British International School Gdańsk

Child Protection Standards

Acting pursuant to Articles 22b and 22c of the Act of 13 May 2016 on Counteracting Threats of Sexual Offences and the Protection of Minors, as well as Article 68 act 1 point 1 and point 6 of the Act of 14 December 2016 – Education Law, and further pursuant to the Act of 28 July 2023 amending the Family and Guardianship Code and certain other acts, the Act of 13 February 2026 amending the National Criminal Register Act and certain other acts (Journal of Laws 2026, item 421), and the Act of 23 January 2026 on the Profession of Psychologist and the Professional Self-Government of Psychologists (Journal of Laws 2026, item 187), the Principal of British International School Gdańsk hereby introduces, as of 6 May 2024, the "Child Protection Standards" (hereinafter referred to as the "Standards").

The primary purpose of these Standards is to ensure the safety of minor students (in the preschool, primary school, and secondary school), safeguard their well-being, take their needs into account, and undertake actions that are in their best interests.

Every person who comes into contact with children and their families has an important role to play. In fulfilling this responsibility, all individuals associated with BISG ensure that their actions are child-centred. This means that they consistently take into consideration the well-being of children, with particular emphasis on their safety and welfare at all times.

Standard I – The Policy

BISG preschool adopts and implements the Child Protection Standards, which specify:

a) Policies for safe recruitment of staff.
b) Procedures for responding to child abuse.
c) Procedures and designated persons responsible for receiving reports, documenting concerns, and coordinating further support measures.

d) Rules for safe staff-minor relations, including prohibited behavior.
e) Rules for safe relationships between minors and minors, including prohibited behaviors.
f) Rules for the use of electronic devices with Internet access.
g) g) Procedures for the dissemination, monitoring, and evaluation of the Standards.

Standard II - Personnel

BISG Preschool follows safe recruitment practices for staff and provides regular training on the Child Protection Standards. All staff members are familiar with and adhere to the principles designed to safeguard children from harm and abuse.

Standard III - Procedures

BISG preschool implements and follows intervention procedures that are known and made available to all staff. Every staff member knows to whom to report information about abuse of a minor and who is responsible for intervention.

Standard IV - Monitoring

BISG Preschool monitors the implementation of the Standards at least once every two years and whenever there is a change in applicable legislation or a significant incident affecting the safety of children. Where necessary, the Standards are reviewed and updated in consultation with staff and children.

Chapter 1

General Provisions

1 The purpose of the Standards for the Protection of Minors is:

a) to draw the attention of preschool personnel, parents and cooperating entities to the need to take increased measures to protect minor students from harm;

b) to define the responsibilities of preschool representatives in the measures taken to protect children from abuse;

c) to develop an adequate procedure to be used during intervention in cases of suspected abuse of minors;

d) introduction of increased educational and preventive activities in ensuring protection of children from violence.

2. In the course of carrying out their duties, BISG staff pay attention to risk factors indicating possible harm to a child, monitor the child's situation and well-being, and apply the principles set out in these Standards.

3.The use of any form of violence against a child by members of staff is strictly prohibited.

4. All members of staff, as well as children and their parents, are familiarised with these Standards in accordance with the procedures set out herein.

5. The Principal appoints Ms Joanna Zikau (joanna.zikau@bisg.edu.pl), Vice Principal, as the person responsible for monitoring the implementation of the Standards, responding to reports of breaches, evaluating and updating the Standards, and maintaining the Register of Interventions and Reports.

6. The Principal appoints Mr Mikołaj Majstruk (it@bisg.edu.pl) as the person responsible for monitoring the safety of information and communication technology systems with Internet access.

7. Ms Urszula Korsak (pre-school@bisg.edu.pl) is designated as the person responsible for verifying criminal record certificates and maintaining related records in personnel files. She is also responsible for directly informing interns, coaches, trainers, and workshop facilitators about the adopted Standards. Her duties further include making the policy available to staff, children, and their parents or guardians and implementation, as well as providing information regarding the procedures for updating and reviewing these documents.

Chapter 2

Principles of safe recruitment of personnel

1. The standard is the recruitment of pedagogical and non-educational staff in accordance with the principles of safe recruitment, and the employer shall strive to verify the candidate's qualifications as best as possible, including the attitude to the values shared by the institution, such as the protection of children's rights and respect for their dignity.

2. BISG preschool shall ensure that the persons employed therein - both teaching and non-teaching staff, including contract workers, interns and trainees - are qualified to work with children and do not pose a risk to them.

