



CHILD PROTECTION POLICY (STANDARDS)

in The English Playhouse Sp. z o.o.:

- Non-public preschool The English Playhouse Syta 78**
- Preschool Point The English Playhouse Cisowa 13**
- Preschool Point The English Playhouse Płyćwiańska 14a**
- day care providers employed by The English Playhouse Sp. z o.o.**

Preamble

The guiding principle of all activities undertaken by employees of entities run by The English Playhouse Sp. z o. o. is to act for the good of the child and in his or her best interest. Each employee of The English Playhouse Sp. z o. o. treats each child with respect and takes into account their needs. It is unacceptable for employees to use any form of violence against children. In achieving these goals, an employee of the facility operates within the framework of applicable law, internal regulations of a given institution and their own competences.

Legal acts:

1. Act of July 28, 2023 amending the Act - Family and Guardianship Code and certain other acts (Journal of Laws of 2023, item 1606).
2. Act of May 13, 2016 on counteracting threats of sexual crime (Journal of Laws of 2023, item 1304, as amended)
3. Regulation of the Council of Ministers of September 6, 2023 on the "Blue Card" procedure and templates of "Blue Card" forms (Journal of Laws of 2023, item 1870).
4. Act on counteracting domestic violence of July 29, 2005 (Journal of Laws of 2005, No. 180, item 1493).
5. Act of January 26, 1982 - Teacher's Charter, art. 6, point 1 (Journal of Laws of 2023, items 984, 1234, 1586, 1672 and 2005).
6. Regulation of the Minister of National Education of August 9, 2017 on the conditions for organizing education, upbringing and care for disabled children and youth, socially maladjusted and at risk of social maladjustment (Journal of Laws of 2023, item 1798).
7. Regulation of the Minister of National Education of August 9, 2027 on the principles of organizing and providing psychological and pedagogical assistance in public kindergartens, schools and institutions (Journal of Laws of 2023, item 1798).
8. Education Law Act of December 14, 2016 (Journal of Laws of 2023, items 900, 1672, 1718 and 2005).
9. Act of October 26, 1982 on proceedings in juvenile cases (Journal of Laws of 2018, item 969, of 2022, item 1700).
10. Act of June 6, 1997 Code of Criminal Procedure - Art. 304 (Journal of Laws of 2022 pos. 1375, 1855, 2582, 2600, of 2023, item 289, 535, 818, 1606, 1860).
11. Code of Civil Law Act of April 23, 1964, Art. 572 (Journal of Laws of 2023, items 1610, 1615, 1890, 1933).
12. 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).

Chapter I

Explanation of terms

1. TEP - this abbreviation stands for The English Playhouse Sp. z o. o. and entities run by it (Non-public Preschool The English Playhouse Syta 78, Preschool Point The English Playhouse Cisowa 13, Preschool Point The English Playhouse Płyćwiańska 14a, day care providers employed by The English Playhouse Sp. z o. o.)
2. Employee - a person employed under an employment contract, a contract for specific work, or a civil law contract (mandate contract), a person with their own business working at TEP, as well as apprentices, interns and volunteers.
3. Child - in the light of Polish law, it is every human being from conception until reaching the age of majority (i.e. until the age of 18).
4. Child's guardian - a person authorized to represent the child, in particular its statutory representative (parent, legal guardian) or another person authorized to represent it on the basis of specific provisions or a court decision (including a foster family).
5. Consent of the child's guardian - means the consent of at least one of the child's guardians. However, if there is no agreement between the child's guardians, the guardians should be informed about the need for the court to resolve the matter.
6. Person responsible for the Internet - each teacher supervises the use of the Internet by children in his/her group and ensures the safety of children on the Internet (e.g. when teachers present educational content on a computer or telephone).
7. Person responsible for the Child Protection Policy - an employee appointed by the TEP director who supervises the implementation of the Child Protection Policy in facilities.
8. Personal data of the child - any information enabling the identification of the child.
9. Child abuse should be understood as committing a prohibited act that harms the child by any person, including a TEP employee, his or her guardians, or threatening the child's well-being, including neglect.

Harm is defined as:

Physical abuse – it is intentional bodily harm, infliction of pain or threat of bodily harm.

Emotional abuse – it is repeated degrading, humiliating and ridiculing of the child, involving the child in adult conflicts, manipulating the child, lack of providing of appropriate support, attention and love for the child, placing demands and expectations on the child that he or she is unable to meet.

Sexual abuse – it is an adult engaging a child in sexual activity. Sexual abuse refers to behaviours involving physical contact (e.g. rubbing against a child, touching a child, having sex with a child) and behaviour without physical contact (e.g. showing pornographic material to a child, voyeurism, exhibitionism). This violence may be a one-off incident or repeated over a long period of time.

