PORG International School

Safeguarding and Child Protection Policy

Prepared by:	Barbora Gazdova, Thabang Lehner	Date: September 2023
Last update by:	Barbora Gazdova	Date: September 2026
Approved by:	Dagmar Dluhosova	

Introduction

This policy applies to PORG International School's EYFS and Primary provision. It is designed to meet the Standards for British Schools Overseas and uses Keeping Children Safe in Education (KCSIE) 2026, the Early Years Foundation Stage statutory framework for group and school-based providers effective from 1 September 2026, and Working Together to Safeguard Children 2026 as safeguarding and educational benchmarks. These English documents do not replace Czech law or create English statutory powers in the Czech Republic. PORG INT complies with applicable Czech law and applies additional BSO or English safeguarding expectations where they are lawful and appropriate. Where requirements conflict, Czech law prevails, and the school obtains competent Czech advice where necessary.

This policy has been developed to ensure that all adults (teachers, staff, and volunteer staff) work together to safeguard and promote the welfare of children and young people. We recognise our moral and statutory responsibility to protect and promote the welfare of all our pupils. We endeavour to provide a safe and welcoming environment where children are respected and valued. We are alert to the signs of abuse and neglect and follow our procedures to ensure that children receive adequate support, protection and justice. At PORG International School, we aim to create and maintain a safe, caring, positive, and stimulating learning environment where all children and adults feel safe, secure, and valued, knowing they will be listened to and taken seriously.

This Safeguarding Policy and the Code of Conduct apply to all pupils and staff in the school, including those being educated off-site and undertaking educational visits. It also applies to pupils who are on an exchange and being hosted by the school.

Statement of Intent

PORG INT is committed to safeguarding and promoting the welfare of all pupils. We expect all staff, governors, volunteers and contractors to share this commitment. We operate a child-centred, coordinated approach in which safeguarding is everyone's responsibility and the welfare of the child is paramount.

This policy sets out how PORG INT provides timely school-based support and works with families and competent Czech services; protects children from maltreatment within or outside the home, including online; prevents impairment of mental and physical

health or development; promotes safe and effective care; and acts to enable all children to achieve the best possible outcomes.

Scope: This policy applies to all pupils in the Primary School (EYFS/KS1/KS2) and to all adults working for or on behalf of the school, whether on-site or off-site (including educational visits and homestay/exchange arrangements).

International context: PORG INT operates in the Czech Republic. OSPOD, the Czech Police and other competent Czech bodies are the relevant statutory authorities. English bodies and procedures, including the Local Authority Designated Officer (LADO), children's social care, the Teaching Regulation Agency (TRA), Prevent, Channel and the Disclosure and Barring Service (DBS), have no general statutory authority in the Czech Republic. They are referred to only as BSO or procedural benchmarks, or where a separate UK legal jurisdiction and eligibility requirement genuinely applies. Czech recruitment does not use DBS checks. The school uses the applicable Czech Extract from the Criminal Register, other checks required or permitted by Czech law, appropriate overseas checks where lawful and reasonably obtainable, and the ICPC where required by the BSO standards.

Policy Monitoring and Review

The DSL reports regularly to the Head of School on safeguarding operations, including training and Part One completion, caseload, referrals and outcomes, attendance/CME, low-level concerns, alternative provision and online-safety/filtering data. The Head of School reports directly to the Proprietor at least termly and immediately on serious safeguarding matters. This policy is reviewed at least annually and after significant incidents, audits or changes in law or guidance. The next formal review will take place by September 2027, or earlier following a significant incident, safeguarding audit, change in law or statutory guidance.

Implementation date: 1 September 2026. This policy is the operative safeguarding policy for the 2026 to 2027 academic year.