3. Employment or engagement in any activity involving contact with minors is not permitted without first obtaining the information and documents required under Article 21 of the Act on Counteracting Threats of Sexual Offences and the Protection of Minors.

4. In any case, the preschool must have the data to identify the person employed by it, regardless of the basis of employment, e.g. the name(s), date of birth and contact information of the person employed.

5. Pursuant to *Article 21 of the Law on Countering the Threat of Sexual Offenses*, the employing person shall, prior to entering into a contract, check the candidate in the *Sexual Offender Registry* (restricted access registry) and in the *Registry of persons in respect of whom the State Commission for the Clarification of Acts Against Sexual Liberty and Morality against a minor under 15 years of age* has issued a decision on entry in the *Registry* (access: rps.ms.gov.pl, after the profile is set up). A check in the *Register of Offenders* shall be documented by a printout of the feedback generated from the *Register,* and a listing in the *Register* shall exclude the possibility of hiring a candidate.

6. The information obtained from the Register may also include details regarding the absence of citizenship or cases where citizenship has not been established.

7. The employer is obliged to demand from the person employed or from another person (trainee, etc.) before allowing him/her to perform activities with minors in the school/institution, a certificate from the *National Criminal Register* of no criminal record for offenses specified in Chapters XIX and XXV of the *Criminal Code, in Articles 189a* and *207 of the Criminal Code* and in the *Law on Counteracting Drug Addiction.*

8. If a person has citizenship other than Polish, he shall submit to the employer:

a) criminal record information of the country of citizenship obtained for the purposes of professional or volunteer activities related to contact with children, or criminal record information if the law of that country does not provide for the issuance of information for the aforementioned purposes;

b) under criminal liability, a statement about the country(ies) of residence in the last 20 years other than the Republic of Poland and the country of citizenship.

c) if he/she has lived in other countries in the past 20 years other than the Republic of Poland and the country of citizenship, information from the criminal records of these countries obtained for the purposes of professional activities or volunteer activities related to contact with children.

9. It is permissible for the candidate to submit under criminal liability a statement that the law of the country does not provide the criminal record information and/or does not maintain a criminal record and a statement that he/she has not been validly convicted in that country.

10. The conclusion of declarations under criminal liability for making a false statement is evidenced by the clause "I am aware of the criminal liability for making a false statement" contained in their content, which replaces the authority's instruction on criminal liability for making a false statement.

11. Statements, printouts from registers and certificates from the NCR shall be attached to Part A of the employee's personnel file or to the volunteer/trainee's file. In the case of data from the *Registry of persons in respect of whom the State Commission for the Clarification of Cases of Acts against Sexual Freedom and Vice against a minor under 15 years of age* has

issued a decision on inclusion in the *Registry*, a printout of the website showing that the checked person is not on the *Registry* is sufficient.

Chapter 3

Principles of safe staff-minor relations, including prohibited behavior.

The fundamental principle governing relationships between minors and preschool staff is to act in the best interests of the child, with respect for their dignity, emotions, needs, and overall well-being. With young children, a certain degree of physical contact and comfort is often appropriate. However, physical contact must be subject to clearly defined boundaries to ensure that staff members are confident that their actions are both appropriate and lawful. The following rules should be followed:

1. If a situation requires physical contact with a child in the absence of another adult, such contact must be limited to what is necessary, proportionate to the child's needs, and justifiable within the scope of the staff member's professional duties. (This does not apply to individual therapeutic sessions where support or demonstration of specific therapeutic activities is required.)

2. Under normal circumstances, staff should avoid touching the area between a child's waist and thighs. (This does not apply in situations where the child requires assistance with toileting, first aid, or similar care.)

3. Hugging is permitted when initiated by the child.

4. Children should never be kissed.

5. If a child requires assistance with changing clothes or personal hygiene, particular care must be taken to ensure that physical contact is solely for the purpose of providing such assistance. During gymnastics, physical education classes, or therapeutic activities, a certain degree of physical contact may be necessary to demonstrate techniques or support the child in carrying out activities safely.

6. If a child needs to be physically restrained because they pose a danger to themselves, others, or their surroundings, physical intervention by a member of staff is appropriate and must prioritise the safety and well-being of the child and other children.

7. Staff must respond in a manner appropriate to the situation and to the child's physical and psychological capabilities, including adapting communication to children with special educational needs.

8. Physical contact with a child is permitted only in response to the child's genuine needs at a given moment, taking into account the child's age, gender, cultural background, and situational context.

