



مدرسة الآفاق الحديثة ذ.م.م.
NEW HORIZON SCHOOL W.L.L.

Policy for Approval of School Events, Activities, and Trips



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Policy for Approval of School Events, Activities, and Trips

(Aligned with MOE Bahrain Guidelines 2025–2026)

1. Purpose of the Policy

This policy establishes clear procedures for planning, approving, and implementing school events, activities, and educational trips at New Horizon School (NHS). It ensures alignment with Ministry of Education (MOE) Bahrain regulations while prioritizing student safety, educational value, and institutional accountability.

2. Scope

This policy applies to all internal and external events, school trips (within and outside Bahrain), fundraising activities, public events, inter-school competitions, graduation ceremonies, and events involving VIPs or dignitaries.

3. Staff Briefing Summary (Operational Overview)

1. All events must be pre-planned and included in the Annual Activity Plan submitted before the academic year.
2. No event shall be conducted without prior approval from the Principal and, where required, the MOE.
3. Events are classified into three levels (Low, Medium, High risk), each requiring specific approval timelines.
4. A Risk Management Plan is mandatory for every event.
5. Supervisor-to-student ratio must not exceed 1:25.
6. Written parental consent is compulsory for all external activities.
7. All incidents must be reported immediately to the School Leadership and MOE when applicable.
8. Invitation of VIPs or dignitaries requires prior coordination with the MOE before sending official invitations.



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4. Event Classification and Approval Timelines

- Level 1 – Low Risk (Approval within 10 working days):
 - Internal school activities
 - Local trips within Bahrain
 - Non-VIP guest speakers
- Level 2 – Medium Risk (Approval within 15 working days):
 - Fundraising activities
 - Student trips outside Bahrain
 - Large internal gatherings
- Level 3 – High Risk (Approval within 30 working days):
 - Public events
 - Inter-school competitions
 - Events involving VIPs/dignitaries
 - Model United Nations (MUN)
 - Large-scale graduation ceremonies

5. NHS Compliance Checklist (Mandatory Before Submission)

- ☐ Event included in Annual Activity Plan
- ☐ Event proposal form completed
- ☐ Clear educational objectives defined
- ☐ Risk Assessment and Management Plan attached
- ☐ Supervisor list and ratio verified (1:25)
- ☐ Parent consent forms collected (if external)
- ☐ External authority approvals obtained (if applicable)
- ☐ Guest speaker credentials verified (if applicable)
- ☐ Civil Defense coordination completed (if required)



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- ☐ MOE preliminary approval obtained (for Level 2 & 3 events)
- ☐ Final Principal approval granted
- ☐ Emergency contact list prepared
- ☐ First Aid kit and trained personnel available

6. Risk Management Requirements

Every event must include a documented Risk Assessment covering supervision, emergency response, transport safety (if applicable), medical preparedness, and communication protocols. Incident reporting procedures must be clearly defined and communicated to all staff.

7. Protocol for Inviting VIPs and Dignitaries

Before inviting any VIP or dignitary, NHS must obtain preliminary approval from the MOE. Guest details must be submitted for protocol clearance. Official invitations may only be sent after receiving formal confirmation from the Ministry.

8. Accountability and Violations

Failure to comply with this policy may result in cancellation of the event, suspension of future approvals, or administrative action as per MOE regulations. The Principal holds final accountability for compliance.

9. Policy Approval and Review

This policy is approved by the School Management of New Horizon School and will be reviewed annually or upon issuance of updated MOE regulations.



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10. Alignment with NHS Vision and Mission

Vision: 'Abode of Excellence through Holistic Education.'

Mission: To establish NHS as the best CBSE school in Bahrain, equipped with modern amenities, technologies, and concepts to ensure the progressive development of every child.

All events, activities, and trips conducted under this policy must reflect NHS's commitment to holistic education, experiential learning, character building, civic responsibility, and global citizenship.

11. Document Control Information

Policy Code: NHS-ADM-EP-2025

Effective Date: April 2025

Review Cycle: Annual

Last Updated: February 2026

Approved By: School Management Committee

12. Approval Signatures

Chairman: _____ Date: _____

Principal (Mrs. Vandana Sateesh): _____ Date: _____

Junior Principal (Mrs. Nirmala Angelose): _____ Date: _____



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Annexure A: NHS Event Proposal Form Template

1. Event Title: _____
 2. Event Category (Level 1 / 2 / 3): _____
 3. Proposed Date(s): _____
 4. Venue: _____
 5. Educational Objectives: _____
 6. Number of Students Participating: _____
 7. Supervising Staff (Names & Designation): _____
 8. External Partners (if any): _____
 9. Budget Details: _____
 10. Risk Assessment Attached (Yes/No): _____
 11. Parent Consent Required (Yes/No): _____
 12. Principal Recommendation: _____
- Signature of Event Coordinator: _____
- Date: _____



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Annexure B: NHS Risk Assessment Template

Event Name: _____

Location: _____

Date: _____

Identified Risk | Likelihood (Low/Med/High) | Impact | Mitigation Measures | Responsible Person

Emergency Contact Numbers: _____

Nearest Medical Facility: _____

First Aid Officer Assigned: _____

Principal Approval: _____ Date: _____

Approved By:
Mrs.Vishnu Vandana