

CHILD PROTECTION STANDARDS AT THE NON-PUBLIC PRESCHOOL ACCADEMIA DEI PICCOLI

English translation provided for information purposes. In case of any discrepancy, the Polish version ("Standardy Ochrony Młodości") prevails.

Preamble

The guiding principle of all activities undertaken by the staff of the Non-Public Preschool Accademia dei Piccoli is to act for the good of the child and in the child's best interests. Every member of staff treats children with respect and takes their needs into account. The use of violence of any kind against a child by staff is unacceptable. In pursuing these aims, staff members act within the applicable law, the internal regulations of the institution and the scope of their competences.

Legal basis:

1. Act of 13 May 2016 on counteracting the threat of sexual offences and on the protection of minors, in particular Articles 22b–22c (the legal basis for the obligation to introduce the Standards),
2. Constitution of the Republic of Poland of 2 April 1997,
3. Act of 25 February 1964 – Family and Guardianship Code,
4. Act of 14 December 2016 – Education Law,
5. Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) and the Act of 10 May 2018 on the protection of personal data,
6. Regulation of the Council of Ministers of 6 September 2023 on the "Blue Card" procedure and the "Blue Card" form templates,
7. Act of 29 July 2005 on counteracting domestic violence, Article 12,
8. Act of 26 January 1982 – Teachers' Charter, Article 6(1),
9. Regulation of the Minister of National Education of 2 August 2013 amending the regulation on the conditions for organising education, upbringing and care for children and young people with disabilities and those who are socially maladjusted in mainstream or integration preschools, schools and classes,
10. Act of 7 September 1991 on the education system,
11. Act of 9 June 2022 on the support and rehabilitation of juveniles,
12. Code of Criminal Procedure – Article 304,
13. Criminal Code – Article 162,
14. Act of 17 November 1964 – Code of Civil Procedure, Article 572,
15. Convention on the Rights of the Child adopted by the United Nations General Assembly on 20 November 1989.

Chapter I

Areas covered by the Child Protection Standards

§ 1

The child protection standards create a safe and friendly preschool environment. They cover four areas, which follow from the content of these Standards and from the day-to-day practice of the Non-Public Preschool Accademia dei Piccoli:

1. A policy of protecting children from harm, including:
 - rules for the safe recruitment of staff working with children,

- rules for safe staff-child relationships, including a definition of permitted and prohibited behaviour,
 - rules for safe relationships between minors, including a definition of behaviour prohibited between children,
 - rules for responding to suspected harm to a child and for documenting such incidents,
 - rules for protecting children's personal data and image,
 - rules for the safe use of the internet and electronic devices.
2. Measures relating to the preschool's staff, including:
- the obligation to read and apply the Standards,
 - the obligation to submit declarations of no criminal record and to present the documents required by law,
 - preparing staff to apply the Standards, including refresher training,
 - rules for cooperation of staff with children and parents in the area of child protection.
3. Intervention and support procedures, including:
- rules for reporting suspected harm to a minor,
 - actions of the director and staff when a child's safety is at risk,
 - rules for cooperation with external institutions (police, family court, social welfare centre, counselling centres),
 - rules for providing support to the child and family, and rules for drawing up a support plan for a minor after harm has been disclosed,
 - the manner of documenting reports, interventions and support provided.
4. Monitoring and updating of the Standards, including:
- an annual review of the Standards by the director or a designated staff member,
 - rules for staff to report the need for changes,
 - preparation of a short version of the Standards for children, and making the full version of the Standards available to parents/legal guardians,
 - informing parents, children and staff of every update.

The Standards take into account the situation of children with disabilities and children with special educational needs, as well as — given the bilingual nature of the preschool — the situation of children who do not yet speak Polish fluently. When communicating with these children, staff use, where necessary, augmentative and alternative communication methods (pictograms, picture symbols, gestures), and information addressed to the child is given in a language the child understands.

Chapter II

Rules in force at the preschool on safe staff-child contact, defining which behaviour towards a child is permitted and which is prohibited

§ 2

In relations with a child, a parent, another member of staff or a third party, a member of the preschool staff:

1. is patient,
2. shows respect,
3. does not shame,
4. does not humiliate,
5. does not belittle or insult,
6. responds when a child is being harmed or when information about a child being harmed is received,
7. does not use violence (protective action taken to prevent danger does not constitute violence),

8. does not raise their voice or shout (except where required for the safety of the child or other children),
9. does not behave inappropriately in the presence of others (does not use vulgar words, gestures or jokes, and does not make offensive remarks),
10. does not enter into any relationship, including romantic, sexual or any other relationship of a prohibited nature,
11. responds to inappropriate behaviour of others towards a minor,
12. reports any irregularities in accordance with the procedures adopted at the preschool,
13. values and respects children's contribution to activities,
14. treats children equally regardless of their sex, sexual orientation, ability/disability, or social, ethnic, cultural or religious status and beliefs.