9. In relationships between staff and minor students, the following behaviours are strictly prohibited:

• The use of any form of violence against a child, including corporal punishment, abuse of authority, or misuse of physical advantage (such as intimidation, coercion, or threats);

• Shaming, humiliating, belittling, insulting, or degrading children;

• Shouting at children or causing them fear or distress;

• Disclosing sensitive information concerning a child (including their image, family circumstances, medical information, legal matters, etc.) to unauthorised persons, including other children;

• Behaving in an inappropriate manner in the presence of children, including the use of vulgar language, offensive remarks, or comments relating to sexual attractiveness;

• Recording or capturing a child's image (including filming, audio recording, or photographing) for a staff member's private purposes;

• Inviting children to a staff member's place of residence.

Chapter 4

Principles of safe relations between minors and minors, including prohibited behavior

1. The basic principle of the relationship between minors is to act with respect, taking into account the dignity and needs of minors.

2. The standard is to create an atmosphere of school life that promotes tolerance and a sense of responsibility for one's behavior.

3. Children are involved in activities in which they have the opportunity to actively participate, undertake interaction and develop a team approach, including forming positive relationships with children with special educational needs.

4. In particular, it is forbidden to:

   a) using physical or psychological violence against any child, in any form whatsoever;

   b) behaving in an inappropriate or aggressive manner, including the use of vulgar or offensive language, gestures, or jokes, as well as making remarks with sexual connotations;

   c) humiliating, mocking, isolating, insulting, or deliberately shaming other children;

d) using intimidation, extortion, or threats;

e) recording the image or likeness of other children (photographing, video recording, or voice recording) without the teacher's consent, particularly in intimate situations that could violate the child's dignity;

f) bringing into the preschool premises, consuming, or sharing with other children substances hazardous to health and life (including medicines, tobacco products, alcohol, or other psychoactive substances).

Chapter 5

Rules for establishing a support plan for a minor after the disclosure of abuse

1. The purpose of the support plan is primarily:

a) to initiate intervention activities in cooperation with other institutions, if necessary;

b) to cooperate with the parents to stop the abuse of the minor and provide assistance to the minor;

c) diagnosing whether legal action is necessary;

d) the inclusion of the child in psychological and pedagogical assistance on the preschool premises and specialized assistance outside the preschool, if necessary.

2. The director/person in charge of the childcare team collects additional information from the facility's staff, coordinates and monitors the actions taken by the facility.

3. The support plan includes:

a) interventions to ensure the safety of the children, including the reported suspicion of a crime reported to law enforcement;

b) forms of support offered by the preschool;

c) proposed forms of specialized extracurricular assistance, if needed.

4. The support plan should also include the siblings of the harmed child, provided that they are students of the Preschool or Primary School.

5.The support plan for the minor operates alongside the intervention measures being undertaken. Its primary objectives are to monitor the child’s well-being, ensure access to multidisciplinary support services, including specialist services outside the school where necessary, provide support to parents, and promote inter-agency cooperation.

6. When sharing information concerning a minor, particularly in the course of cooperation with external institutions and specialists, due regard must be given to the psychologist's duty of confidentiality, in accordance with Article 27 of the Act on the Profession of Psychologist and the Professional Self-Government of Psychologists.

7. The staff member responsible for managing the case shall contact the parent or guardian of the minor immediately following the incident and again one month after the case has been concluded in order to monitor the effectiveness of the support provided.

8.Detailed procedures governing the work of the Child Support Team are set out in the Student Development Team Policy concerning the organisation of psychological and pedagogical support and the protection of minors.

Chapter 6

Procedures for responding to abuse

1. Staff members are required to report concerns to the child welfare team if they suspect any of the four manifestations of abuse:

- Physical - large or numerous bruises/marks on the child's body that the student cannot convincingly explain;
- Emotional - repeatedly coming to school in a disturbed state, changing behavior or work ethic;
- Sexual - the use of inappropriate language or statements with sexual overtones; a child's statement that he or she has been abused, physical or emotional signs;
- Neglect - body odour, neglected appearance, educational neglect, inadequate diet, lack of dental or medical care, frequent absences and poor academic performance, late pick-up from school, lack of appropriate clothing.

2. In addition, staff members may observe behaviours that do not initially fit into any of the above categories but nevertheless give rise to concern, such as sudden changes in a child's personality. Such concerns must be taken seriously and reported appropriately.

