



1. Policy Statement

Universal Philippine School (UPS) is committed to planning and delivering high-quality school events that promote student wellbeing, safety, inclusivity, and holistic development. All events shall be conducted in alignment with ADEK policies, ensuring proper planning, risk management, and stakeholder engagement.

2. Purpose

This policy aims to:

- Provide clear guidelines for planning and implementing school events
- Ensure the safety and wellbeing of all participants
- Promote inclusivity and student engagement
- Establish standardized procedures for event management

3. Scope

This policy applies to all school-organized events, including:

- Academic events (e.g., fairs, exhibitions)
- Cultural celebrations (e.g., UAE National Day, International Day)
- School ceremonies (e.g., Graduation, Recognition Day)
- Sports events (e.g., Sports Fest)
- Community and outreach programs

4. Commitment to Inclusivity

UPS ensures that all events:

- Are accessible to students of all ages, genders, and abilities
- Encourage participation from diverse student groups
- Respect cultural values and traditions of the UAE
- Provide accommodations for students of determination

5. Event Planning Procedures

5.1 Proposal and Approval

All events must follow a formal approval process:

1. Submission of an Event Proposal Form including:
 - Objectives
 - Target participants
 - Date, time, and venue
 - Required resources
2. Review by the School Administration
3. Approval prior to implementation



5.2 Event Organizing Committee

An organizing committee shall be formed, including:

- Event Coordinator
- Teachers/Staff
- Student representatives (if applicable)

Responsibilities include:

- Planning and coordination
- Logistics and resource management
- Communication with stakeholders

5.3 Program Development

Each event must have:

- A clear **program flow**
- Defined roles and responsibilities
- Allocated time schedule
- Identified speakers/participants

6. Student Involvement

UPS encourages active student participation in events by:

- Engaging students in planning and organizing
- Promoting leadership and teamwork
- Encouraging participation in school, national, and international events

Students may also propose event ideas subject to approval.

7. Safety and Risk Management

7.1 Risk Assessment

- A risk assessment must be conducted for every event
- Hazards must be identified and mitigated
- Control measures must be documented

7.2 Supervision

- Adequate staff supervision must be ensured
- Appropriate staff-to-student ratios must be maintained
- Staff roles must be clearly assigned

7.3 Health and Safety Measures

- Availability of first aid kits and trained personnel



- Clear emergency procedures
- Compliance with UAE health and safety regulations

7.4 Crowd Management

- Proper entry and exit procedures
- Monitoring of student movement
- Control of large gatherings

8. Parental Communication and Consent

- Parents must be informed prior to events
- Consent forms are required for:
 - Off-campus events
 - Activities involving external participation
- Communication shall be done through official school channels

9. External Providers and Visitors

- All external vendors, performers, or partners must be approved
- Must comply with school safeguarding and safety policies
- Must be supervised while on campus

10. Transportation (if applicable)

- Approved transportation providers must be used
- Student attendance must be monitored during travel
- Safety procedures must be followed at all times

11. Documentation and Record Keeping

The following must be maintained for each event:

- Event proposal and approval
- Program flow
- Risk assessment
- Attendance records
- Photos/videos (with consent)
- Post-event report

12. Monitoring and Evaluation

After each event:

- An evaluation report must be completed
- Feedback from students and staff must be collected
- Areas for improvement must be identified



13. Compliance with Policies

All events must align with:

- ECA Policy
- Health and Safety Policy
- Safeguarding Policy
- Risk Assessment Policy
- Inclusion Policy

14. Review of Policy

This policy shall be reviewed annually to ensure compliance with ADEK regulations and continuous improvement.

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