

Standards for the Protection of Minors

PREAMBLE

The guiding principle of all activities undertaken by the facility's staff is to act for the good of the child and in his or her best interests. Staff members of the facility treat the child with respect and take into account his or her needs. It is unacceptable for staff members to use any form of violence against a child. In achieving these goals, the facility's staff operates within the framework of applicable law, internal regulations of a given facility and their own competences.

Chapter I Explanation of terms

§ 1

1. **Staff or a staff member** is a person employed under an employment contract, a civil law contract, as well as a volunteer and an intern.
2. **A child** is any person under 18 years of age.
3. **A child's guardian** is a person authorized to represent the child, in particular its parent or legal guardian. Pursuant to this document, the foster parent is also a guardian.
4. **Consent of the child's parent** means the consent of at least one of the child's parents. However, if there is no agreement between the child's parents, the parents should be informed about the need for the case to be resolved by a family court.
5. **Child abuse** should be understood as committing a prohibited or punishable act to the detriment of a child by any person, including a member of the facility's staff, or threatening the child's well-being, including neglect.
6. **The person responsible for the Internet** is a staff member appointed by the management of the facility, who supervises the use of the Internet by children on the premises of the facility and the safety of children on the Internet.
7. **The person responsible for the Policy on the Protection of Children from Harm** is a staff member appointed by the management of the facility who supervises the implementation of the Policy on the Protection of Children from Harm in the facility.
8. **A child's personal data** is any information enabling the child's identification.

Chapter II Recognizing and responding to risk factors of child abuse

§ 2

1. The facility's employees have knowledge and, as part of their duties, they pay attention to risk factors and symptoms of child abuse.
2. If risk factors are identified, facility employees start a conversation with parents, providing information about the available support offer and motivating them to seek help.
3. Employees monitor the child's situation and well-being.
4. Employees know and apply the principles of safe staff-child and child-child relationships established in the facility. The principles constitute Annex [no. 2] to this Policy.
5. Recruitment of facility employees is carried out in accordance with the principles of safe staff recruitment. The principles constitute Annex [no. 1] to this Policy.

Chapter III Procedures for intervention in the event of child abuse

§ 3

1. If an employee of the facility suspects that a child is being harmed, the employee is obliged to prepare an official note and forward the information obtained (to choose from) to the educator/educator/psychologist/governing body of the facility.

§ 4

1. The educator/psychologist calls the guardians of the child he suspects is being abused and informs them about the suspicion.
2. If the situation requires it, the educator/psychologist may prepare a description of the child's school and family situation based on conversations with the child, teachers, educator and parents, as well as a plan to help the child.

3. The child's assistance plan should include indications regarding:
- a. the facility takes action to ensure the child's safety, including reporting suspected abuse to the appropriate facility;
 - b. the support the facility will offer the child;
 - c. refer the child to a specialist child support facility, if necessary.

§ 5

1. In more complicated cases (concerning sexual abuse and severe physical and mental abuse), the management of the facility appoints an intervention team, which may include: a pedagogue/psychologist, a child's educator, the management of the facility, other employees with knowledge of child abuse or child (hereinafter referred to as the intervention team).
2. The intervention team prepares a plan to help the child that meets the requirements specified in § 2 point. 2 of the Policy, based on the description prepared by the school pedagogue and other information obtained by team members. If the suspicion of abuse is reported by the child's guardians, the establishment of a team is obligatory. The intervention team calls the child's guardians for an explanatory meeting, during which they may suggest that the reported suspicion be diagnosed by an external, impartial institution. A report is drawn up from the meeting.

§ 6

1. The child's help plan is presented by the educator/psychologist to the caregivers with a recommendation to cooperate in its implementation.
2. The educator/psychologist informs the guardians about the institution's obligation to report suspected child abuse to the appropriate institution (prosecutor's office/police or family court, social welfare center or chairman of the interdisciplinary team - "Blue Cards" procedure - depending on the type of abuse diagnosed and the intervention correlated with it).

3. After informing the guardians by the pedagogue/psychologist - in accordance with the previous point - the management of the facility submits a notification of suspected crime to the prosecutor's office/police or an application for insight into the family's situation to the district court, the family and juvenile department, a social welfare center or sends the "Blue Card - A" to the chairman of the interdisciplinary team.
4. The further course of proceedings falls within the competence of the institutions indicated in the preceding point.
5. If the suspicion of abuse was reported by the child's guardians and the suspicion was not confirmed, the child's guardians should be informed of this fact in writing.

