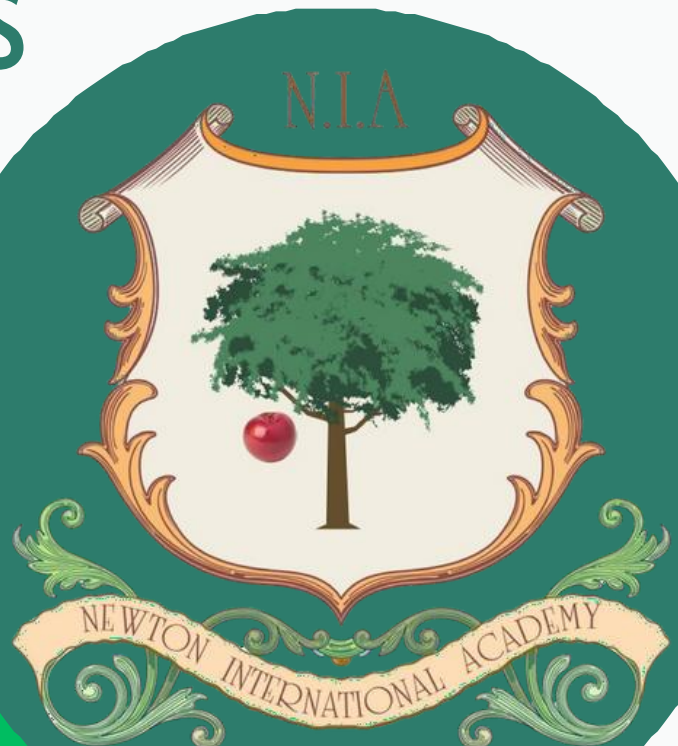
## EXTRA CURRICULAR ACTIVITIES POLICY

**POLICY REVIEWED**

July 2026

**POLICY TO BE REVIEWED**

July 2027



# Extracurricular Activities (ECA) Policy

Policy Reviewed June 2026

Reviewed by S Hardy

Review Due June 2027

## Purpose

Newton International Academy Smash believes that high-quality extracurricular activities enrich the educational experience, develop character, promote wellbeing and provide opportunities for pupils to develop skills beyond the classroom. This policy establishes clear expectations for all extracurricular activities delivered by school staff and external providers.

- School-led extracurricular activities
- Activities delivered by external providers
- Sports programmes and competitions
- Performing arts, creative and cultural activities
- Educational clubs and enrichment activities
- Off-site activities linked to school ECA provision

## Aims

- Provide safe, inclusive and enriching activities for pupils.
- Promote wellbeing, confidence, leadership, teamwork, and resilience.
- Support the school's character education and wider personal development offer.
- Ensure all activities operate within robust safeguarding, health and safety and risk management procedures.
- Ensure external providers are appropriately vetted, insured, qualified and monitored.
- Maintain compliance with Qatar expectations, QNSA, BSO and CIS standards.

This policy applies to all pupils, school employees, external providers, coaches, tutors, instructors, volunteers, parents attending ECA events and any other adults involved in the delivery or supervision of extracurricular activities. All ECAs must be approved by the Principal before being delivered. Approval must be secured by the MOEHE before any external provider is permitted to work with pupils. External providers are required to read and sign the Visitors Safeguarding and Child Protection Procedures policy.

## Supervision Requirements

Supervision arrangements must reflect the age of pupils, activity risk level, venue layout, and any additional needs or medical needs.

**EYFS:** A member of school staff must remain present throughout activities.

**Primary:** School staff should remain available and conduct regular supervision checks. Higher-risk activities may require a staff member to remain present.

**Secondary:** Supervision arrangements may vary according to activity type and risk assessment but must remain clear and documented.

No external provider may be left solely responsible for pupils without approval from the Principal and confirmation that safeguarding, supervision and emergency procedures are robust.

### **Health, Safety and Medical Procedures**

- External providers must maintain safe and age-appropriate equipment.
- Accidents, injuries and near misses must be reported immediately using school procedures.
- Activities may be cancelled, relocated or adapted due to heat, poor air quality, site conditions, staffing concerns or safeguarding concerns.
- The school reserves the right to suspend any activity that presents an unacceptable risk.

### **Attendance, Dismissal and Collection**

- A register must be taken at every session.
- Primary pupils may only be collected by authorised adults.
- Late collection must be recorded and reported to the relevant school leader.
- Pupils must remain in supervised areas and must not wander around the site after school.
- External providers must not release pupils directly unless this has been approved as part of the collection procedure.

### **Photography, Recording and Social Media**

External providers and staff must comply with the school's safeguarding, online safety and data protection expectations.

No photographs, videos or recordings may be taken without school/parent approval.

Images must not be shared on personal devices or personal social media.

Provider marketing materials must not include pupils without written school approval and parental consent.

Personal devices should not be used to record pupils unless explicitly authorised for a specific school purpose.

Any digital platform used for ECA communication must be approved by the school.

### **Inclusion and Access**

ECAs should be offered fairly and transparently.

Reasonable adjustments should be considered for pupils with additional needs.

Activities should be culturally respectful and age appropriate.