



STANDARDS FOR THE PROTECTION OF MINORS

Niepubliczne Przedszkole

Cracow International School

(Non-public Preschool Cracow International School)

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 to this Policy.
5. Recruitment of facility employees is carried out in accordance with the principles of safe staff recruitment. The principles constitute annex to this Policy.

Chapter III Procedures for intervention in the event of child abuse

§ 3.

1. If a member of staff suspects, or becomes aware, that a child is being abused, the member of staff must make a staff note and pass the information obtained to the management. If there are physical marks on the child's body that may indicate that the child is experiencing abuse, the staff member will attach photographic documentation to the staff note.
2. After obtaining the information, the principal/teacher/educator/psychologist/other educational employee of the preschool fills in a questionnaire for assessing the risk of family violence against a child and then takes action in accordance with the algorithm for dealing with suspected family violence against a child. The questionnaire and the algorithm are annexed to this document.
3. Following a meeting with the parents (or, if they did not attend the meeting at the appointed time, no later than 7 days after the suspicion or knowledge of abuse), the principal may take the following actions to ensure the safety of the children. These may include:
 - A) reporting suspected abuse to the relevant institution - the Municipal Social Welfare Centre or the Family Court;
 - B) support from a psychologist - if the abuse has occurred on the premises of the establishment or in direct connection with the child's attendance at the establishment;
 - C) Referral of the pupil to a specialist service if necessary.
4. In the case of repeated situations constituting a suspicion that the parents/guardians are taking improper care of the child (e.g. they do not provide the child with clean clothes

appropriate for the season, they do not take care of the child's hygiene, they do not cooperate with a psychologist/pedagogue/psychological-educational counselling centre), in the case of a justified need, the principal or the psychologist may apply to the family court for a review of the minor's situation.

§ 4.

Rules to ensure safe relationships between the child and other children.

1. During the first week of the school year, children are introduced to the preschool system of rules and consequences.
2. Teachers are obliged to pay attention to the children's observance of the rules, and to implement appropriate consequences in the case of behaviours that violate the safety of relations between children.
3. In the case of repeated unsafe behaviour, which does not quiet down despite the actions of the educator and/or psychologist, the establishment may obligate the child's parents to:
 - Consult a psychological-educational counselling centre
 - Enrolling the child in social skills training
 - enrol the child in anger management training
 - Adjusting the child's time in the centre.

and if the parents/guardians do not co-operate in this respect, to submit a request to the family court to review the family situation of the minor.

4. Emotional education classes are conducted in the preeschool, covering, inter alia, the subject of peer relations, setting limits, joining in the game, respecting the limits of others.
5. In the case of inappropriate behaviour of a child towards another child, the teacher informs the parents of both participants of the incident by email, on the same day that the behaviour took place, keeping the participants to the incident anonymous.

§ 5.

1. Intervention plan when a child is abused by a member of staff:

- The person who obtained the information is obliged to inform the principal in person and by email.
- In the event of a dangerous situation, the child/children must be taken to a safe place immediately and help must be summoned in the form of a safe guardian.
- The principal decides on the further course of action.
- The next step is to speak to the staff member responsible for the abuse.

- A case note of the incident should be written with the help of witnesses to the incident.
- A comfortable environment should be provided for the child/children involved and psychological care should be provided.
- Appropriate to the situation and based on the intervention sheet, the next steps are taken.

Chapter IV Rules for protecting the child's image

§ 6.

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.

§ 7.

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.

§ 8.

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 about 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

§ 9.

1. Children do not have access to the Internet on the premises of the Kindergarten. The internet network is locked with passwords. Children also do not have access to or work on computers in the Kindergarten.

§ 10.

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

1. The facility's network infrastructure allows only the facility's staff to access the Internet.
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.

Chapter VI Monitoring the application of the Policy

§ 11.

1. The management of the facility appoints a Psychologist 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 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

§ 12.

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.

3. Documents collected during all procedures listed in the Standards for the Protection of Minors are stored in a dedicated folder in the cloud, with restricted access.

APPENDIX 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.

The above point also applies to parents/guardians taking part in pre-school excursions, educational activities, lectures given by a parent/guardian in a preschool group.

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.

APPENDIX 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. Ensure that you are within sight or hearing of other employees when conducting activities with children. In exceptional and legitimate situations where you need to be alone with the child, always notify other employees and let them know exactly where you will be with the child.

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.

4. 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.

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

6. 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.

7. 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 childcare 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. In addition, encourage children to be independent in the first instance.

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 is 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' guardians, 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. You are not allowed to contact students and their parents/guardians 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 with 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.

Przechowywanie zdjęć i nagrań

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)

APPENDIX No. 3

Monitoring of standards - survey

Monitoring of standards - survey

	YES	NO
1. Are you familiar with the standards for protecting children from abuse in place at the facility where you work?		
2. Are you familiar with the contents of the document Policy to Protect 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 principles contained in the Child Protection from Abuse Policy by another employee?		
5a. If yes - what rules were violated? (descriptive answer)		
5b. Did you take any action: if yes - what action, if no - why? (descriptive answer)		
6. Do you have any comments/improvements/suggestions on the Child Protection from Abuse Policy? (descriptive answer)		

Law basics

- 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).