§ 3

A child attending the preschool:

- is accepted,
- has the opportunity to express their opinion,
- has the right to play safely,
- has the right to rest when tired,
- has the right to play and to choose playmates,
- does not hit or kick others,
- does not make fun of others,
- shows respect,
- does not take other people's belongings,
- does not throw toys.

§ 4

Physical contact with a child:

A hug, help with dressing, eating, care and hygiene activities may be used and meets the rules of safe contact; it responds to the child's needs at a given moment and takes into account the child's age, developmental stage, sex, and cultural and situational context.

Protective (physical) intervention in a situation of immediate danger:

1. Where there is an immediate threat to the health or life of the child or other persons, a member of the preschool staff has the right to apply a brief, safe hold of the child. The basis for such action is the preschool's duty to ensure the safety of the children in its care, as well as the legal institutions of necessary defence and necessity (Articles 25 and 26 of the Criminal Code).
2. Protective intervention may be used solely to prevent:
 - self-harm by the child,
 - aggression by the child towards other children,
 - aggression by the child towards staff,
 - behaviour that may cause serious damage or injury (e.g. throwing objects, destroying equipment, contact with glass or sharp objects),
 - other behaviour posing an immediate threat to the health or life of the child or other persons. In the case of a child with a disability or with special educational needs, the manner of responding is agreed in advance with the parents/legal guardians and specialists, taking into account the recommendations contained in the statement of special educational needs.
3. The hold must be proportionate to the danger, must not cause pain or humiliation to the child and lasts only until the danger has ceased. Using a hold as a punishment, a disciplinary measure or a response to a child's disobedience is unacceptable.

4. Protective intervention does not constitute violence within the meaning of § 2(7), as its sole purpose is to protect the health, safety or life of the minor or other persons.
5. Immediately after the incident, the staff member prepares an official note describing the course of the intervention, the type of danger and the actions taken, and hands it to the preschool director. The note is added to the documentation referred to in § 32.
6. The preschool director or a teacher designated by the director informs the parents/legal guardians of the incident on the same day. Protective intervention does not require the prior consent of the parents.
7. If protective interventions concerning the same child are repeated, the group teacher, in consultation with the director and the psychologist, draws up a support plan for the child as referred to in § 29.

§ 5

1. Preschool staff do not invite children to their homes and do not meet children outside working hours.
2. If it is necessary to meet children outside working hours, this takes place with the knowledge of the preschool director and with the consent of the child's parents/legal guardians (this does not apply to social or family relationships where the children and their parents/legal guardians are close to the staff member). Such relationships are maintained while preserving the confidentiality of all information concerning other children and their parents/guardians.

§ 6

1. All employees, volunteers, trainees and interns are obliged to read these Child Protection Standards in force at the Non-Public Preschool Accademia dei Piccoli.
2. All employees, including volunteers and trainees, submit declarations of no criminal record and of no pending criminal or disciplinary proceedings for offences against sexual freedom and decency or offences involving violence to the detriment of a minor — in cases where the law does not allow information to be obtained from the National Criminal Register (KRK).
3. In order to ensure the highest safety standards, every job candidate and current member of the preschool staff is obliged to complete the following formalities:
 - Staff with foreign citizenship: a staff member who is a citizen of a country other than the Republic of Poland submits to the director information from the criminal register of the country of citizenship, obtained for the purposes of professional or voluntary activities involving contact with children.
 - Declaration of place of residence: the staff member submits to the director a written declaration of the country or countries in which they have lived during the last 20 years (other than the Republic of Poland and the country of citizenship).
 - Information from foreign registers: if the staff member has lived in the countries referred to in the previous point, they submit information from the criminal registers of those countries obtained for the purposes of professional or voluntary activities involving contact with children.
 - Declaration of no register: if the law of a given country does not provide for issuing information for professional purposes or the country does not keep a criminal register, the staff member submits, under penalty of criminal liability, a declaration to this effect together with a declaration of no criminal record in that country.