Overview of this policy

- Abbreviations
- Scope and Linked Policies
- Roles and Responsibilities
- Safer Recruitment & Safe Culture
- Induction, Training and Awareness
- EYFS Specific Safeguarding and Welfare Requirements
- Early Help and Thresholds
- Recognising and Responding to Concerns
- Specific Safeguarding Issues
- Online Safety: Filtering & Monitoring
- Concerns or Allegations About Adults
- Record-Keeping & Information Sharing
- Safeguarding in the Curriculum & Ethos
- Site Security, Supervision & Visitors
- Children Requiring Additional Support
- Confidentiality, Data Protection & Retention
- Contact details

Abbreviations

- PORG INT – PORG International School
- SLT – Senior Leadership Team
- DSL – Designated Safeguarding Lead
- KCSIE – Keeping Children Safe in Education
- SEND – Special Educational Needs and Disabilities
- OSPOD – Czech social and legal child-protection authority
- LADO - Local Authority Designated Officer
- SCR – Single Central Record
- STI – Sexually Transmitted Infections
- FGM – Female Genital Mutilation
- CSE – Child Sexual Exploitation
- RSHE - Relationships, Sex, and Health Education
- ICT – Information and Communication Technology
- EYFS – Early Years Foundation Stage

- KS1 – Key Stage One
- KS2 – Key Stage Two

Scope and Linked Policies

Staff Behaviour/Code of Conduct (incl. low-level concerns, allegations and whistleblowing)
Behaviour & Anti-Bullying Policy (incl. prejudice-based and discriminatory bullying)
Online Safety & Acceptable Use Policy (incl. filtering and monitoring)
Attendance (Children Missing Education) Policy
SEND Policy and Accessibility Plan
Health & Safety; First Aid/Medical; Educational Visits; Risk Assessment; Swimming and External-Facility Risk Assessments; Shared-Premises Protocol
PSHE (Primary)
Safer Recruitment Policy; Single Central Record (SCR) Procedure

BSO and Czech Legal Framework

BSO inspection standard: Under Part 3, paragraph 7 of the Standards for British Schools Overseas, the proprietor must ensure effective arrangements to safeguard and promote pupils' welfare, taking account of the laws of the host country. The school also implements the BSO requirements for health and safety, fire safety, first aid, supervision, attendance and risk assessment (Part 3), staff suitability and the Single Central Record (Part 4), and safe premises and accommodation (Part 5). Evidence of implementation—not the existence of this policy alone—is maintained through training, records, risk assessments, monitoring and review.

English safeguarding benchmark: KCSIE 2026 and Working Together 2026 inform the school's safeguarding practice and BSO compliance. They do not confer powers on English authorities in the Czech Republic or displace Czech reporting, employment or data-protection law. All staff, including staff who do not work directly with children, read KCSIE 2026 Part One in full. The KCSIE Part One overview is a quick-reference aid and does not replace the full Part One.

Czech child-protection law: The school acts in accordance with Act No. 359/1999 Coll., on Social and Legal Protection of Children. Where facts indicate that a child may fall within the categories requiring social and legal protection, the school notifies the

competent municipal authority with extended powers (OSPOD) without undue delay, in accordance with section 10(4). A safeguarding referral is not delayed for an internal investigation, for agreement between schools or organisations, or for parental consent where referral is necessary to protect the child.

Safety and criminal-law duties: In accordance with section 29 of Act No. 561/2004 Coll. (the Education Act), as applicable to the school's legal status and activities, the school safeguards children's health and safety during education and directly related activities and provides necessary safety information. Duties to prevent or report specified criminal offences under sections 367 and 368 of Act No. 40/2009 Coll. (the Criminal Code) apply independently of the school's internal reporting process. Immediate danger is reported to Police 158 or the European emergency number 112; urgent medical assistance is requested through 155 or 112.

Data protection and public health: Safeguarding information is processed under Regulation (EU) 2016/679 (EU GDPR), Act No. 110/2019 Coll., on Personal Data Processing, and other applicable Czech law. Necessary safeguarding information may be shared without consent where there is an appropriate lawful basis, but sharing must remain necessary, proportionate, secure and recorded. The competent operator is responsible for swimming-pool operation and water-quality assurance under Act No. 258/2000 Coll., on Protection of Public Health, and Decree No. 238/2011 Coll., as amended; the school verifies operator assurance and acts on closures or public-health instructions.

Legal interpretation: This policy is an operational safeguarding document and not a substitute for case-specific Czech legal advice. The Headteacher or Proprietor obtains advice from the competent Czech authority or legal adviser where applicability, reporting jurisdiction, employment action, information sharing or conflict of laws is uncertain. Advice must not delay urgent protective action.