§ 7

1. A protocol is drawn up about the course of the intervention..
2. All employees of the facility and other persons who, in connection with the performance of their official duties, received information about child abuse or information related to it, are obliged to keep this information secret, with the exception of information provided to authorized institutions as part of intervention activities.

Chapter IV Rules for protecting the child's image

§ 8

1. The facility ensures the highest standards of protection of children's personal data in accordance with applicable law.
2. The facility, recognizing the child's right to privacy and protection of personal rights, ensures the protection of the child's image.

§ 9

1. An employee of the facility must not allow media representatives to record the child's image (filming, photographing, recording the child's voice) on the premises of the facility without the written consent of the child's parent or legal guardian.
2. In order to obtain the consent referred to above, an employee of the facility may contact the child's guardian and establish the procedure for obtaining consent. It is unacceptable to provide a media representative with the contact details of the child's guardian without the knowledge and consent of the guardian.
3. If the child's image is only a detail of the whole, such as a gathering, landscape, public event, the consent of the parent or legal guardian to record the child's image is not required.

§ 10

1. The publication by an employee of the facility of a child's image recorded in any form (photograph, audio-video recording) requires the written consent of the child's parent or legal guardian. It is also good practice to obtain consent from the children themselves.
2. The written consent referred to in section 1, should contain information where the registered image will be placed and in what context it will be used (e.g. that it will be placed on youtube.com for promotional purposes).

Chapter V Rules for children's access to the Internet

§ 11

1. When providing children with access to the Internet, the facility is obliged to take steps to protect children from access to content that may pose a threat to their proper development; in particular, a security software should be installed and updated.

2. In the case of access carried out under the supervision of an employee of the facility, the employee of the facility is obliged to inform children about the rules of safe use of the Internet. The facility's employee also ensures that children use the Internet safely during lessons.

3. If possible, the person responsible for the Internet conducts regular training with children on safe use of the Internet.

§ 12

Rules for safe use of the Internet and electronic media at Cracow International School

1. The facility's network infrastructure enables Internet access for both staff and children during classes.

2. Organizational solutions at the facility level are based on current safety standards.

3. An external company is responsible for network security in the institution.

4. If dangerous content is found, the designated employee tries to determine who was using the computer at the time it was introduced. Information about a child who was using a computer when dangerous content was introduced is passed on to the management by a designated employee, who arranges a conversation for the child with a psychologist or educator about internet safety. If, as a result of the conversation, the psychologist/educator receives information that the child is being harmed, he or she takes the actions described in the intervention procedure.

5. There are regulations on the use of the Internet by children and a procedure specifying the actions to be taken if dangerous content is found on the computer.

6. In the case of access carried out under the supervision of an employee of the facility, he or she is obliged to inform children about the rules of safe use of the Internet. An employee of the facility also ensures that children use the Internet safely during classes.

7. The facility provides constant access to educational materials on safe use of the Internet, on computers from which free access to the network is possible.

§ 13

Usage Guidelines

1. The use of the Internet is intended solely for informational and educational purposes.
2. Students may only use the Internet on computers equipped with content filtering software.
3. Students may access the Internet and use the web browser only upon the direct instruction of the teacher conducting the lesson.
4. All Internet users must adhere to appropriate behavior online and act in accordance with the principles of netiquette.
5. Internet users are prohibited from:
 - a. Sending and sharing data that violates the law, is commonly considered obscene or offensive, or includes defamation and content that insults others' feelings.
 - b. Searching for and distributing pornographic content or content that incites hatred.
 - c. Engaging in gambling.
 - d. Distributing unsolicited emails (spam).
 - e. Performing actions that infringe on copyright.
 - f. Conducting commercial activities.
 - g. Acting to the detriment of other Internet users.

§14

Safe Internet Usage Guidelines

1. Install antivirus software.
2. Do not open messages from unknown senders.
3. Do not click on unknown links and attachments in emails or download files from unverified websites.
4. Do not share personal information or passwords online or send your photos or those of your family or friends.

5. Before creating an account, read the terms of service and ensure that the website has SSL protection.
6. When creating an account, use a nickname instead of your real name.
7. Do not violate the dignity and rights of other Internet users or act to the detriment of other users.
8. Respect the ownership rights of photos, materials, articles, etc., online.
9. Do not send or share data that violates the law, is commonly considered obscene or offensive, or includes defamation and content that insults others' feelings.
10. Gambling and commercial activities are prohibited.
11. Exercise caution when meeting people you've met online. Remember that cyberbullying—violence using the Internet—is a crime.