§ 7

1. Children are encouraged to eat their meals. They eat on their own or, where necessary (at the parent's request and with the child's consent), with the help of an adult. Meals are eaten together at fixed times. Children are not forced to eat during meals.
2. Children are encouraged and motivated to take part in the forms and types of activity offered. Activities and play are adapted to the children's abilities and age. Any limitations of children

(health-related, or resulting from fears or shyness) are taken into account and accepted. During play and activities, the child is cared for by a teacher or an adult designated by the teacher who is a member of the preschool staff. Representatives of companies and institutions who have contact with children (e.g. theatre shows, concerts, trips, meetings) are checked for reliability.

3. The preschool has a set time for rest. Three-year-olds are not forced to sleep but are encouraged to rest (listening to stories, relaxing music). Children's habits related to sleep and falling asleep are taken into account and respected. Older children can have a short rest and quiet time, in a form decided by the group teacher (resting on cushions, listening to a musical or read-aloud story).
4. Third parties are not allowed into the preschool garden. Teachers provide continuous supervision and care of the children. The preschool surroundings are monitored by teachers and support staff while the children are outdoors.
5. Children's abilities and limitations are respected. Children are not called names. Children are not labelled.
6. Children are taught to take responsibility for their actions by experiencing the consequences of their own behaviour. Punishments are not used, in particular physical punishment (e.g. hitting, pushing, shaking), verbal punishment (e.g. ridicule, name-calling), coercion or denial of feelings. In every situation the child is informed of the consequences of their behaviour. Where necessary, the teacher talks with the parents to agree further educational measures. Parents are informed of the rules in force.
7. Children are taught hygiene rules at the preschool: they wash their hands before meals, after coming in from outdoors, after using the toilet, painting and modelling. All groups brush their teeth.
8. Children should be independent in using the toilet.
9. Staff help young children (with their consent) to dress and undress. At a young child's request, help may be given with hygiene activities, with care for the child's psychological and physical comfort.
10. If a child feels unwell during the day, the teacher is obliged to provide the child with a quiet place to rest and to notify the parents. In the case of head lice, a staff member has the right to check the cleanliness of the child's head and informs the parents if necessary; this is governed by the procedure for infectious diseases and head lice at the preschool.
11. Rooms used by children are regularly aired, vacuumed and cleaned by the staff responsible, and cleaning products are kept out of children's reach.
12. At the beginning of the school year, parents/guardians authorise in writing the persons who may collect the child from the Preschool. The child is collected from the Preschool by authorised adults.
13. Detailed rules for collecting a child from the Preschool are set out in the procedures:
 - for bringing children to and collecting them from the preschool,
 - for cases where a teacher suspects that the parent/legal guardian or authorised person who wants to collect the child is under the influence of alcohol or drugs, is behaving aggressively, or is unable to ensure the child's safety,
 - for the collection of a child by parents who are divorced, separated or living in an informal relationship,
 - for cases where a parent/legal guardian repeatedly collects the child after the preschool's opening hours.

Chapter III

Rules for the protection of personal data

§ 8

1. A child's personal data are protected in accordance with Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 (GDPR) and the Act of 10 May 2018 on the protection of personal data.
2. Every child has the right to the protection of their personal data.
3. A child's personal data are processed in line with the tasks arising from the Education System Act and the statutory functions of the Preschool.
4. Children's personal data are used solely for the purpose for which they were provided.
5. Children's parents/guardians have the right to access the child's personal data and to have them amended.
6. The Preschool applies technical and organisational measures to protect personal data against access by unauthorised persons, loss, damage or destruction.
7. The Director of the Preschool is responsible for the custody of documents containing children's personal data.
8. Only persons authorised by the Director of the Preschool are allowed to process children's data.
9. A child's data are disclosed only to persons and entities entitled to receive them under separate regulations.
10. Persons authorised to process data are obliged to keep such data confidential.
11. A staff member may use information about a child for training or educational purposes only if the child remains anonymous and cannot be identified.
12. Preschool staff do not disclose information about children and their parents/guardians to media representatives.
13. Staff do not put media representatives in contact with children.
14. In justified situations, a staff member may contact a child's parents/guardians and ask for consent to pass their contact details to interested persons.
15. For the purposes of producing media material, a selected room of the institution may be made available to the media. The decision to make a room available is taken by the Director of the Preschool.
16. When taking the decision referred to in the preceding point, the Director of the Preschool instructs a staff member to prepare the selected room for the production of media material in such a way as to prevent the filming of children present at the Preschool.