Roles and Responsibilities

Proprietor Oversight and Assurance

- Appoint the Head of School and formally delegate responsibility for the day-to-day leadership and implementation of safeguarding arrangements.
- Require the Head of School to report directly to the Proprietor on safeguarding and

hold the Head accountable for implementing this policy effectively and maintaining a strong, open and child-centred safeguarding culture.

- Approve this policy and review it at least annually, confirming that the school's safeguarding arrangements meet applicable Czech law and the Standards for British Schools Overseas.
- Ensure that the Head of School has sufficient authority, staffing, time, training, funding and access to professional advice to discharge the delegated safeguarding responsibilities.
- Receive a safeguarding assurance report directly from the Head of School at least termly, covering significant themes, referrals and outcomes, allegations and low-level concerns, training, safer recruitment, the Single Central Record, attendance, online safety, shared-premises risks and outstanding actions. Reports must protect confidential case information.
- Require the Head of School to report immediately any serious safeguarding failure, allegation involving a senior leader, material risk or significant non-compliance, and ensure that corrective action and any required external notification are completed promptly.
- Commission or oversee an annual safeguarding compliance review, including proportionate sampling of recruitment and Single Central Record controls, and monitor completion of the resulting action plan.
- Act as Case Manager for any safeguarding concern or allegation involving the Head of School and provide an independent route for whistleblowing or escalation where a concern cannot appropriately be raised with the Head.

Headteacher/Principal

- Implement this policy and provide day-to-day leadership of safeguarding across EYFS and Primary provision, reporting directly to the Proprietor.
- Appoint a suitably trained DSL and at least one trained deputy. Although the DSL is not a member of the senior leadership team, ensure that the DSL has sufficient status, delegated authority, direct access to the Head of School, protected time, training, resources and operational support to fulfil the role effectively.
- Ensure effective DSL and Deputy DSL cover during school hours, educational visits and other school activities, with clear arrangements for absence and emergencies.
- Ensure every member of staff, including staff who do not work directly with children, reads KCSIE 2026 Part One in full at induction and whenever it is revised; the Part One overview is a quick-reference aid and does not replace the full Part One.
- Oversee online safety, including filtering and monitoring responsibilities, staff awareness, incident response and the required annual effectiveness review.

- Ensure safer recruitment procedures are implemented and that a complete, accurate and BSO-compliant Single Central Record is maintained.
- Ensure procedures are implemented for allegations and low-level concerns about staff, volunteers, contractors and other adults.
- Act as Case Manager for concerns or allegations about adults. Manage referrals concerning adults to OSPOD and/or the Czech Police without delay and coordinate the response with the DSL, Proprietor and any third-party employer. The English LADO model is not a Czech statutory process.
- Ensure the curriculum teaches pupils how to stay safe, including online, and how to recognise and report concerns through accessible routes.
- Receive regular DSL reports, monitor implementation, complete the school's annual safeguarding review and report directly to the Proprietor at least termly and immediately on serious matters.
- Ensure adequate staffing, training, supervision and risk management for school premises, shared facilities, sport, swimming, educational visits, out-of-hours activities, lettings, alternative provision, restrictive interventions, trainee teachers and any residential or homestay arrangements.
- Ensure volunteers and contractors are appropriately supervised and subject to lawful, role-appropriate suitability checks before they are permitted unsupervised contact with pupils.
- Address identified safeguarding weaknesses promptly and inform the Proprietor of significant failures, material risks, overdue actions or resources required, without compromising necessary confidentiality.

Designated Safeguarding Lead (DSL)

The current DSL and deputies are named in the Contact Details section and in staff induction materials. The DSL is a suitably trained designated member of staff but is not a member of the senior leadership team. The DSL is appointed by and reports directly to the Head of School, has direct access to the Head whenever a safeguarding matter requires it, and is given sufficient status, delegated authority, protected time, training, resources and support to carry out the role. A trained DSL or deputy is available during school hours. PORG INT maintains effective cover arrangements for absence, trips and other school activities, including a confidential reporting route monitored by authorised staff. If a concern involves the Head of School, the DSL reports directly to the Proprietor.