Neglect – it is the failure to meet the child's basic material and emotional needs by the parent or legal guardian, failure to provide the child with safety, adequate food, clothing, shelter, medical care, security, lack of supervision during free time and lack of appropriate care while the child is undergoing compulsory one-year pre-school preparation (Article 31, Act 4 of the Education Law). Failure to fulfil

the obligation of annual kindergarten preparation should be understood as an unjustified absence within a period of one month from at least 50% of compulsory educational activities in kindergarten..

10. Interdisciplinary team - a team appointed by local government authorities (mayor or president of the city) as part of the implementation of projects to counteract domestic violence. The team includes representatives of social welfare organizational units, the municipal commission for solving alcohol problems, the police, education, health care and non-governmental organizations. The interdisciplinary team also includes probation officers. Prosecutors and representatives of entities other than those mentioned may also participate in it.

11. Intervention Team - a team appointed by the kindergarten director in complicated cases. The team includes: people responsible for the Child Protection Policy, teachers in charge of providing education for the child, the principal, and employees with knowledge of child abuse.

Chapter II

Personal data protection rules

1. The child's personal data is protected under the principles set out in the Act of May 10, 2018 on the protection of personal data (Journal of Laws of 2018, item 1000) and the Act of February 21, 2019 amending certain acts in connection with ensuring the application of 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), (Journal of Laws of 2019, item 730).

2. Every child has the right to have his or her personal data protected.

3. The child's personal data is processed in accordance with the tasks arising from the Education Law and the statutory functions of the institution.

4. Child's personal data is used only for the purpose for which it was made available.

5. Child's guardians have access to the child's personal data and they are provided with the ability of making changes to it.

6. The English Playhouse Sp. z o. o. provides technical and organizational measures to protect personal data against unauthorized access, loss, damage or destruction.

7. The director of TEP is responsible for the care of documents containing children's personal data.

8. Only persons authorized by the director of TEP are allowed to process children's data.

9. The child's data is only made available to persons and entities authorized under separate regulations.

10. Persons permitted to process data are obliged to keep this data confidential.

11. An employee of the institution may use information about the child for the purposes of training or education only while maintaining the child's anonymity and in a way that prevents the child from being identified.

12. TEP employees do not provide information about children and their guardians to media representatives.

13. Employees do not contact media representatives with children.
14. In justified situations, the employee may contact the child's guardians and ask for consent to provide contact details to interested persons.
15. In order to produce media content, a selected room of the institution may be made available to the representatives of the media. The decision on providing the room is made by the TEP director.
16. The director of TEP, when making the decision referred to in the preceding point, instructs an employee of the facility to prepare a pre-selected room in order to produce media content in such a way as to prevent filming of children staying in the facilities.

Chapter III

Rules for protection of a child's image

1. The English Playhouse Sp. z o. o. and its employees undertake to protect the child's image.
2. Publication of the child's image recorded in any form requires the written consent of the guardian.
3. Guardians give written consent for placing photos of the child on websites, the 4Parents application and social media, and to using the child's image in the kindergarten's promotional materials (Appendix No. 1). Photographic material can be used to make gifts.
4. Photos with the child's image are used in TEP facilities to develop the child's better orientation and independence and appear in specific places in the kindergarten according to internal arrangements or to carry out art projects.
5. A TEP employee cannot allow media representatives to record the image of a child on the premises of the institution without the written consent of the child's guardian.
6. If the child's image is only a detail of a whole, such as a gathering, landscape, public event (over 10 people), the consent of the guardians to record the child's image is not required.

Chapter IV

Rules for children's access to the Internet

1. The English Playhouse Sp. z o. o. does not provide children with access to the Internet.
2. If an Internet connection is provided to children, TEP will be obliged to take actions to protect children from access to content that may pose a threat to their proper development, in particular to install and update security software.
3. On the TEP premises, the child's access to the Internet connection will be possible only under the supervision of a TEP employee.
4. A TEP employee will be obliged to inform children about the rules for safe use of the Internet.

Chapter V

The rules in force at TEP regarding safe contact in employee-child relationships, specifying what behaviours are allowed and what are not allowed towards the child.

1. All employees, volunteers, interns and trainees are obliged to familiarize themselves with the Child Protection Against Abuse Policy applicable at TEP.
2. All employees, including volunteers and interns, submit declarations regarding having no criminal record or pending criminal or disciplinary proceedings against them for crimes against sexual freedom and decency and crimes of violence to the detriment of a minor - in cases where the law does not allow obtaining information from KRK.