§ 15

Procedures for protecting minors from harmful content and online threats and cyberbullying

The school takes measures to protect students from accessing content that may pose a threat to their proper development and safety. In fulfilling this task, the school specifically:

1. Has installed and updates protective software as needed.
2. Internet access for students and staff within the school is only possible through individual login credentials provided by the network administrator.
3. Teachers of computer classes (IT, Computer Science) and homeroom teachers inform students about the principles of safe internet use. The school conducts sessions dedicated to raising students' awareness of online threats and hate speech on the internet.
4. While using the internet, students and teachers are prohibited from viewing vulgar content, content containing violence, or discrimination.
5. During lessons, logging into social media platforms is forbidden unless it is related to the course of the lesson.

In the event of a security breach, especially in cases involving a violation of the law, the school acts transparently, swiftly identifying the problem—determining harmful or illegal behavior—and addressing it appropriately according to the level of threat posed within the

school. The school principal and teachers take into account the individual context of each case, the school's environment, and respond appropriately based on the level of responsibility and guilt of the student involved.

Information about a security breach or cyberbullying at the school may come from various sources and may be anonymous. The person reporting the incident could be the affected minor, their parents, other students, witnesses, or teachers.

§ 16

Procedure

1. Anyone with knowledge of a student's security breach on the internet or an incident involving cyberbullying, hate speech, or online harassment concerning a student must report it to the homeroom teacher, who will inform the school psychologist and the principal.
2. The school psychologist and principal, together with the homeroom teacher, should analyze the incident and plan further action.
3. The school is also responsible for determining the circumstances of the incident and identifying any potential witnesses.
4. The teacher of computer classes (IT, Computer Science) or the school IT administrator, if possible, secures evidence and identifies the perpetrator of cyberbullying if it occurred at the school.

§ 17

Evidence Preservation

1. All evidence of cyberbullying should be secured and recorded. It is important to note the date and time of receiving the material, the content of the message, and, if possible, the sender's information (username, email address, mobile phone number, etc.) or the web address where the harmful content appeared.

2. Preserving evidence not only facilitates further action by the service provider (locating the perpetrator, removing harmful content from the service) but also provides material that should be reviewed by those involved in the matter— respecting the student's right to privacy and confidentiality.
3. The school takes action to identify the perpetrator of cyberbullying. If identifying the perpetrator is not possible, the school, with the involvement of parents (legal guardians), should contact the service provider to remove compromising or harmful materials from the internet.
4. Contacting the police is mandatory if the law has been broken or if it is not possible to identify the perpetrator of harmful actions.

§ 18

Actions Against the Perpetrator of Cyberbullying

1. If the perpetrator is identified and is a student at the school, the school staff (teacher, homeroom teacher) with the help of the school psychologist should take the following actions:
 - a. Conduct a conversation with the student to determine the circumstances of the incident, discuss its causes, and seek a resolution to the conflict.
 - b. Discuss with the student the consequences of their actions and inform them of the regulatory consequences that will be applied.
 - c. Require the perpetrator to cease their actions and remove harmful materials from the internet.
 - d. Determine with the perpetrator how to make amends to the victim.
2. If a larger group of students was involved in the incident, each student should be spoken to individually.
3. The parents/legal guardians of the perpetrator are informed of the incident, the evidence collected, and the decisions regarding further action and disciplinary measures taken by the school.
4. The school enforces consequences for the perpetrator as outlined in internal regulations.

§ 19

Actions for Students Experiencing Cyberbullying

1. Students experiencing cyberbullying receive psychological and pedagogical assistance at the school provided by specialists (psychologists, pedagogues) as well as teachers and homeroom teachers.
2. In the assistance strategy, the student experiencing cyberbullying should receive psychological support and advice on how to ensure their sense of security.
3. During a supportive and explanatory conversation with the student, attention should be given to how they behave toward the perpetrator and the necessity of preserving evidence of cyberbullying (to present it to those involved in intervention efforts).
4. After the intervention, the homeroom teacher, along with the person providing support, monitors the student's well-being and emotional state, ensuring no further abusive actions are being taken against the student.
5. The parents/legal guardians of the student experiencing cyberbullying are informed of the problem, the school's actions, and receive support and assistance from specialists if needed.
6. The person whom the student confided in about cyberbullying must act in a way that does not harm the reporting witness.
7. Those involved in clarifying the incident are required to make notes or reports from conversations with the perpetrator, the victim, their parents/legal guardians, and witnesses (templates for notes and reports are attached to these standards).
8. If evidence of cyberbullying has been secured, it should also be included in the documentation (attached to the notes or reports as appropriate).
9. If the parents (legal guardians) of the perpetrator refuse to cooperate or do not come to the school, and the student continues their previous behavior, the school principal should formally notify the family court, especially if other signs of the student's demoralization have been reported to the school.
10. If the school has exhausted all available disciplinary measures and they do not produce the desired results, the principal should refer the matter to the family court, requesting appropriate measures under the Juvenile Justice Act.
11. In cases involving violations of the law, the school principal is obliged to report them to the police and the family court.