3. Any information regarding inappropriate behaviour by a preschool employee (or a parent) towards a child must be reported to the School Leadership Team without delay. Reportable behaviour includes, but is not limited to:

- **Physical abuse** – hitting a child, pushing or shoving, corporal punishment, force-feeding; ;

● **Psychological and emotional abuse** – the use of racist language, verbal or emotional abuse such as persistent humiliation and criticism of a child, shouting, or the use of offensive or vulgar language;

● **Sexual abuse** –inappropriate physical contact, including unjustified touching or stroking that violates a minor's personal boundaries, exposing a child to inappropriate content or situations or any other form of inappropriate physical contact;

● **Neglect or placing a child at risk** – failure to safeguard a child or carry out an appropriate risk assessment during trips or activities, exposing children to danger, or lack of adequate supervision.

4. If a staff member observes such behaviour by a parent or another member of staff, they must complete a School Intervention Report Form (blue form) and immediately inform the person responsible for the Child Support Team. Where necessary, the Principal will also be notified. Meetings may be convened by an Intervention Team consisting of members designated by the person responsible for the Child Support Team.

5. Person in charge of the Care Team.

The person responsible for the Child Support Team within the Preschool is **Ms Joanna Zikau** (joanna.zikau@bisg.edu.pl). Any concerns relating to child safety and protection must be reported directly to her, either verbally or by email. In her absence, the Principal, **Mr Robert Grisdale** (robert.grisdale@bisg.edu.pl), must be informed.

6. Where a member of staff suspects that a child is being harmed, they are required to prepare a written incident report and submit the information to the Child Support Team. Prompt action is essential to safeguarding children. The following procedures and timescales apply:

● **Immediate action (Risk to life or health):** In situations involving an immediate threat to a child's life or health, every member of staff is required to contact the emergency services (112) immediately and notify the Principal.

● **Same working day:** Where any of the above-mentioned concerning behaviours or indicators are observed, the staff member must complete an incident report/reporting form and submit it to the persons responsible for child protection on the same working day.

● **Reports from children or parents:** Children and parents may report concerns to any member of staff, who must immediately pass the information on through the appropriate safeguarding channels. The Preschool also provides the option of anonymous reporting.

● **Within 24 hours (Convening the team):** The Intervention Team appointed by the safeguarding coordinator must meet no later than 24 hours after the report has been received. The team will then invite the child's parents or guardians to an explanatory meeting, during which it may recommend an assessment of the concern by an external, independent organisation. Minutes of the meeting shall be prepared and retained.

7. The next step involves reviewing the staff member's written report and preparing a support plan for the child by the Intervention Team.

8. The school counsellor, psychologist, or Principal shall inform the child's parents or guardians of the Preschool's legal obligation to report suspected child abuse to the appropriate authorities (including the Police, Public Prosecutor's Office, Family Court, or Social Welfare Centre).

● If the findings indicate a justified suspicion of domestic violence, the Preschool shall initiate the **"Blue Card" Procedure**.

● The initiation of this procedure (completion of the "Blue Card – A" form) does not require the consent of the parents, legal guardians, or the child.

● The completed form must be submitted to the Chairperson of the Municipal Interdisciplinary Team within a maximum of seven days. The Preschool shall appoint its representative to cooperate with the Interdisciplinary Team.

9. In accordance with the Child Protection Standards, all safeguarding actions must be properly documented:

● Reports are recorded using a standardised incident report/reporting form.

● The Preschool maintains a confidential **Register of Interventions and Reports**.

● All documentation (including reports, meeting minutes, and correspondence) is securely archived in the Preschool office, and access is restricted to authorised personnel only.

● All Preschool employees and cooperating persons who, in the course of their duties, obtain information relating to the abuse or neglect of a child are required to maintain absolute confidentiality, except where disclosure is required to the appropriate authorities as part of safeguarding and intervention procedures.

Chapter 7

Rules for the use of electronic devices with Internet access

1. The Preschool provides IT infrastructure in the form of preschool computers available in the computer room, enabling access to the Internet, as well as a Wi-Fi network. Staff and children may use Internet access during educational activities only on devices owned by the Preschool.

Mr Mikołaj Majstruk (it@bisg.edu.pl) is responsible for network security within the Preschool.

2.The network is monitored in order to identify misuse, malicious software, and inappropriate use through:

● protecting the network against harmful content by means of antivirus software;

● installing and regularly updating modern software;

● conducting regular checks of computers and network drives to monitor stored content.

In the event that inappropriate or harmful content is detected:

● The person responsible for network security shall identify the user responsible and inform the Principal;

● If the user responsible is a child, the Principal shall arrange a meeting between the child and a psychologist or school counsellor to clarify the circumstances of the incident;

● If the discussion with the child reveals that they have been involved in a harmful or unsafe situation, the procedure set out in Chapter 6 – Procedures for Responding to Abuse shall be initiated.

