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#	Description of Changes	Rev. No	Date of Issue
1	First Issue	00	21 June 24

ICS Vision
The "School of Choice" inspiring, challenging and empowering a 21st century learning community through an ethical and innovative education system.

ICS Mission
Provide a safe, friendly learning environment where lifelong learners follow an international curriculum which promotes academic excellence and nurtures key values and competencies in our global minded, future leaders.

Introduction

At International Community School (ICS), we recognize that the quality of our buildings and facilities plays a crucial role in supporting the overall educational experience of our students. A well-maintained, safe, and sustainable physical environment is essential for fostering academic excellence and holistic development. This policy outlines the requirements and guidelines for the design, construction, maintenance, and use of the school's buildings and facilities, ensuring that they align with ADEK regulations and support the school's vision and mission.

Purpose

The purpose of this policy is to establish clear guidelines to ensure that ICS's buildings and facilities:

Comply with Relevant Regulations: All planning, design, construction, and maintenance activities must adhere to the standards set by ADEK and other relevant government entities. This includes compliance with occupational health, safety, and environmental requirements.

Support Educational Objectives: The design and use of buildings and facilities should directly support the educational goals of ICS, fostering an environment that promotes learning, creativity, and student well-being.

Ensure Safety and Sustainability: The school is committed to maintaining its facilities to the highest standards of safety and sustainability, ensuring that the physical environment is conducive to learning and is managed responsibly.

Facilitate Community Engagement: The policy also sets out procedures for the safe and appropriate use of school facilities by external parties, ensuring that such usage aligns with the school's mission and does not compromise the safety of the school community.

Definitions

Additional Learning Needs: Refers to the specific requirements for support, modifications, or accommodations within the school setting for students with special educational needs, disabilities, or other barriers to learning. This includes, but is not limited to, students who are dyslexic, hearing or visually impaired, twice exceptional, or gifted and/or talented.
Buildings and Facilities: This term encompasses all physical spaces within and outside the school boundaries that are under the operational control of ICS and used for educational purposes. This includes classrooms, laboratories, offices, sports facilities, outdoor spaces, and other structures essential to the school's operation.
External Parties: Individuals or organizations that do not belong to the ICS staff or student body but may use the school's facilities under specific conditions as outlined in this policy.
Universal Design: An approach to design that aims to make buildings and environments accessible and usable by all people, regardless of age, ability, or status, through the integration of inclusive and mainstreamed products, features, and services.

Land Use and Compliance

4.1 Designated Educational Land Use: ICS operates exclusively on land that has been designated for educational use by the Abu Dhabi Department of Municipalities and Transport (DMT). The school is committed to adhering to this designation, ensuring that all activities are conducted within the legal framework provided by the DMT and ADEK. Schools that do not comply with this requirement risk being closed by ADEK without the need for a court order, as stipulated in Federal Law No. (18) of 2020 concerning private education.

4.2 Temporary Use of Government Buildings: In cases where ICS may need to operate from a former government school building temporarily, such arrangements must be approved by ADEK. These temporary leases are typically granted until a new, permanent school building is completed. Leases may be allocated directly by the Chairman of ADEK or through a competitive tender process. Schools occupying these premises are responsible for ensuring that the buildings meet all relevant construction and safety standards as outlined in this policy.

4.3 Expansion and Renovation: ICS must seek ADEK's approval before undertaking any expansion or renovation of its buildings and facilities. Expansion plans must include comprehensive building designs, compliance with the Abu Dhabi Capital Development Code, and an assessment of the impact on student capacity and educational provision. Financial viability and continuity of educational services during construction must also be demonstrated. All expansions must align with the school's commitment to safety, accessibility, and sustainability.

Design and Construction Standards

5.1 Compliance with Standards: ICS ensures that all buildings and facilities are designed, constructed, and maintained in accordance with the Abu Dhabi Capital Development Code, ADEK Private School Design Manual, and Estidama sustainability requirements. The school is committed to meeting these standards to ensure that its facilities are safe, functional, and environmentally responsible. This includes the use of energy-efficient systems and sustainable materials in all construction and renovation projects.

5.2 Gender-Segregated Facilities: Where applicable, ICS provides gender-segregated facilities, including toilets, changing rooms, and prayer rooms, in compliance with ADEK's Coeducation Policy and the school's licensing requirements. These facilities are designed to ensure privacy and safety for all students, with clear signage and appropriate access control.

5.3 Compulsory Facilities: ICS maintains a range of essential facilities to support its educational programs. These include:

Classrooms: Each classroom is designed to accommodate the maximum permitted class size, with appropriate furniture and learning resources. KG classrooms are located on the ground floor for easy access and safety.

Sanitary Facilities: Toilets, sinks, and drinking fountains are constructed in accordance with the latest Abu Dhabi Capital Development Code. These facilities are gender-segregated and designed to accommodate students with additional learning needs.

Science Laboratories: Equipped with modern safety features, including proper ventilation, emergency shut-off controls, and separate chemical storage rooms.