MEALS - children are encouraged to eat meals. They eat on their own or, if necessary (parent's request, child's consent), with the help of an adult. Meals are eaten together at regular times. Children are not forced to eat during meals.

COMMON ACTIVITY - children are encouraged and motivated to participate in the proposed forms and types of activities. Activities and games are adapted to the abilities and ages of children. All children's limitations (health, preconceived notions or shyness) are taken into account and accepted. During games and activities, the child is looked after by the teacher or an adult (employee of TEP) designated by the teacher. Representatives of companies and institutions that have contact with children (e.g. theaters, concerts, trips, meetings) are checked for credibility.

REST - in the kindergarten there is a designated time for rest. 3-year-old children are not forced to sleep, but are encouraged to rest (listening to fairy tales and relaxing music). Children's sleeping and falling asleep habits are taken into account and respected. Older children have the opportunity to have a short rest and calm down period, and the method of rest depends on the group's teacher (resting on pillows, listening to a musical or a read fairy tale, and others according to the internal arrangements of the main teachers in the groups).

WALKS, TRIPS, OUTDOOR PLAYING - Teachers provide constant supervision and care of children during walks and trips around the kindergarten. The kindergarten environment is monitored by teachers and support staff while children are outdoors.

LANGUAGE AND EQUAL TREATMENT - children's abilities and limitations are respected. Pupils are not called names. Children are not labelled.

POSITIVE DISCIPLINE - children are trained to take responsibility for their actions by bearing the consequences of their own behaviour. Children know the system in place for recognizing the consequences of their socially unacceptable behaviour. This system is applied while preserving the rights and dignity of the child. Consequences include, for example: removing the child from play,

sitting him at a table, receiving a caution from a teacher or designated adult, repairing a broken toy. Corporal punishment (e.g. beating, pushing, pulling), verbal punishment (e.g. ridiculing, calling names), forcing or denying feelings are not used. In every situation, the child is informed about the consequences of his or her behaviour. If necessary, the teacher talks to parents to determine further actions for educating the child. Parents are familiarized with the applicable rules.

HYGIENE ACTIVITIES - hygiene rules are implemented in the kindergarten: children wash their hands before meals, after returning from the yard, after using the toilet, painting, sculpting, children brush their teeth after lunch.

Children should be independent in meeting their physiological needs. Staff help young children (with their consent) to dress and undress. At the request of a small child, he or she may be provided with assistance in performing hygiene activities. To ensure the child's mental and physical comfort, if the child gets dirty (urine, faeces, vomit, food, malleable material or other), the child is washed and changed into dry clothes by the support staff. Caregivers sign a consent to provide assistance during hygiene activities. (Appendix No. 2). Kindergarten employees do not administer any medications to children, and if necessary, this is done by medical staff, as is regulated by the procedure for situations when a chronically ill child attends kindergarten (Appendix No. 3). If a child feels unwell during the day, the educator is obliged to provide the child with a secluded place to rest and notify the parents about this fact. In the event of lice infestation, the employee has the right to check the cleanliness of the child's head and notify parents, if necessary. This is regulated by the procedure in the event of an infectious disease or lice infestation in the kindergarten (Appendix No. 4.)

The rooms where children stay are constantly ventilated, vacuumed and washed by staff obligated to do so, and cleaning products are protected from children.

Bringing and picking up children: at the beginning of the school year, guardians authorize people in writing (or through an application) to pick up the child from the facility. The child is picked up from the facility by authorized adults.

Detailed rules for picking up a child from kindergarten are included in the procedures:

- Applies to bringing and picking up a child from kindergarten (Appendix No. 5).
- Applies to a case where a teacher suspects that a parent/legal guardian or an authorized person who is under the influence of alcohol or drugs, behaving aggressively and who is unable to ensure the child's safety wants to pick up the child from the facility (Appendix No. 6).
- Concerns the case of a child being picked up from a facility by parents who are divorced, separated or in an unmarried relationship (Appendix No. 7).
- Applies to the case when the parent/legal guardian regularly picks up the child after the facility's closing hours (Appendix No. 8).

Chapter VI

Recognizing and responding to risk factors for child abuse

1. Employees of The English Playhouse Sp. z o. o. have knowledge and, as part of their duties, pay attention to risk factors for child abuse.
2. If risk factors are identified, employees (teachers, director) of the facility start a conversation with parents, providing information about the available support offer and motivating them to seek help.
3. Employees (designated teachers) monitor the child's situation.
 - They collect information about the child's way of functioning from all people working with the child,
 - They consult with a psychologist employed at The English Playhouse Sp. z o. o., in regards to how the child functions.
 - The psychologist independently observes the child in the group and remains in constant contact with an adult who is safe for the child, if one was selected while observing the situation.
 - Once a month, a team of people working with the child meets in order to consolidate information and determine further actions for the child's welfare.