Chapter IV

Rules for the protection of a child's image

§ 9

1. The preschool and its staff undertake to protect children's image.
2. Making public a child's image recorded in any form requires the written consent of the parent/guardian.
3. Parents/guardians give written consent to photos of the child being placed on the preschool's websites and to the child's image being used in the preschool's promotional materials.
4. Photos showing children are used inside the preschool only to help children find their way and become more independent, and are displayed in the following places: classrooms, bathroom and cloakroom.
5. A member of the preschool staff may not allow media representatives to record a child's image on the premises without the written consent of the child's parent/guardian.
6. If a child's image is only a detail of a whole, such as a gathering, landscape or public event (more than 10 people), the consent of the parents/guardians to record the child's image is not required.

7. The preschool does not label photos and recordings with information identifying the child by first name and surname. If labelling is necessary, only the child's first name is used.
8. In materials published by the preschool, showing children as individuals is avoided (where possible, children are shown in a group). All children in a photo or recording are dressed, and the situation shown is not degrading or ridiculing for the child and does not present the child in a negative context.
9. If recording children's image is commissioned from a person who is not a member of the preschool staff (e.g. a photographer or videographer), the preschool ensures that this person undertakes in writing to comply with these rules, wears an identification badge throughout the event and is never left alone with a child without the supervision of a preschool staff member.
10. Before every event attended by third parties, staff inform participants that recording children's image may only be done for private purposes and that publishing such materials on social media requires the consent of the parents/guardians of all children recorded.
11. If parents/guardians have not consented to their child's image being recorded, the preschool respects this decision and agrees in advance how the person recording the event should proceed, so that the solution adopted does not exclude the child.
12. The preschool stores materials containing children's image in a manner that protects them against access by unauthorised persons. Teachers do not store photos or recordings of children on private devices; material recorded on a private device is promptly transferred to a preschool computer and deleted from the private device.

Chapter V

Rules and procedure for intervening where harm to a minor is suspected or information about harm to a minor has been received

§ 10

Harm to a minor means the commission of a prohibited act or a punishable act to the detriment of a child, or a threat to the child's welfare, including neglect.

Preschool staff pay particular attention to signs that may indicate harm to a child. A staff member's attention should be drawn in particular to the following circumstances:

- the child has visible injuries (bruises, burns, bites, abrasions, open wounds) whose origin they cannot explain,
- explanations of the injuries given by the child or the parents/guardians are implausible or inconsistent,
- the child excessively covers their body or hides injuries,
- the child shows fear in contact with a particular adult,
- the child is afraid to leave the preschool or does not want to go home with the person who brought them,
- the child is inappropriately passive, withdrawn or frightened,
- the child frequently reports recurring somatic complaints (stomach aches, headaches, nausea),
- there has been a sudden and marked change in the child's behaviour, or disturbing content appears in the child's artwork,
- the child's basic needs are neglected (clothing inappropriate for the weather, insufficient hygiene, untreated ailments, chronic hunger).

Observing any of the above signs does not in itself mean that a child is being harmed, but obliges the staff member to pay particular attention, record their observations and proceed in accordance with § 11.

§ 11

A member of the preschool staff:

1. Is obliged to intervene where harm to a minor is suspected or information about harm to a minor has been received.
2. Where harm to a minor is suspected or information about such harm has been received, the staff member passes on the information held (orally or in writing) and, where harm is suspected, prepares written information and hands it to the preschool director. In the director's absence, the information is given to the person deputising for the director.
3. The preschool director decides on further action and establishes the circumstances. The director informs the parents/legal guardians of the situation/suspicion and, where harm to the minor by the parents is suspected, intervenes in cooperation with the preschool psychologist and the relevant services (Police, emergency medical services), as appropriate to the information obtained.
4. The staff member monitors the child's situation and obtains information from the director about actions taken and/or planned by the director or by preschool staff designated by the director.
5. If the suspicion of harm concerns the preschool director, the staff member passes the information directly to the preschool's governing body and — if a criminal offence is suspected — to the police or the public prosecutor's office. If the suspicion concerns the person designated by the director to conduct the intervention, the intervention is conducted personally by the preschool director.
6. A staff member reported as suspected of harming a child is immediately removed by the director from all forms of contact with children until the matter has been clarified. If criminal proceedings concerning a violation of the child's rights and welfare have been instituted, the director suspends the staff member from their duties.
7. If it is suspected that the child's life is in danger or that the child is at risk of serious harm to health, the staff member who first obtained this information immediately notifies the emergency services (number 112), then prepares an official note and informs the director.
8. If a suspicion of harm was reported by the parents/legal guardians and has not been confirmed, the director informs them of this in writing.