Chapter VI Monitoring the application of the Policy

§ 20

1. The management of the facility appoints Martyna Małaczyńska as the person responsible for the Child Protection Policy at the facility.
2. The person referred to in the preceding point is responsible for monitoring the implementation of the Policy, for responding to signals of violation of the Policy and maintaining a register of reports, and for proposing changes to the Policy.
3. The person referred to in point 1 of this paragraph, conducts a survey among the facility's employees once every 12 months to monitor the level of implementation of the Policy. The survey template constitutes Appendix [no.] to this Policy.
4. In the survey, facility employees may propose changes to the Policy and indicate violations of the Policy in the facility.
5. The person referred to in point 1 of this paragraph, prepares the surveys completed by the facility's employees. On this basis, he or she prepares a monitoring report, which is then submitted to the facility's management.
6. The facility's management introduces the necessary changes to the Policy and announces the new wording of the Policy to the facility's employees, children and their guardians.

Chapter VII Final provisions

§ 21

1. The policy enters into force on the day of its announcement.
2. The announcement is made in a manner accessible to the facility's employees, children and their guardians, in particular by posting notices for employees in the designated place or by sending its text electronically and by posting it on the website and posting it in a visible place at the headquarters, also in a shortened version, intended for children.

ATTACHMENT no 1

Rules for safe recruitment at Cracow International School

1. Get to know the candidate's details, which will allow you to best understand his/her qualifications, including the attitude to the values shared by the institution, such as the protection of children's rights and respect for their dignity. The facility must ensure that the people it employs (including those working under a mandate contract) have appropriate qualifications. To check the above, the facility may request data (including documents) regarding:

- a. education,
- b. professional qualifications,
- c. the candidate's previous employment history. In each case, the facility must have data enabling the identification of the person employed by it, regardless of the basis of employment.

Therefore, the facility should know:

- a. name(s) and surname,
- b. date of birth,
- c. contact details of the person employed.

2. Download the candidate's personal data, including the data needed to check his/her data in the Register of Sexual Offenders.

Before allowing an employed person to perform duties related to the upbringing, education, recreation, treatment of minors or taking care of them, the facility is obliged to check the employed person in the Register of Sexual Offense Perpetrators - Register with limited access and Register of persons for whom the State Commission for matters for counteracting sexual abuse of minors under 15 years of age issued a decision on entry in the Register. The register is available at: rps.ms.gov.pl. To be able to obtain information from the register with limited access, it is necessary to first create a facility profile.

To check a person in the Register, the facility needs the following data of the candidate:

- a. first name and last name,
- b. date of birth,
- c. PESEL number,
- d. family name,
- e. father's name,
- f. mother's name.

A printout from the Register should be kept in the employee's personal file or similar documentation regarding a volunteer/person employed under a civil law contract.

3. Obtain from the candidate information from the National Criminal Register about his/her criminal record for crimes specified in Chapter XIX and XXV of the Penal Code, in Art. 189a and art. 207 of the Penal Code and in the Act of 29 July 2005 on counteracting drug addiction (Journal of Laws of 2023, item 172 and of 2022, item 2600) or for prohibited acts corresponding to these crimes specified in the provisions of foreign law.

4. If a person has citizenship other than Polish, he or she should also submit information from the criminal register of the country of citizenship obtained for the purposes of professional or voluntary activity related to contact with children, or information from the criminal register from the last 20 years, if the law of that country does not provide for the issuance of information for the above-mentioned purposes.

5. Obtain from the candidate a declaration about the country(ies) of residence for the last 20 years, other than the Republic of Poland and country of citizenship, submitted under pain of criminal liability.