Chapter VII

Intervention procedures in the event of child abuse

1. Intervention procedures in the event of child abuse outside TEP facilities

Teacher:

- * Carefully observes the child: his appearance, behaviour, art work, games.
- * Conducts conversations with child's parents and other teachers and collects documentation based on received messages and observations/official memo/description of the child's behaviour.
- * Transfers observations to a psychologist who talks to the child's guardians about child abuse or neglect. Makes parents/legal guardians aware of the consequences of such behaviour for the child's further development and informs the director about the situation. If necessary, it also presents legal regulations related to this situation and the stages of further proceedings of the facility if there is no change in the child's mistreatment. The family should be provided with psychological and pedagogical assistance.
- * In difficult situations (severe neglect or a crime committed against a child), a child support team is established to:
 - verify data using available methods: therapeutic interview, conversation with caregivers, psychological examination, analysis of the child's creations, medical examination.
- * If the actions taken so far do not bring positive results, designated persons notify the social welfare unit or family court or persons designated by the director are instructed to create a "Blue Card".

*The police and the prosecutor's office are also notified in the case of suspicion of committing a crime to the detriment of a child and the family is covered with the "Blue Card" (case of child abuse), submitting an application to the chairman of the interdisciplinary team - in the case of domestic violence, family court - cases of improper exercise of parental authority, lack of agreement between parents on issues relating to the child, risk of exposing the child to depravity, demoralization.

When a case of child abuse is noticed, intervention should be immediate.

2. Intervention procedures in the event of child abuse by an employee of The English Playhouse Sp. z o. o.

* A person witnessing a situation of child abuse notifies the person responsible for the Policy about the incident or in writing directly to the director of TEP, excluding situations requiring immediate response.

* The director talks to the employee and orders their observation.

*If situations such as: the teacher shouts at children, verbally insults them, pulls, nudges, ridicules them in front of other children, does not help when the child clearly needs it, the employee receives a reprimand.

* If harm occurs again, the director notifies the police or prosecutor's office.

*In situations where the Director receives information that an employee has committed sexual violence against a child or has once again committed physical violence, external procedures are immediately initiated.

3. Procedures for dealing with child abuse by classmates/other children attending the facility

* A person who witnesses the situation reports the problem to the group teacher.

* The educator talks to the abused child and the abusers.

* The teacher notifies the parents of both parties.

* In the event of a repetition of the incident, the director is notified and calls for a meeting of the psychological and pedagogical support team, during which a plan for further actions is established and the Procedure for dealing with a child who has social and other difficulties is launched (Appendix No. 9).

An intervention card is prepared detailing course of the intervention, the template of which is (Appendix No. 10) to this Policy. The card is attached to the child's documentation collected at the facility.

All TEP employees and other persons who, in connection with the performance of their official duties, obtain 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.

Chapter VIII

Monitoring the application of the Policy

1. The Director of TEP appoints a person responsible for monitoring the implementation of this Policy in facilities run by The English Playhouse Sp. z o. o.
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 for proposed changes to the Policy.
3. The person referred to in point 1 of this paragraph conducts a survey among TEP employees once every 12 months to monitor the level of policy implementation. The survey template is attached as Appendix no. 11 to this Policy.
4. The person referred to in point 1 of this paragraph prepares the surveys completed by TEP employees and prepares a monitoring report on this basis, which is then submitted to the TEP director.
5. The Director introduces the necessary changes to the Policy and announces the new wording of the Policy to employees.

CONSENT TO USE THE CHILD'S IMAGE

I declare that I consent to the recording of my child's image during classes, competitions and celebrations organized by The English Playhouse Sp. z o. o. and using this image by posting photos on:

- The English Playhouse website

Circle the appropriate

Yes No

Signature of parent/guardian.....

- The English Playhouse social networking sites - Facebook and Instagram (without providing names and surnames)

Circle the appropriate

Yes No

Signature of parent/guardian.....

- 4Parents application (access only after logging in)

Circle the appropriate

Yes No

Signature of parent/guardian.....

- in promotional and advertising materials of The English Playhouse Sp. z o. o. : advertising printed on billboards, in the press and in leaflets to provide information and promotion of the facility

Circle the appropriate

Yes No

Signature of parent/guardian.....

Child's name and surname

PESEL number

Name and surname of parent/legal guardian.....