Chapter VI

Procedures and persons responsible for notifying suspected offences against a minor, notifying the guardianship court and, in institutions with such powers, persons responsible for initiating the "Blue Card" procedure

§ 12

The preschool director, or a person designated by the director with the director's knowledge, consults as necessary with other bodies, including psychological and educational counselling centres, psychological and psychotherapeutic care centres for children and young people, social welfare centres and local non-governmental organisations.

§ 13

In justified cases, the preschool director, or a person designated by the director with the director's knowledge, makes reports to the appropriate services: social welfare, the police, the family court, the public prosecutor's office, the chair of the interdisciplinary team ("Blue Card" procedure), a crisis intervention centre or a healthcare facility. The "Blue Card" procedure is formulated taking into account separate regulations.

§ 14

Notifications of an offence committed against a minor and notifications to the guardianship court are made by the preschool director. Documentation relating to the notification may be prepared by teachers and specialists employed at the Preschool.

Chapter VII

Rules for the review and updating of the standards

§ 15

1. The preschool director or a preschool staff member designated by the director reviews the standards at least once a year.
2. When reviewing the standards, the legal situation, incidents that have occurred, threats to children's safety and the effectiveness of the actions taken are verified.
3. If a need to update the standards is identified, the designated staff member informs the director each time, and where the review is carried out by the preschool director, the director informs the teaching council of the need to introduce changes.
4. Changes may be proposed by any member of the preschool staff.

§ 16

1. The preschool director appoints a team to prepare a short version of the Standards intended for minors.
2. The short version of the Standards is written in language and in a form adapted to the perceptual abilities of preschool-age children and contains only information relevant to children.
3. The short version contains pictograms, pictures and other graphic means that make it easier to understand for the children attending the preschool, including children with disabilities and children who do not yet speak Polish fluently.
4. The full version of the Standards is made available to parents/legal guardians. The short version does not replace the full version for parents.
5. Both versions of the Standards — the full version and the short version for children — are published on the preschool's website and displayed in a visible place in the preschool building.

§ 17

1. In order to update the Standards, the director appoints a team of teachers; any preschool teacher may be a member of the team.
2. The director may ask an external institution for expert support in updating the Standards.
3. If an update of the Standards requires a change to the short version, that version is updated by the team referred to in § 16(1).

§ 18

The preschool director promptly informs children, parents and preschool staff of every change to the Standards.

Chapter VIII

Competences of the person responsible for preparing the institution's staff to apply the standards, rules for preparing the staff and the manner of documenting this activity

§ 19

1. The preschool director, or a staff member designated by name by the director, is responsible for preparing the preschool staff.
2. All preschool staff are prepared to apply the Standards.
3. At least once a year, the preschool director or a staff member designated by the director conducts refresher training on applying the standards.

4. Every member of the preschool staff and every person admitted to activities involving the care of minors is obliged to submit to the preschool director a current certificate of no criminal record from the National Criminal Register.
5. The document referred to in point 4 must be submitted periodically, once a year, by 15 September of each calendar year.
6. This obligation concerns verification with regard to the offences specified in the Act of 13 May 2016 on counteracting the threat of sexual offences and on the protection of minors.
7. The preschool director appoints by name a child protection standards coordinator. The coordinator's tasks include:
 - communicating the content of the Standards to staff and keeping persons who cooperate with the preschool and have contact with children informed about them,
 - collecting and storing staff declarations of having read the Standards (Annex 3),
 - receiving reports of suspected harm to a child and taking intervention measures,
 - keeping the intervention card (Annex 1) and the intervention register (Annex 2),
 - advising staff in doubtful situations,
 - conducting the monitoring survey (Annex 4) and preparing an annual report for the director with conclusions and recommendations.
8. If the position of coordinator is vacant, the coordinator's tasks are performed by the preschool director.

§ 20

1. Preparing the staff consists of:
 - providing information about the Standards in force,
 - communicating the rules that apply to preschool staff,
 - pointing out the obligation to act on the basis of the Standards, including how to take action,
 - informing staff of every update of the Standards and of the possibility of proposing changes.
2. The preschool director documents the preparation of staff by circulating a list for signature by the staff who have been prepared, together with an indication of where the Standards are published.
3. By signing, staff confirm that they have read the Standards and accept them for application at the preschool. When the Standards are updated, preschool staff confirm that they have read the Standards after each update.
4. The above confirmations form part of the preschool director's documentation.