3. Education and workshops

● Children are familiarised with the rules governing the use of Internet-enabled equipment belonging to the Preschool, and teachers supervising their work ensure compliance with these rules.

● Regular workshops on online safety are conducted for both children and staff.

4. Rules for the use of cell phones and other electronic devices with Internet access.

● Children are not permitted to bring mobile phones, media players, smart watches or other electronic devices to the Preschool.

● The use of mobile phones and other electronic devices is strictly prohibited on Preschool premises during educational activities and breaks between lessons.

● The use of mobile phones is prohibited in preschool toilets, cloakrooms, and changing areas during breaks.

Chapter 8

Procedures for protecting the image and personal data of minors.

1. Personal data of a minor are protected under the principles set out in *Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection*

of natural persons with regard to the processing of personal data and on the free movement of such data, and repealing Directive 95/ 46/EC (General Data Protection Regulation) (OJ EU L. of 2016, No. 119, page 1, as amended).

2. The preschool complies with and monitors compliance with the provisions regarding the protection of minors' personal data.

3. Written consent from minors' parents is required to take/publish photos and recordings.

4. The consent referred to in paragraph 3 shall specify the scope, purpose, and means of use of the individual's image.

5. In the event of suspicion of inappropriate dissemination of the image, personal data, including sensitive data, the director shall immediately register and report the events to the Data Protection Inspector.

6. Teachers and other school staff may record students' images only for official purposes related to the school's educational, pastoral, or organizational activities.

7. The recording of students' images shall be carried out using school-issued devices or other tools approved by the school principal.

8. The use of private devices to disseminate students' images on social media or through other public channels is prohibited. Publication of a student's image on the Internet may take place only after the requirements set out in §3 have been met and solely through the school's official communication channels.

9. The processing of the image and personal data of minors shall be carried out with due respect for their dignity, right to privacy, and best interests.

10. The school shall exercise particular caution when publishing materials depicting students in educational settings, during school trips, or at school ceremonies and events.

Chapter 9

The principles and method of making the policy available to staff, minors and their guardians for familiarization and application, as well as the principles of updating and reviewing the Standards

1. All procedures and documents related to the implementation of these Standards shall be made available to staff, minors, and their parents or guardians. These documents are also available on the Preschool’s website at: https://bisg.edu.pl/

2. Every employee is required to familiarise themselves with the Standards upon commencement of employment. Confirmation that the employee has read and agreed to comply with the Standards shall be evidenced by their signature on the acknowledgement list

maintained by the Human Resources Department and by the submission of a signed declaration to their personnel file.

3. Parents and guardians are informed of the Standards via email and at the beginning of each school year.

4.Children are introduced to the Standards during one of their class teacher sessions held in September each year. The initial introduction shall take place immediately following the development and implementation of the Standards and no later than 30 days thereafter.

5. Staff members appointed to perform the functions set out in Chapter 1 shall continuously monitor and periodically review compliance with the adopted child protection principles. The Standards shall be formally reviewed at least once every two years to ensure that they remain aligned with current needs and applicable legal requirements. A written report shall be prepared following each review, setting out findings and recommendations for amendments. The report shall be retained as part of the Preschool's official documentation.

6. The monitoring and evaluation of the Standards referred to in point 5 shall be carried out on the basis of an analysis of internal documentation, inter-agency correspondence, applicable legal provisions, assessments of risk and protective factors, and consultations with the Preschool's governing bodies.

7. Any amendments to the Standards shall be communicated to staff, parents, and children by the Principal of the Preschool.

Chapter 10

Final provisions

1. The standards enter into force 6th May 2024.

2. The announcement is made through:

- posting the Standards on the school website,
- educational lessons, including the use of a picture version adapted to the needs of the youngest students and children with special educational needs,
- posting on the notice board
- sending it via email..

3. Storing school and kindergarten documentation:

- Documentation regarding confidential matters is kept under lock in the management's office.
- The remaining preschool documentation is kept under lock in the preschool office.
- Only authorized persons have access to individual documentation.

4. List of attachments:

- Annex 1 - 'Declaration of no criminal record'
- Annex 2- 'Intervention protocol'
- Annex 3 - 'Declaration of familiarization with and commitment to comply with the 'Child protection Standards at the British International School Gdańsk'
- Annex 4- 'Child protection Standards - pictorial version'

Date: May 2024

Updated: **May 2026**