Legible signature of the parent/legal guardian.....

Legal basis:

1. Act of May 10, 2028 on the protection of personal data (Journal of Laws of 2028, item 1000) and Act of February 21, 2019 amending certain acts in connection with ensuring the application of the regulation of the European Parliament and of the Council (EU) 2016/679 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 . of 2019, item 730).

2. Act on copyright and related rights (Journal of Laws of 2022, item 2509, as amended) ,

.....

(date and signature of parent/guardian)

Appendix No. 2

CONSENT FOR ASSISTING YOUR CHILD WITH HYGIENE TREATMENTS AND ACTIVITIES

I consent to teachers and other TEP employees designated by the teachers helping my child(child's name and surname) with hygiene treatments and activities, as well as:

-temperature measurement

- checking the cleanliness of the skin and hair to prevent the spread of lice infestation.

.....
(date and signature of parent/guardian)

Appendix No. 3

THE PROCEDURE APPLIES IN SITUATIONS WHEN A CHRONICALLY SICK CHILD ATTENDS THE FACILITY

1. Duties of the director:

- 1) obtain detailed information from the child's parents (legal guardians) about the disease and the resulting limitations in functioning;
- 2) oblige teachers to acquire knowledge about this disease, including: by analysing publicly available publications;
- 3) organize training for teaching staff and other employees in how to deal with a sick child on a daily basis and in the event of exacerbation of symptoms or an attack of the disease;
- 4) together with TEP employees, develop procedures for dealing with each sick child, both on a daily basis and in the event of exacerbation of symptoms or an attack of the disease. These procedures may include, among others: reminding or assisting in measuring sugar levels, taking meals regularly, ways to react, etc. They should also specify the forms of permanent cooperation with the parents (legal guardians) of this child and the obligation of all TEP employees to strictly comply with them;
- 5) together with teachers and specialists employed at The English Playhouse Sp. z o. o. adapt the forms of teaching work, the selection of content and methods, and the organization of teaching to the psychophysical capabilities of the child, as well as providing the child with various forms of psychological and pedagogical assistance;
- 6) make efforts to organize preventive health care for students at the facility;
- 7) employees of The English Playhouse Sp. z o.o. are not allowed to give any medications to chronically ill children. The exception is a situation when the facility is attended by a chronically ill child who requires constant medication. Before admitting a child to the facility, parents are obliged to provide the following information:
 - what disease does the child have?
 - what medications the child is taking as ordered by the doctor (name of the drug, dosage method)It is necessary to attach a doctor's order and written authorization for a nurse or other TEP employee to administer medications to the child.

Detailed regulations in this regard include appropriate procedures on the grounds of the preschool.

Appendix No. 4

PROCEDURE FOR DEALING WITH PREVENTION AND OCCURRENCE IN KINDERGARTEN INFECTIOUS DISEASES, LICE INFESTATIONS AND OTHER CASES THAT THREATEN THE CHILD'S HEALTH.

1. INFECTIOUS DISEASE

Prevention in kindergarten.

If a child develops symptoms of the disease, such as: persistent cough and runny nose, fever, diarrhoea, vomiting, or rash, the teacher has the right to refuse to admit the child to kindergarten and recommend that the child be left at home for the next 48 hours for observation and a paediatric visit.

Diagnosed with an infectious disease.

a/ Parents are obliged to immediately inform the kindergarten about their child suffering from an infectious disease.

b/ The cleaning staff is obliged to wash furniture and toys with antibacterial agents. The fact of execution should be recorded in the disinfection notebook.

2. PREVENTION OF CHOKING

Due to the risk of choking, children under three years of age cannot bring small objects/food to the facility that may cause choking (e.g. beads, buttons, coins, grapes or hard vegetables, small toys, stones, candies).

3. PREVENTION OF SCRATCHES: parents are obliged to trim their children's fingernails regularly.

4. COMMUNICATION REGARDING ACCIDENTS:

1/TEP reports to parents all events that may affect the child's health, such as impacts and cuts. Events are recorded in the accident book, and the parent confirms receipt of such notification by signing the entry.

2/ The parent informs the teacher about all incidents such as falls, bruises, fainting, etc. that may affect the child's health or well-being during his/her stay in kindergarten/nursery.

5. LICE INFESTATION

1) The kindergarten immediately notifies parents/legal guardians of the occurrence of head lice.

2) Parents are obliged to pick up their child from kindergarten as soon as possible in order to have the lice removal treatment performed.

3) Until the parents arrive, the child cannot be isolated from the group in a biased and stigmatizing way. It is enough to offer the child such fun that, for example, they do not touch their heads with other children, do not lie on a deckchair, or on the floor, or on pillows, etc. The best solution is to encourage your child to play at a table in one place whenever possible.