Chapter IX

Rules and manner of making the standards available to parents/legal guardians so that they can read and apply them

§ 21

The Standards are published on the preschool's website and are kept up to date. Each update is accompanied by information on the date from which the update applies.

§ 22

Parents/legal guardians are familiarised with the full version of the Standards by the group teacher during organisational meetings at the preschool, and the parents of a child admitted during the school year — when the child starts attending the preschool. The fact that parents/legal guardians have been familiarised with the Standards is recorded in the minutes of the meeting. When an update is introduced, the group teacher informs the parents/legal guardians of the change.

§ 23

The full version of the Standards is made available to parents/legal guardians on the preschool's website, in a visible place on the parents' notice board and, at a parent's request, in paper form. The short version of the Standards for children (pictograms) is displayed in the same place. Next to the Standards, the preschool displays information on where help can be obtained, including the free helpline numbers: 116 111 (Helpline for Children and Young People) and 800 12 12 12 (Children's Helpline of the Ombudsman for Children).

§ 24

Children are familiarised with the Standards in force by the group teacher in an accessible way, on the basis of the short version of the Standards referred to in § 16. For a child with a communication disability or a child who does not yet speak Polish fluently, the teacher uses augmentative and alternative communication methods (pictograms, picture symbols, gestures) in cooperation with the specialists employed at the preschool. Where necessary, the teacher familiarises the children with the Standards in cooperation with the educational specialist/psychologist employed at the preschool.

Chapter X

Persons responsible for receiving reports of incidents endangering a minor and for providing support, including rules for drawing up a support plan for a minor after harm has been disclosed

§ 25

All preschool staff are responsible for receiving reports.

§ 26

After receiving a report of incidents endangering a minor, a member of the preschool staff passes on the information held (orally or in writing), prepares written information and hands it to the preschool director or, in the director's absence, to the person deputising for the director.

§ 27

When incidents endangering a minor are reported, preschool staff provide support to the minor. Support may be provided with the participation of specialists employed at the preschool.

§ 28

1. Depending on the incident, support includes:
 - conversations with the minor and with the parents/legal guardians,
 - psychological and educational support,
 - arranging medical assistance,
 - providing information about institutions offering psychological, legal, social and educational help and family support, including the forms of help for children provided by such institutions,
 - cooperating with external institutions as needed.
2. The support provided is documented in a note attached to the written information about the incident. Where psychological and educational support is provided, the manner of documentation is set out in the relevant regulation, and the note contains only information that such support has been provided.

§ 29

1. Support may be one-off or short-term.
2. Where comprehensive action is needed, the group teacher, in cooperation with specialists, draws up a support plan. The child's parents/legal guardians may also take part in drawing up

the support plan.

3. The decision on the need to draw up a support plan is taken by the teacher in agreement with the preschool director.

§ 30

The educational specialist/psychologist/group teacher informs the parents/guardians of the preschool's obligation to report a suspicion of harm to a child to the appropriate institution (public prosecutor's office/police or family court, social welfare centre, the chair of the interdisciplinary team – "Blue Card" procedure – depending on the assessment of the situation).

§ 31

1. In more complex cases (concerning sexual abuse or severe physical and psychological abuse), the preschool director appoints an intervention team.
2. The team may include: the educational specialist/psychologist, the child's teacher, the director/deputy director of the preschool and other staff members with knowledge of the child.
3. The intervention team draws up a support plan appropriate to the case.

Chapter XI

Manner of documenting and rules for storing disclosed or reported incidents or events threatening the welfare of a minor

§ 32

1. The preschool director or a person designated by the director keeps a register and stores documentation of:
 - 1) disclosed incidents,
 - 2) reported incidents and events threatening the welfare of a minor.
2. The documentation consists of:
 - 1) official notes concerning suspected harm to a child and notes on protective interventions referred to in § 4,
 - 2) intervention cards, the template of which is set out in Annex 1,
 - 3) the intervention register, the template of which is set out in Annex 2,
 - 4) support plans for the minor and information on the support provided,
 - 5) copies of the "Blue Card – A" forms and, where applicable, "B" forms,
 - 6) minutes of intervention team meetings,
 - 7) other documents that the director or the coordinator considers necessary to store.
3. The documentation is stored in a locked place to which only the director and persons authorised by the director have access. All persons who have obtained information about harm to a child in connection with their official duties are obliged to keep it confidential, except for information passed on to authorised institutions as part of intervention measures.