6. If the law of the country from which information about a good criminal record is to be submitted does not provide for the issuance of such information or does not keep a criminal record, then the candidate shall submit, under pain of criminal liability, a declaration of this fact together with a statement that he or she has not been legally convicted in that country for prohibited acts corresponding to crimes specified in Chapters XIX and XXV of the Penal Code, in Art. 189a and art. 207 of the Penal Code and in the Act of July 29, 2005 on counteracting drug addiction, and no other judgment was issued against them stating that they had committed such prohibited acts, and that there was no obligation arising from the judgment of the court, other

authorized body or the Act , compliance with the ban on holding any or specific positions, performing any or specific professions or activities related to upbringing, education, recreation, treatment, providing psychological advice, spiritual development, practicing sports or pursuing other interests by minors, or caring for them.

7. Declarations submitted under pain of criminal liability include the following declaration: I am aware of criminal liability for submitting a false statement. This declaration replaces the authority's instruction on criminal liability for submitting a false declaration.

8. When permitted by law, the facility is obliged to request a certificate from the National Criminal Register from the employed person. A KRK certificate may be requested only in cases where the law clearly states that employees in given professions or positions must have no criminal record. The requirement to have no criminal record applies, among others, to: local government employees and teachers, including teachers employed in public and non-public institutions.

9. If it is not possible to present, ask the candidate to submit a declaration of no criminal record and of ongoing preparatory, judicial and disciplinary proceedings. Below you will find an example form for such a declaration.

Declaration of no criminal record and commitment to comply with the basic
principles of child protection
(template)

.....

Date and place

I,, PESEL number,
declare that I have not been convicted of a crime against sexual freedom and
decency, or a crime involving violence to the detriment of a minor. and there are
no criminal or disciplinary proceedings pending against me in this regard.

Furthermore, I declare that I have read the child protection rules applicable in
..... and I undertake to abide by them.

.....

signature

ANNEX No. 2

Rules for safe relationships between Cracow International School staff and children

The guiding principle of all activities undertaken by staff is to act for the good of the child and in his or her best interests. Staff treat the child with respect and take into account his or her dignity and needs. Violence against children in any form is unacceptable. In achieving these goals, the staff operates within the framework of applicable law, internal regulations of the institution and their own competences. The principles of safe staff-child relationships apply to all employees, interns and volunteers. Knowledge and acceptance of the rules are confirmed by signing a declaration.

Staff relationships with children

You are obliged to maintain a professional relationship with children and always consider whether your reaction, message or action towards the child is appropriate to the situation, safe, justified and fair towards other children. Act in an open and transparent manner to others to minimize the risk of your behavior being misinterpreted. Due to the nature of an international school, remember to respect children due to the presence of different cultures.

Communication with children

1. Be patient and respectful when communicating with children.
2. Listen carefully to children and give them answers appropriate to their age and the situation.
3. You must not embarrass, humiliate, disrespect or insult a child. You must not shout at a child other than for the safety of the child or other children.

4. You must not disclose sensitive information about the child to unauthorized persons, including other children. This includes the child's image, information about his/her family, economic, medical, guardianship and legal situation.
5. When making decisions about a child, inform him or her and try to take his or her expectations into account.
6. Respect the child's right to privacy. If a waiver of confidentiality is necessary to protect a child, explain this to the child as soon as possible.
7. If you need to talk to a child in private, leave the door to the room ajar and make sure you are within sight of others. You can also ask another employee to be present during such a conversation.
8. You must not behave inappropriately in front of children. This includes using vulgar words, gestures and jokes, making offensive remarks, referring to sexual activity or attractiveness in statements, and using relationships of power or physical advantage towards the child (intimidation, coercion, threats).
9. Assure children that if they feel uncomfortable in a certain situation, in relations to some behavior or words, they can tell you or a designated person about it (depending on the intervention procedures adopted by the institution) and they can expect an appropriate response and/or help.

Activities with children

1. Appreciate and respect children's contribution to undertaken activities, actively engage them and treat them equally regardless of their gender, sexual orientation, ability/disability, social, ethnic, cultural, religious status and worldview.
2. Avoid showing favoritism to children.
3. You must not enter into any romantic or sexual relationship with a child or make inappropriate propositions to the child. This also includes sexual comments, jokes, gestures and sharing erotic and pornographic content with children regardless of its form.
3. You are not allowed to record the child's image (filming, recording voice, taking photos) for private purposes. This also applies to allowing third parties to record

images of children if the management was not informed about it, did not consent to it and did not obtain the consents of parents/legal guardians and the children themselves.

4. You must not offer alcohol, tobacco products or illegal substances to children or use them in the presence of children.