4) The obligation to perform treatments to effectively remove lice rests with the child's parents/legal guardians who certify the fact that such a procedure has been performed in writing and present the above-mentioned statement to the teacher on the day the child returns to kindergarten/nursery.

TEACHERS: If a teacher or a TEP nurse notices lice in a child, the teacher immediately notifies the parents/guardians and the TEP director.

PRINCIPAL: The principal or, at his request, the teacher is obliged to inform parents about the occurrence of an infectious disease in the kindergarten. In such a situation, the director takes further actions in accordance with the Sanepid guidelines.

ALL TEACHERS ARE TRAINED IN PROVIDING FIRST AID FOR CHILDREN.

Appendix No. 5

PROCEDURE FOR BRINGING AND PICKING UP CHILDREN FROM THE ENGLISH PLAYHOUSE

1. Parents/legal guardians are responsible for the safety of children on the way to and from the facility.
2. Parents/legal guardians personally entrust the child to the teacher, which means that they are obliged to bring the child into the room. The teacher or teacher's aide should see and know who brought the child to the kindergarten room.
3. The teacher takes full responsibility for the child from the moment he or she enters the room.
4. During the hours when, according to the kindergarten's organization, groups can be combined, the teacher assigned to that time slot is responsible for the child's safety.
5. Parents/legal guardians are obliged to bring a healthy child to the facility. They are obliged to report any ailments of their child to the teacher and provide comprehensive information about them, as well as to remain at the teacher's disposal at the telephone number provided in the event of a sudden deterioration of health.
6. The teacher has the right to refuse to admit a child if his/her condition indicates that the child is not healthy.
7. The teacher has the right to measure the child's temperature if his/her observations indicate that the child may be sick. If the child's temperature indicates an illness, the teacher is obliged to refuse to admit the child to the group.
8. The child should be brought to the facility at the time specified in the facility's statute, daily schedule or at another time, after being informed about the child's later arrival.
9. Children can bring their toys from home after securing an agreement from the group teacher. These must be safe toys. The parent is responsible for the toys brought to preschool.
10. The child may be released to persons other than parents/legal guardians only with a written authorization signed by the parents/legal guardians or authorization via the 4Parents application. Parents/guardians submit the completed authorization with a list of persons responsible for picking up the child from kindergarten in person to the group teacher on the first day of the child's stay at kindergarten in the beginning school year or at any time when the child joins the kindergarten group during the school year.
11. When children gather in the morning and leave in the afternoon, teachers have access to lists of people authorized to pick up children (from each age group) via the application.
12. In case of the slightest doubt, each teacher is obliged to check whether the data of the person picking up the child from kindergarten is consistent with the identity document.
13. If it turns out that the data is not consistent, the teacher notifies the parents/legal guardians and the director of the institution and does not hand over the child until clarification of the matter is obtained.
14. When picking up a child from an area outside the kindergarten building/from the kindergarten garden, parents/legal guardians are required to approach the teacher with the child and report the fact that the child has been picked up. The teacher must see and know who is picking up the child.
15. It is possible to release the child to an adult person other than those mentioned in the registration form, but only after the parents/legal guardians have provided such information in writing (with authorization or via e-mail) to the teacher or kindergarten director.
16. Only in an emergency situation, TEP releases the child at the request of the parent/legal guardian, reported by phone and confirmed by a text message.
17. TEP releases the child to minors over 16 years of age, indicated in the list of persons responsible for collecting the child from kindergarten. In such a case, parents/legal guardians are obliged to write a declaration of their responsibility for the child.
18. Children with a certificate of special education from the PPP clinic should only be picked up by adults.
19. The parent is fully responsible for the child in the kindergarten after being picked up from the group teacher.

Appendix No. 6

THE PROCEDURE APPLIES IN THE CASE WHEN THE TEACHER SUSPECTS THAT THE CHILD WANTS TO BE PICKED UP FROM KINDERGARTEN BY THEIR PARENT/LEGAL GUARDIAN, AN AUTHORIZED PERSON THAT IS UNDER THE INFLUENCE OF ALCOHOL, DRUGS, BEHAVING AGGRESSIVELY, AND IS NOT ABLE TO ENSURE THE CHILD'S SAFETY

TEACHER:

1. Notifies the director of the facility.
2. Does not release the child and at the same time notifies another adult family member or another person authorized in the registration form about this fact, that person is obliged to immediately collect the child from the facility.
3. The teacher prepares a note on the incident after completing the intervention and submits it to the director of the facility.
4. If the parents/guardians refuse to pick up the child from the facility or in the event of the parents' prolonged absence, the teacher waits with the child at the facility for one hour.

