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June 2019

School security and access to the premises

Due to the 'Strefa' system, which was introduced into Kraków in order to restrict the number of cars driven into the center of the town, it is not possible to park on ul. Smoleńsk without a parking ticket. Tickets can be bought from the parking meters.

The outside door of the building is always locked (except the beginning and end of each day), and can only be opened by the intercom system operated by the porter or the main office. The porter (on duty from 7:30 to 16:45) is responsible for challenging anyone unknown to him who attempts to enter the school. There is a wall-mounted security camera (with recording), which can be monitored from the main office, and one of our ancillary staff is positioned on each floor as an extra safety measure.

Security of the pupils in our charge is of paramount importance.

Accident Reporting and Recording

If a student or member of staff has had an accident/incident, the staff dealing with the incident must fill out the Accident Log Form (Found in the office). The families of the parties involved must be contacted Via Schoology or email. The Principal will revise the log every term.

If the Child/Staff needs medical attention (First Aid), the staff with the First Aid Training will assist with the injured party. If the medical need is great or staff is unable to assist confidently, an ambulance must be contacted at once.

External companies / staff providing after school activities

All external staff will be vetted by Owners/Principal. The staff is in charge of contacting their students, keeping a record of attendance and managing any fees associated to their activities.

Drugs & Medications

It is against Polish law to administer any medication. If there is an emergency and a specific medicine is needed to save a life (ex. Epi pin), the school will previously have the parents sign a disclosure that clearly states no staff member can be held liable in case of the specific medicine administer.

Electrical Equipment

All electrical equipment is installed with the school handy man or specialist. Photo copy machines are the responsibility of Mr. Olaf. If it mal functions or any other problem, please do not try to resolve yourself, but report to Mr. Olaf. You can report this verbally (if time sensitive) or via email. If there is a problem with your computer sending feed to the printers, please report to Mr. Geoff. This can be done by writing in his log book kept in the school office or via mail.

If the problem is in the Kitchen, Mr Olaf will be your first point of reference.

If it concerns other electrical matters, please consult Pani Erina as she will inform the proper parties.

If there is a serious situation, please inform the

Training and Development Staff receive training every year via their respected departments. The management team consults with their teams to determine what is needed by the teams. The managers then find the appropriate source to bring to BISC and offer formal training. In the past few years the teams have undergone over 3 professional training sessions. Teachers can also ask for specific training to help develop themselves.

Workings at Height Staff are not allowed to use ladders, chairs or other furniture to stand on to hang items. The law requires people with a license to get upon things that are over a meter high. Anyone not following this rule is held responsible for their own actions and may need to bear the medical costs without the support of the school as the whole staff is trained on this.

School Doctors The school doctor comes to school once a week for consultations for students and staff.