5. You must not accept money or gifts from the child or the child's parents/guardians. You must not enter into any relationship of dependence on the child or the child's parents/guardians. You must not behave in a way that may suggest to others the existence of such dependence and lead to accusations of unequal treatment or deriving financial or other benefits. This does not apply to occasional gifts related to holidays during the school year, e.g. flowers, contribution gifts or small gifts.

6. All risky situations that involve an employee being attracted to a child or a child being attracted to an employee must be reported to management. If you witness them, react firmly but sensitively to maintain the dignity of those involved.

Physical contact with children

Any act of violence against a child is unacceptable. However, there are situations in which physical contact with a child may be appropriate and meets the principles of safe contact: it is a response to the child's needs at a given moment, takes into account the child's age, developmental stage, gender, cultural and situational context. However, it is not possible to determine the universal appropriateness of all such physical contact because behavior appropriate for one child may be inappropriate for another. Always use your professional judgment by listening, observing and noting the child's reaction, asking for consent to physical contact (e.g. a hug), and being aware that even with your good intentions, such contact may be misinterpreted by the child or third parties.

1. You must not hit, poke, push or in any way violate the child's physical integrity.

2. Never touch a child in a way that could be considered obscene or inappropriate.

3. Always be prepared to explain your actions.

4. Do not engage in activities such as tickling, pretend fighting with children, or rough physical play.
5. Be especially careful with children who have experienced abuse and harm, including sexual, physical or neglect. Such experiences can sometimes cause a child to seek inappropriate physical contact with adults. In such situations, you should respond sensitively but firmly and help your child understand the importance of personal boundaries.
6. Physical contact with a child must never be secret or hidden, involve any gratification or result from a power relationship. If you witness any of the above-described behaviors and/or situations from other adults or children, always inform the person responsible and/or follow the applicable intervention procedure.
7. In situations requiring child care and hygiene, avoid physical contact with the child other than necessary. This especially applies to helping your child dress and undress, eat, wash, change diapers and use the toilet. Make sure that another person from the institution assists you in each care and hygiene activity. If the care and hygiene of children is your responsibility, you will be trained in this field.
8. During trips and excursions longer than one day, it is unacceptable to sleep with a child in one bed or in one room.

Contacts outside working hours

As a rule, contact with children should take place only during working hours and concern educational or upbringing purposes.

1. You must not invite children to your place of residence or meet with them outside working hours. This also includes contacts with children through private communication channels (private telephone, e-mail, instant messaging, social media profiles).
2. If necessary, the appropriate form of communication with children and their parents or guardians outside working hours are through official channels (e-mail, business telephone).

3. If it is necessary to meet with children outside working hours, you must inform the management and the parents/legal guardians of the children must consent to such contact.

4. Maintaining social or family relationships (if children and parents/guardians of children are close to the employee) requires maintaining confidentiality of all information regarding other children, their parents and guardians.

Online security

Be aware of digital threats and risks resulting from applications and algorithms recording your private online activity, but also your own online activities. This includes liking certain pages, using dating apps where you can meet students, following certain people/pages on social media and the privacy settings of the accounts you use. If your profile is publicly available, children and their parents/guardians will have access to your digital activity.

1. You are not allowed to contact students by accepting or sending invitations on social media.

Rules for protecting the image and personal data of children at Cracow International School.

The rules were created based on applicable law.

Our values

1. Our activities are guided by responsibility and prudence towards the recording, processing, use and publication of children's images.

2. Sharing photos and videos of our activities serves to celebrate children's successes, document our activities and always has children's safety in mind. We use photos/recordings showing a wide cross-section of children - boys and girls, children of different ages, with different talents, levels of ability and representing different ethnic groups.

3. Children have the right to decide whether their image will be registered.
4. The consent of parents/legal guardians to use their child's image is only binding if the children and parents/legal guardians have been informed about how the photos/recordings will be used.

We ensure the safety of children's images by:

1. Asking for written consent from parents/legal guardians.
2. Providing explanations for what we will use the photos/recordings and in what context, how we will store this data.
3. Avoiding signing photos/recordings with information identifying the child by name and surname. If it is necessary to sign the child, we only use the first name.
4. Refrain from disclosing any sensitive information about the child, including: health condition, financial situation, legal situation and those related to the child's image (e.g. in the case of individual collections organized by our institution).
5. Reducing the risk of copying and inappropriate use of children's photos/recordings by adopting the following rules:
 - all children in the photo/recording must be dressed, and the photo/recording situation is not degrading, ridiculing or showing the child in a negative context.
6. Refraining from publishing photos of children of whom we no longer take care, if they or their parents/legal guardians have not consented to the use of the photos after leaving the institution.
7. Adopting the principle that all suspicions and problems regarding the inappropriate dissemination of images of children should be registered and reported to the management, as should other disturbing signals regarding threats to children's safety.