FACILITY DIRECTOR:

- 1 The director of the facility may, after consulting the nearest police unit, decide on further steps.
2. After the police have assessed the child's home situation, the director, in particularly difficult cases, makes a decision together with the police regarding further action in a given situation (e.g. taking the child to an emergency care facility, i.e. the so-called intervention facility).
3. The director of the facility conducts a conversation with the parents to explain the situation and oblige them to comply with the Kindergarten's Statute.
4. If there are repeated cases in which the parent (legal guardian picking up the child from the facility) is under the influence of alcohol or drugs, the police (juvenile specialist) is notified about this fact - in order to determine the child's home and family situation, and then the family court is notified as well.

THE PROCEDURE APPLIES TO THE CASE OF PICKING UP A CHILD FROM KINDERGARTEN BY PARENTS THAT ARE DIVORCEED, SEPARATED OR IN A COHABITATION RELATIONSHIP

1. The teacher releases the child to each of the parents if he or she retains parental rights, unless the court decides otherwise.
2. If TEP receives a court decision on the manner in which the parents exercise custody of the child, the teacher shall act in accordance with this decision.
3. The teacher notifies the TEP director and the parent/guardian taking care of the child about each attempt to pick up a child by a parent/guardian who is not authorized to pick up the child.
4. In a situation where both parents exercise parental authority and yet there are disputes between them on the premises of the facility regarding the collection of the child, e.g. parents quarrelling, pulling the child away from each other, etc., the teacher or principal notifies the police and/or sends a letter to the family court - application for insight into the situation of the child and family.
5. The parent may contact the child on the TEP premises in accordance with the court's decision.

Appendix No. 8

THE PROCEDURE APPLIES IN THE CASE WHEN THE PARENT/LEGAL GUARDIAN PEOPLE REGULARLY PICK UP THE CHILD FROM THE KINDERGARTEN AFTER THE FACILITY'S OFFICIAL HOURS

TEACHER:

1. Notifies the director of the facility about this fact.
2. Documents the tardiness in the parents' lateness notebook - the parent is obliged to sign the note.
2. Documents the above case in the form of a memo and forwards it to the TEP director if the parent was late more than four times a month.

FACILITY DIRECTOR:

1. Invites a parent/legal guardian who does not follow the established rules for picking up a child from the facility to a meeting regarding an explanation of this situation and informs him or her about the consequences of such behaviour. The director obliges the parents to submit to them.
2. Establishes, together with the parents, the rules for the child's continued stay in TEP.
3. If parents/guardians still pick up the child from the facility after hours, the director of the facility requests the nearest ' OPS ' to assess the child's family situation, and then notifies the nearest police unit and the District Court in Warsaw, Family and Juvenile Department.

Appendix No. 9

PROCEDURE CONCERNING DEALING WITH A CHILD WITH DIFFICULTIES IN FUNCTIONING IN KINDERGARTEN

1. Objectives of the procedure

- improving and increasing the effectiveness of the facility's educational activities in difficult situations,
- indication of actions geared to fix and improve the situation (corrective, therapeutic),
- preventing the repetition of undesirable behaviours by indicating preventive actions,
- developing methods of cooperation with the student's family environment.

1. Conducting additional - apart from the planned - pedagogical and specialist observation with the participation of a psychologist/special educator.

2. Arranging a meeting of the psychological and pedagogical support team to establish an action plan to address the child's emerging difficulties.

3. Arranging a meeting with the child's parents in order to provide and obtain additional information and agree on joint educational activities, in order to establish proposals for further cooperation with aims to help the child.

Contacts between parents/guardians and teachers take place according to an established schedule, taking into account:

- meetings with parents scheduled according to the schedule and ad hoc, according to needs, individual meetings with the teacher and the PPP team,
- workshops and training.

4. Parents/guardians have the option of additional meetings outside the established schedule as needed due to current situations, but these should take place after prior arrangement of the date and place of such a meeting with the teacher.

5. The place of contact between teachers and parents can only be a TEP facility. Teachers talk to parents in a designated, separate room, not in the corridor or cloakroom.

6. Teachers are not allowed to talk to parents/guardians or provide information about the child during classes and in the presence of children.

7. All comments and requests regarding the work of TEP are directed by parents/guardians to:

- teacher/specialists
- director of TEP.