Chapter XII

Rules for the use of electronic devices with internet access, including procedures to protect children from harmful content and online threats, and from such content recorded in other forms

§ 33

The preschool does not provide children with unrestricted access to the internet.

§ 34

If the preschool makes an internet connection available to children, it will be obliged to take measures to protect children from access to content that may threaten their proper development, in particular to install and update protective software.

§ 35

On the preschool premises, a child may access the internet only under the supervision of a member of the preschool staff.

§ 36

The internet connection is protected against children's access to content that may threaten their proper development.

§ 37

A member of the Preschool staff is obliged to inform children of the rules for using the internet safely.

On the preschool premises, children do not use private phones or other electronic devices with internet access. Children are not allowed to film, take photos or record sound on any digital media.

Chapter XIII

Rules for safe relationships between minors, including prohibited behaviour

§ 38

1. Teachers are responsible for child-child relationships in the group and give children a sense of safety, including psychological safety. They are supported in this by the other preschool staff.
2. At the beginning of each school year, the teacher works out a group code together with the children — a set of rules of behaviour formulated in the children's own language, known to and accepted by the children. The code includes in particular the following rules:
 - I play nicely with others; I don't hit, kick or pull anyone,
 - I try to be kind to others and not to upset anyone,
 - I don't call other children names and I don't make fun of anyone,
 - I help other children,
 - I respect that other children may look, speak or play differently from me,
 - if I disagree with something, I say so openly,
 - if there is an argument, I try to sort it out or I ask the teacher for help.
3. The preschool teaches children to recognise and name their own and other people's emotions, and to cope with them. This process is supported by literature, story therapy and drama.
4. Every child knows whom they can turn to for help at the preschool if they feel hurt or witness another child being hurt.

§ 39

1. Children may not use any form of aggression or physical, verbal or psychological violence against other people, in particular:
 - hitting, striking, pushing, kicking, pulling, biting,
 - throwing objects at other people,
 - calling names, ridiculing, insulting, mimicking, name-calling,
 - frightening, threatening, forcing other children to behave inappropriately,
 - humiliating, excluding from play, deliberately isolating a child from the group,
 - damaging or taking things belonging to other people,
 - abusing physical advantage over another child.

2. Dangerous behaviour is also prohibited, in particular bringing dangerous objects to the preschool, leaving the room without the teacher's permission and leaving the preschool premises without the supervision of a staff member.
3. Teachers supervise relationships between children and respond immediately to any irregularity they notice. In the case of behaviour contrary to the group code, the teacher takes the following steps in turn:
 - 1) talking with the child — describing the behaviour, referring to the group code, agreeing on the correct behaviour,
 - 2) resolving the conflict between the children: both sides describe what happened, name their emotions and work out a solution,
 - 3) if another child has been physically injured — informing the parents of the injured child, talking with the parents of the child responsible and reporting the situation to the director,
 - 4) observation of the child's behaviour by the teacher in order to ensure the safety of the other children,
 - 5) in recurring situations — observation of the child or the educational situation by the psychologist or educational specialist and agreeing a strategy,
 - 6) implementing the specialist's recommendations and jointly monitoring the situation in the course of day-to-day work,
 - 7) agreeing with the child's parents, in cooperation with the specialist and the director, on measures aimed at eliminating challenging behaviour,
 - 8) in the case of a child with a disability — taking action in close contact with the special educational needs teacher and in line with the recommendations of the statement of special educational needs.
4. If a child's behaviour towards another child amounts to harm within the meaning of § 10, the procedure set out in § 11 applies.
5. Parents/legal guardians are obliged to promptly inform the teacher of any worrying incidents concerning their child which, in their opinion, took place at the preschool.