Recording images of children for use by Cracow International School

In situations where our institution registers images of children for its own use, we declare that:

1. We will accept the consent of parents/legal guardians to register the event in writing.
2. If the registration of the event is entrusted to an external person (hired photographer or cameraman), we will ensure the safety of children and young people by:
 - obligation of the person/company registering the event to comply with these guidelines,
 - obligation of the person/company registering the event to wear an ID badge during the event,
 - preventing a situation in which the registering person/company stays with children without the supervision of an employee of our institution,
 - informing parents/legal guardians and children that the person/company recording the event will be present during the event and ensuring that the parents/legal guardians have given written consent to recording the image of their children.

If the child's image is only a detail of a whole such as a gathering, landscape, or public event, the consent of the child's parents/legal guardians is not required.

Recording of children's images by third parties and the media

1. If media representatives or any other person want to register an event organized by us and publish the collected material, they must submit such a request in advance and obtain the consent of the management. In such a situation, we will make sure that the parents/legal guardians have given written consent to recording the image of their children. We expect information about:

- name, surname and address of the person or editorial office requesting consent,
- justification of the need to record the event and information on how and in what context the collected material will be used,
- a signed declaration of compliance of the information provided with the actual situation.

2. The institution's staff must not allow media representatives and unauthorized persons to record the child's image on the premises of the institution without the written consent of the child's parent/legal guardian and without the consent of the management.

3. The institution's staff does not contact media representatives with children, does not provide the media with contact details of children's parents/legal guardians and does not speak to media representatives about the case of the child or its parent/legal guardian. This prohibition also applies to situations where the employee is convinced that his statement is not recorded in any way.

4. In order to produce media material, the management may decide to make selected rooms of the institution available for recording purposes. When making such a decision, the management recommends preparing the room in such a way as to prevent the registration of children staying on the premises of the institution.

Rules if one does not consent to recording a child's image

If children, parents or legal guardians have not consented to the recording of the child's image, we will respect their decision.

Storing photos and recordings

We store materials containing images of children in a manner consistent with the law and safe for children:

1. Analog media containing photos and recordings are stored in a closed room, and electronic media containing photos and recordings are stored in a protected folder with access limited to persons authorized by the institution. The media will be stored for the period required by archiving law and/or the period specified by the facility in its personal data protection policy.
2. We do not store electronic materials containing images of children on unencrypted or mobile media, such as mobile phones and devices with portable memory (e.g. pendrive).

Legal basis

- Convention on the Rights of the Child adopted by the United Nations General Assembly on November 20, 1989 (Journal of Laws of 1991, No. 120, item 526, as amended)
- Constitution of the Republic of Poland of April 2, 1997 (Journal of Laws No. 78, item 483, as amended)
- Act of February 25, 1964, Family and Guardianship Code (consolidated text: Journal of Laws of 2020, item 1359)
- Act of July 28, 2023 amending the Act - Family and Guardianship Code and certain other acts (Journal of Laws, item 1606)
- Act of May 13, 2016 on counteracting threats of sexual crime (consolidated text: Journal of Laws of 2023, item 31, as amended)
- Act of July 29, 2005 on counteracting domestic violence (consolidated text: Journal of Laws of 2021, item 1249)

- Act of June 6, 1997, Penal Code (consolidated text: Journal of Laws of 2022, item 1138, as amended).
- Act of June 6, 1997, Code of Criminal Procedure (consolidated text: Journal of Laws of 2022, item 1375, as amended).
- Act of April 23, 1964, Civil Code (consolidated text: Journal of Laws of 2022, item 1360, as amended) - art. 23 and 24
- Act of November 17, 1964, Code of Civil Procedure (consolidated text: Journal of Laws of 2023, item 1550, as amended).

.....
miejsce i data/location and date

Oświadczenie o niekaralności i zobowiązaniu do przestrzegania podstawowych zasad ochrony dzieci

Statement of no criminal record and commitment to the basic principles of child protection

Ja,.....nrPESEL/paszportu.....
oświadczam, że nie byłam/em skazana/y za przestępstwo przeciwko wolności seksualnej i obyczajności, i przestępstwa z użyciem przemocy na szkodę małoletniego i nie toczy się przeciwko mnie żadne postępowanie karne ani dyscyplinarne w tym zakresie.