8. The teacher undertakes educational and caring activities, in cooperation with specialists, aimed at finding out the causes of difficulties, eliminating difficulties and helping the child overcome difficulties:

- with the parents' consent, refers the child to a specialist consultation (psychologist, therapist, psychological and pedagogical counselling centre),
- develops a program of activities with the child based on conclusions resulting from observations/opinions from the psychological and pedagogical counselling centre, establishes a schedule of classes in the field of psychological and pedagogical assistance,
- conducts corrective and compensatory activities,
- organizes individual teaching aids that meet the child's needs, stimulates them in an appropriate way,
- organizes a sensory corner - available every day for every child, equipped with sensory aids made and purchased so that the child can reach for them when he or she needs to feel better,
- the teacher prepares a note for each child's difficulty situation, signs it and forwards it to the psychological and pedagogical support team for discussion and conclusions for further work,
- evaluates the effects of its actions,
- sets real boundaries for the child - real boundaries for the child, not adult boundaries, helps the child see the consequences of his or her behaviour rather than using rewards and punishments, motivates, strengthens positive behaviour, notices and strengthens the child's strengths, accepts, looks for solutions, cooperates with the child, does not judge, comments and criticizes, gives time, attention and the opportunity to make mistakes, lets go, leaves the child in his own activities without forcing him to participate in joint games, understands, supports and likes, does not show prejudice and avoids having preconceived notions, builds positive relationship and trust with the child,

- if he/she has knowledge in this area – he/she communicates with the child in the NVC language of Marshall Rosenberg - non-violent communication, describing situations using facts, not assessments, talking about his/her emotions and feelings, thus giving the child space to understand his/her emotions and express them, if has no knowledge about the NVC method - explores and applies it,
 - trains and improves one's knowledge in the face of new challenges related to the child's specific difficulties,
 - when difficulties arise, asks for support from other experienced teachers, specialists, the principal,
 - in the event of repeated situations of threat to the health and life of the child or other children due to the child's difficulties and influences, after exhausting all other remedial measures, he notifies the director, who informs the Family and Guardianship Court in writing with a request for insight into the family's situation,
 - takes care of his or her own mental comfort in order to release accumulated emotions - sometimes it can be really difficult – the teacher looks for ways of reducing the effects of stress: movement, dancing, needlework, listening to music, reading, talking to a trusted person, therapy and others, tailored to each individual,
9. The teacher supports parents in working with their child by:
- indicating literature corresponding to the difficulties,
 - providing suggestions for games and exercises,
 - providing knowledge about institutions supporting the family.
 - referral to a specialist (after prior consultation with the psychological and pedagogical support team)
10. The teacher familiarizes the members of the teaching council in detail with the difficulties that have arisen and presents the proposals for implementation.
11. Taking into account the best interests of the child, in the event of developmental difficulties and lack of cooperation, the principal conducts a conversation with the parents in the presence of the group's teachers and prepares a memorandum of the meeting.
12. Any signals about the child's behaviour addressed to the teacher should be recorded. A memo should be prepared for each individual conversation with parents, signed by the people participating in the conversation.
13. Also in the absence of the parent's consent to carry out specialist tests and the lack of any cooperation with TEP, in the event of a problem involving a child that threatens the safety of others, the director of TEP decides to submit an application to the family court for insight into the situation of the family and the child.

7. Data regarding the intervention (name of the authority to which the intervention was reported)

.....

Date of intervention:

8. Intervention results: actions of justice authorities, if the facility obtained them.....

.....,

activities of the facility

.....

parents' actions

.....

Date

Appendix No. 11

MONITORING OF STANDARDS – SURVEY

1. Do you know what the Chronimy Dzieci (We Protect Children) programme is? yes no
2. Do you know the standards for protecting children against harm in force in the facility where you work?
yes no
3. Have you read the Child Abuse Protection Policy document? yes no
4. Can you recognize the symptoms of child abuse? yes no
5. Do you know how to respond to the symptoms of child abuse? yes no
6. Have you ever observed a violation of the rules contained in the Policy on protecting children against harm by another employee? yes no
7. Do you have any comments/amendments/suggestions regarding the Child Abuse Protection Policy? yes no
If so, what?

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

STATEMENT

I, the undersigned (name and surname)

Residing (residence address) with ID card issued by ..

..... aware of criminal liability under Art. 233 § 1 of the Penal Code, which provides for a penalty of imprisonment of up to 3 years for giving false testimony, declaring that I have not been convicted of a crime and that I am not subject to criminal or disciplinary proceedings for crimes against sexual freedom and decency or crimes against using violence to the detriment of a minor - in cases where the law does not allow obtaining information from the National Criminal Register.

I have full legal capacity and enjoy full public rights

.....

(place, date) (handwritten signature)