Chapter XIV

Definitions

§ 40

Whenever these Standards refer to:

- 1) the preschool — this means the Non-Public Preschool Accademia dei Piccoli;
- 2) a minor (child) — this means any person under the age of 18, in particular a child attending the preschool;
- 3) a staff member (staff) — this means any person performing tasks at the preschool regardless of the form of employment, including associates, trainees, interns and volunteers, as well as other persons having — even potentially — contact with children;
- 4) a parent/legal guardian — this means a person entitled to represent the child, including a foster parent;
- 5) parental consent — this means the consent of at least one of the parents; if the parents cannot agree, they should be informed that the matter needs to be decided by the family court;
- 6) harm to a minor — this means the commission of a prohibited act or a punishable act to the detriment of a child by any person, including a member of the preschool staff, as well as a threat to the child's welfare, including neglect;
- 7) physical violence — this means any act violating the child's bodily integrity, including hitting, pulling, pushing, shaking;

- 8) psychological violence — this means any behaviour causing the child negative feelings that may result in lower self-esteem or a sense of threat, including ridicule, humiliation, intimidation, threats, putting pressure on the child;
- 9) sexual violence — this means any sexual act or attempt to obtain one towards a child, as well as comments and behaviour of a sexual nature;
- 10) neglect — this means failure to meet the child's basic needs, including needs related to nutrition, hygiene, clothing, health and safety;
- 11) the coordinator — this means the child protection standards coordinator designated by the director, referred to in § 19(7);
- 12) the intervention team — this means the team appointed by the director in more complex cases, referred to in § 31;
- 13) the interdisciplinary team — this means the team appointed by the head of the municipality, mayor or city president as part of counteracting domestic violence, competent for the "Blue Card" procedure.

Chapter XV

Final provisions

§ 41

1. The Standards were introduced by Order of the Director of the Preschool No. 05/2025/2026 of 7 January 2026.
2. This document is the consolidated text of the Standards, incorporating the changes adopted at the meeting of the Teaching Council on 20 August 2026 and introduced by Order of the Director of the Preschool No. 12/2025/2026 of 20 August 2026.
3. The content of the Standards has been consulted with the parents/legal guardians of the children attending the preschool.
4. The Standards are announced by publishing them on the preschool's website and displaying them in a visible place in the preschool building — in the full version and in the short version for children.
5. The Standards are reviewed at least once a year in accordance with § 15, and also whenever the regulations on child protection are amended and after every incident requiring intervention. A written note is prepared from each review.

The following annexes form an integral part of the Standards:

- Annex 1 – Intervention card,
- Annex 2 – Intervention register,
- Annex 3 – Staff member's declaration of having read the Standards,
- Annex 4 – Survey monitoring the application of the Standards.

INTERVENTION CARD

1. Card number

2. Date the card was opened

3. Child's first name and surname

4. Child's date of birth

5. Group

6. Person reporting

7. Reason for intervention (form of harm or type of threat)

8. Description of the incident and of actions taken by the preschool:

Date	Description of action	Person responsible

9. Meetings with parents/legal guardians:

Date	Description of the meeting	Signature of the person conducting it

10. Form of intervention taken (tick as appropriate — more than one may be ticked):

- ☐ notification of a suspected criminal offence
- ☐ application to the family court for an examination of the family's situation
- ☐ "Blue Card" procedure

- ☐ report to the social welfare centre
- ☐ appointment of an intervention team
- ☐ drawing up a support plan for the child
- ☐ other intervention — what?

11. Institutions to which a report was made, and results of the intervention:

Date	Name of authority	Result / actions taken

Signature of the child protection standards coordinator:

INTERVENTION REGISTER

The register is kept by the child protection standards coordinator or a person designated by the director.

No.	Date	Subject of intervention	Child concerned	Reported by	Intervention card no.

STAFF MEMBER'S DECLARATION

of having read the Child Protection Standards

Warsaw, date

First name and surname

Position / type of tasks performed

Form of employment or cooperation with
the preschool

I, the undersigned, declare that I have read the Child Protection Standards in force at the Non-Public Preschool Accademia dei Piccoli in full, and I undertake to comply with them and to apply the rules and procedures they set out.

I acknowledge that, whenever the Standards are updated, I will confirm that I have read the amended content with a separate signature.

.....

staff member's signature

SURVEY MONITORING THE APPLICATION OF THE STANDARDS

The survey is anonymous. It is completed by preschool staff once every school year.

1. Are you familiar with the Child Protection Standards in force at the preschool? YES / NO
2. Have you read the entire document? YES / NO
3. Is the content of the Standards clear to you? YES / NO
4. In your opinion, are the Standards complied with at the preschool? YES / NO
5. Do you apply the Standards in your daily work? YES / NO
6. Are you able to recognise the signs of harm to a child? YES / NO
7. Have you observed a breach of the rules set out in the Standards? YES / NO
8. If so — which rules were breached and what action did you take?

9. Which issues should be added to, changed in or removed from the Standards? Why?

10. Was the child protection training sufficient for you? What was missing?
