

Private Primary School Complex of Silesian International Schools in Katowice

Policy to protect children from harm

Preamble

The guiding principle of all activities undertaken by the facility's employees is to act for the good of the child and in his or her best interest. Each school employee treats the child with respect and takes into account his or her needs. It is unacceptable for an employee to use any form of violence against a child. In achieving these goals, the School employee operates within the framework of applicable law, internal regulations of the School and his/her own competences.

Chapter I

Explanation of terms

§ 1.

1. An employee of a facility is a person employed under an employment contract or mandate contract.
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 his/her parent or legal guardian or a foster parent who has custody of the child or a temporary guardian appointed by a court decision.
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 the child by any person, including an employee of the facility, or threatening the child's well-being, including neglect.
6. The person responsible for the Internet is an employee 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 an employee 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 for child abuse

§ 2.

1. The facility's employees have knowledge and, as part of their duties, they pay attention to the 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 for themselves.
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 rules constitute Annex 2 to this Policy.
5. Recruitment of facility employees is carried out in accordance with the principles of safe staff recruitment. The rules constitute Annex 1 to this Policy.

Chapter III

Intervention procedures in the event of child abuse

§ 3.

If an employee of the Institution suspects that a child is being harmed, the employee is obliged to prepare an official note and forward the information obtained to the school counselor (school psychologist), or reports directly to the management of the Institution.

§ 4.

1. The counselor (psychologist) calls the guardians of the child he/she suspects has been abused and informs them about the suspicion.
2. The counselor (psychologist) should prepare a description of the child's school and family situation based on conversations with the child, teachers, class teacher, and parents, as well as a plan to help the child.
3. The child's support plan should include indications regarding:
 - a. the School takes action to ensure the child's safety, including reporting suspected abuse to the appropriate institution;
 - b. the support that the School 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 counselor (psychologist), a child's teacher, the School Principal, the Coordinator, other employees with knowledge about harming a child or about a child (hereinafter referred to as: intervention team).
2. The intervention team prepares a plan to help the child that meets the requirements specified in § 4 point. 3 of the Policy, based on the description prepared by the school counselor

(psychologist) and other information obtained by team members.

3. If the suspicion of abuse is reported by the child's guardians, the intervention team asks the child's guardians to attend an explanatory meeting, during which the intervention team may suggest that the guardians have the reported suspicion diagnosed by an external, impartial institution. Minutes are drawn up from the meeting.

§ 6.

1. The child's help plan is presented by the counselor (psychologist) to the caregivers with a recommendation for cooperation in its implementation.
2. The counselor (psychologist) informs the guardians about the School's obligation to report suspected child abuse to the appropriate institution (prosecutor's office, police or family court, social welfare center).
3. After informing the guardians by the counselor (psychologist) – in accordance with the preceding point – the School Principal submits a report on the suspicion of a crime to the prosecutor's office (police) or an application for insight into the family's situation to the district court, family and juvenile department, social welfare center or sends the form "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. An intervention card is prepared regarding the course of the intervention, the template of which is attached as Appendix [no.] to this Policy. The card is attached to the child's personal file.
2. All School employees 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, excluding the disclosure of information to authorized institutions as part of intervention activities.

Chapter IV

Rules for protecting a child's image

§ 8.

1. The school ensures the highest standards of protection of children's personal data in accordance with applicable law.
2. The school, recognizing the child's right to protect privacy and personal rights, ensures the protection of the child's image.
3. Guidelines regarding the rules for publishing a child's image constitute Annex 4 to this Policy.

§ 9.

1. A School employee may not record or enable the recording of a child's image (filming, photographing, recording the child's voice) on the premises of the School and while outside the School under the supervision of School employees (field trips, trips to cultural institutions, extracurricular sports competitions) without the written consent of the parent or the child's 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 third parties (apart from services and institutions specially authorized to obtain such data, e.g. police, courts, rescue services, etc.)
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. Publication of a recorded image of a child by a School employee 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 10, should include information on where the registered image will be placed and in what context it will be used (e.g. that it will be placed on the School's website 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 measures to protect children from access to content that may pose a threat to their proper development; in particular, you should install and update security software. The rules for the safe use of the Internet and electronic media constitute Annex 3 to this Policy.
2. On the School premises, the child's access to the Internet is possible:
 - a. under the supervision of a School employee during computer classes;
 - b. using children's own telecommunications devices via external telecommunications network operators in specific school departments during breaks between educational classes or during classes, at the express request of the instructor.
3. In the case of access carried out under the supervision of an employee of the Institution, the School employee is obliged to inform children about the rules of safe use of the Internet. The employee also ensures that children use the Internet safely during classes.
4. If possible, the person responsible for the Internet conducts regular training with children on safe use of the Internet.

5. The school provides permanent access to educational materials regarding safe use of the Internet.

§ 12.

1. The person responsible for the Internet ensures that the School's Internet network is protected against dangerous content by installing and updating appropriate software.
2. Mentioned in point 1. of this paragraph, the software is updated by a designated employee as needed.
3. A designated School employee checks at least once a month whether there are any dangerous contents on computers with free access and connected to the Internet. If dangerous content is found, a designated employee tries to determine who was using the computer at the time it was introduced.
4. Information about a child who was using a computer when dangerous content was introduced is provided to the facility's management by a designated employee, who arranges an interview for the child with a psychologist or counselor.
5. The counselor (psychologist) talks to the child referred to in the preceding points about Internet safety.
6. If, as a result of the conversation, the counselor (psychologist) receives information that the child is being harmed, he or she will take the actions described in Chapter III of this Policy.

Chapter VI
Monitoring the application of the Policy

§ 13.

1. The management of the institution appoints the person responsible for the Child Protection Policy at the School. The name and surname of the designated person are made known to the entire community of 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 conducts a survey among the facility's employees once every 12 months to monitor the level of implementation of the Policy. The survey template is attached as Annex 6 to this Policy.
4. In the survey referred to in point 3, School employees may propose changes to the Policy and

indicate violations of the Policy at the Institution.

5. The person responsible for the Child Protection Policy at the School prepares the surveys completed by the facility's employees. On this basis, he/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

§ 14.

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 sending its text electronically and by posting it on the website and posting it in a visible place at the headquarters, in a shortened version intended for children.