I,.....PESEL/passport No. declare
that I have not been convicted of a crime against sexual freedom and morals, and violent crimes against a minor, and there are no criminal or disciplinary proceedings pending against me in this regard.

Ponadto oświadczam, że zapoznałam/-em się z zasadami ochrony dzieci obowiązującymi w **Niepublicznej Szkole Podstawowej Cracow International School** i zobowiązuję się do ich przestrzegania.

In addition, I declare that I am familiar with the child protection policies of **Niepubliczna Szkoła Podstawowa Cracow International School** and undertake to abide by them.

Jestem świadomy odpowiedzialności karnej za składanie fałszywego oświadczenia.

I am aware of the criminal liability for making a false statement.

.....



Standars for the Protection
of Minors

Niepubliczna Szkoła
Podstawowa
Cracow International
School



.....

miejsce i data/location and date

OŚWIADCZENIE / STATEMENT

Oświadczam, że ja,..... w okresie ostatnich
20 lat zamieszkałem/-am w następujących państwach, innych niż
Rzeczpospolita Polska (należy podać oficjalne nazwy):

.....
.....

I.....,... declare that during the last 20
years I have resided in the following countries, other than the Republic of
Poland (please give official names):

.....
.....

.....



Standars for the Protection
of Minors

Niepubliczna Szkoła
Podstawowa
Cracow International
School



.....

miejsce i data / location and date

OŚWIADCZENIE / STATEMENT

Ja, oświadczam, że
zapoznałem/am się z treścią dokumentu *Standardy Ochrony Małoletnich*
stworzonym przez Niepubliczną Szkołę Podstawową Cracow International School
i zobowiązuję się do jej przestrzegania.

I,, declare that I am familiar with
the content of the document *Standards for the Protection of Minors* created by
Niepubliczna Szkoła Podstawowa Cracow International School and I declare to
obey it.

.....

podpis/signature



Karta interwencji

1. Imię i nazwisko dziecka/Child's name:

2. Przyczyna interwencji (forma krzywdzenia)/Cause of intervention (form of abuse):

.....
.....
.....
.....
.....

3. Osoba zawiadamiająca o podejrzeniu krzywdzenia/The person notifying the suspected abuse:

.....
.....

4. Opis działań podjętych przez pedagoga/psychologa/Description of the actions taken by the educator/psychologist:

Data/ Date:.....

Działanie/Action:.....
.....

Data/Date:.....

Działanie/Action:.....
.....

Data/Date:.....

Działanie/Action:.....
.....

5. Spotkania z opiekunami dziecka/Meetings with the child's guardians:

Data/Date:.....

Opis spotkania/ Meeting Description:

.....
.....
.....

Data/Date:.....

Opis spotkania/ Meeting Description:

.....
.....
.....

Data/Date:.....

Opis spotkania/ Meeting Description:

.....
.....
.....

6. Forma podjętej interwencji (zakreślić właściwe)/Form of intervention undertaken (circle appropriate):

- zawiadomienie o podejrzeniu popełnienia przestępstwa/notice of suspected crime
- wniosek o wgląd w sytuację dziecka, rodziny/request for insight into the situation of the child, family
- inny rodzaj interwencji. Jaki?/other type of intervention. What kind?

7. Dane dotyczące interwencji (nazwa organu, do którego zgłoszono interwencję) i data interwencji/Intervention data (name of the authority to which the intervention was reported) and date of intervention:

.....
.....
.....
.....
.....

8. Wyniki interwencji: działania organów wymiaru sprawiedliwości, jeśli placówka uzyskała informacje o wynikach/ działania placówki/działania rodziców/Results of

interventions: actions of judicial authorities, if the facility has obtained information about the results/action of the facility/action of parents:

Data/Date:.....

Działanie/Action:.....
.....
.....

Data/Date:.....

Działanie/Action:.....
.....
.....

Data/Date:.....

Działanie/Action:.....
.....
.....

Standards monitoring - survey

	Yes	No
1. Do you know the standards for protecting children against harm in force in the facility where you work?		
2. Do you know the content of the Policy on the Protection of Children from Abuse?		
3. Can you recognize the symptoms of child abuse?		
4. Do you know how to respond to the symptoms of child abuse?		
5. Have you ever observed a violation of the rules contained in the <i>Policy on protecting children against harm</i> by another employee?		
5a. If yes – which rules have been violated?		
5b. Have you taken any action: if yes - what kind of, if not - why? (descriptive answer)		
6. Do you have any comments/amendments/suggestions regarding the <i>Policy to protect children from harm</i> ? (descriptive answer)		