Outdoor Spaces: Playgrounds and outdoor areas are designed to minimize injuries and meet the recreational needs of students, with adequate shading and temperature monitoring to ensure student safety.

Parking and Entrances: Designated parking areas for buses and staff vehicles are provided within the school premises, with specific provisions for safe drop-off and pick-up of KG students.

5.4 Accessibility and Inclusion: ICS is committed to making all school facilities accessible to students with additional learning needs. This includes the provision of ramps, lifts, and other necessary accommodations to ensure that all students can fully participate in the school's educational programs. The school adheres to the accessibility requirements set out in the Abu Dhabi Capital Development Code and the ADEK Inclusion Policy.

5.5 Fire Safety and Emergency Preparedness: ICS ensures that its facilities are equipped with fully functioning fire prevention and protection systems, in compliance with the requirements of the Abu Dhabi Civil Defence Authority (CDA). The school engages specialized companies approved by the CDA to maintain fire fighting and alarm systems, ensuring that all certifications, such as the Hassantuk and Preventive Safety Certificates, are valid and up to date.

Use of School Facilities by External Parties

6.1 Approval and Usage: ICS may allow external parties to use its non-classroom facilities, such as the auditorium, playgrounds, and swimming pool, outside of school hours. However, such usage requires prior approval from ADEK. The school must provide details of the external parties, the specific facilities to be used, and the corresponding risk assessments. ICS is responsible for ensuring that the safety and integrity of the school environment are maintained at all times.

6.2 Health, Safety, and Safeguarding: The school ensures that any use of its facilities by external parties does not compromise the health and safety of the school community. External usage is scheduled outside of school hours, and facilities are thoroughly prepared for student use afterward. ICS also ensures that external parties are aware of and comply with ADEK policies related to student safeguarding and protection. Any fees charged for the use of school facilities by external parties are disclosed to ADEK as part of the school's financial reporting obligations.

Maintenance, Inspections, and Documentation

7.1 Maintenance Plan: ICS has developed a comprehensive maintenance plan to ensure that all buildings and facilities remain in safe, operational condition. This plan includes regular inspections, routine maintenance, and timely repairs to address any issues that arise. The school's commitment to maintaining a clean and well-kept environment contributes to a positive school climate and supports the overall well-being of students and staff.

7.2 Compliance Inspections: ICS is subject to periodic inspections conducted by ADEK, external bodies appointed by ADEK, and other relevant government entities. These inspections are designed to ensure that the school's buildings and facilities comply with all safety and operational standards. ICS facilitates these inspections and takes immediate action to address any areas of non-compliance identified during the inspection process.

7.3 Documentation and Reporting: ICS maintains detailed records of all inspections, maintenance activities, and compliance with ADEK regulations. These records are regularly updated and made available for review by ADEK and other relevant authorities. In addition, the school displays copies of all valid licenses and certificates related to its buildings and facilities on a bulletin board near the main entrance, ensuring transparency and easy access to this information.

Insurance

8.1 Comprehensive Insurance Coverage: ICS ensures that all buildings and facilities are adequately insured against damage, liability, and other risks. The school secures insurance coverage through licensed companies in Abu Dhabi, with policies that include protection for both the physical premises and any

liabilities arising from the use of these facilities. This insurance coverage is regularly reviewed and updated to ensure it meets the school's needs and complies with ADEK requirements.

Compliance and Enforcement

9.1 Effective Date and Compliance: This policy is effective from the Academic Year 2024/25, with full compliance required by the start of AY 2025/26. ICS is committed to adhering to all ADEK regulations and understands that failure to comply with this policy may result in legal accountability and penalties as determined by ADEK. The school takes its compliance obligations seriously and has established internal procedures to ensure ongoing adherence to this policy.

9.2 Legal Accountability: In cases of non-compliance, ADEK reserves the right to intervene and take corrective action, including the imposition of penalties as stipulated in Federal Decree Law No. (31) of 2021 Promulgating the Crimes and Penalties Law or any other relevant laws. ICS recognizes the importance of complying with all regulatory requirements to maintain its operational license and continue providing high-quality education to its students.

References

This policy is informed by the following documents and standards:

ADEK Licensing Manual

ADEK Private School Design Manual

ADEK Safeguarding Policy

Abu Dhabi Capital Development Code (DMT)

Federal Decree Laws concerning private education, crimes, and penalties

Abu Dhabi Civil Defence Authority (CDA) Fire Safety Regulations

ADEK Inclusion Policy

Estidama Sustainability Guidelines

Policy Review and Updates

This policy will be reviewed annually to ensure its continued relevance and alignment with ADEK regulations and the evolving needs of the school. Any changes to the policy will be communicated to all stakeholders, and the updated policy will be made available through the school's official channels.

Conclusion:

The ICS Buildings and Facilities Policy is a comprehensive framework that ensures the school's physical environment is safe, sustainable, and conducive to learning. By adhering to this policy, ICS will maintain a high standard of care for its facilities, providing a safe and supportive environment where students can thrive academically and personally. The policy reflects ICS's commitment to excellence in education and its dedication to upholding the highest standards in all aspects of school operations.