- Receive and assess safeguarding concerns, advise the Head of School on thresholds and protective action, and ensure urgent matters are acted upon without delay.
- Prepare, make or support child-protection referrals to OSPOD and/or the Czech

Police in accordance with the school procedure and the Head of School's oversight. The Head of School remains Case Manager and leads referrals concerning adults. If immediate protection is required, the DSL or any member of staff may contact the competent authority directly; internal reporting must never delay action.

- Coordinate concerns about children with the Head of School and, where relevant, the Proprietor, parents, competent Czech services and third-party organisations. Information is shared only where necessary, proportionate and lawful.
- Lead operational work on online safety, including filtering and monitoring, with the IT Lead and report findings, incidents and required action to the Head of School.
- Coordinate timely school-based and community support; liaise with SEND, pastoral and behaviour leads; and, where needs or risks exceed the school's competence, work with the family and relevant Czech education, health, social-care or child-protection services. Parental involvement must not delay a necessary protective referral.
- Maintain secure child-protection records, recording each concern, action, decision, rationale and outcome, including why a referral was or was not made; ensure secure, timely transfer when a child moves.
- Raise awareness of safeguarding policies, reporting routes and pupil voice, and provide advice, case support and debriefing to staff.
- Undertake DSL training at least every two years, refresh knowledge regularly, support induction and annual safeguarding updates, and maintain relevant training records.

All Staff and Volunteers

- Be vigilant, recognise indicators of abuse/neglect/exploitation and act immediately on concerns.
- Never promise confidentiality to a child; explain who needs to know and why.
- Report concerns without delay to the DSL/deputy and record using the school system the same day.
- Support timely school-based intervention and cooperation with relevant Czech services where appropriate; read KCSIE Part One in full; and complete induction and required safeguarding and online-safety training.

Safer Recruitment & Safe Culture

- Adverts and job descriptions state safeguarding responsibilities and PORG's commitment.
- The application form requires a complete employment history; discrepancies will be explored, and values-based shortlisting will be used.
- Obtain two references, including the current or most recent employer where practicable, and ask role-relevant safeguarding and suitability questions. Any online search is limited to publicly available, job-relevant information, is conducted consistently at an identified stage of shortlisting, is notified to candidates through recruitment privacy information, and is documented without collecting irrelevant personal information.
- Required pre-employment suitability checks are completed before the individual begins work or is allowed unsupervised contact with pupils. The school requests only information that is required by law or directly relevant, necessary and proportionate to the role. Depending on the role, this includes verification of identity; legal entitlement to work in the Czech Republic; required qualifications; health suitability where Czech law requires it; references; and evidence of good character. For pedagogical staff, good character is established in accordance with Act No. 563/2004 Coll. through the applicable Extract from the Czech Criminal Register, normally no more than three months old when presented. Appropriate overseas criminal-record or equivalent checks are sought for relevant countries where lawful and reasonably obtainable. Any outstanding check, exceptional start or supervised arrangement must be lawful, individually risk assessed, authorised in writing by the Headteacher and recorded; a person must not have unsupervised access to pupils until all checks required for that access are complete.
- Maintain a BSO-compliant Single Central Record for staff, supply staff, proprietors and other relevant adults. It records, as applicable, the check completed, date, checker and whether the evidence was satisfactory, including identity, legal entitlement to work, qualifications, health suitability, references, Czech criminal-record evidence, overseas checks, ICPC where required and other lawful suitability checks. The SCR does not reproduce conviction details. Copies of criminal-record documents or notes about their content are retained only where there is a documented lawful basis, necessity and retention period, with access strictly restricted.
- In accordance with the applicable BSO staff-suitability standard, the school obtains an International Child Protection Certificate (ICPC) for a member of staff who has worked or works in the United Kingdom. The ICPC is an additional BSO check; it is not a Czech criminal-record extract and does not replace checks required by Czech law or appropriate checks relating to other countries. If an ICPC or other overseas document cannot be obtained, the school records the attempts made, obtains competent advice

where necessary and completes a documented, proportionate risk assessment before deciding whether and on what conditions the person may work.

- This policy covers induction, online safety (including filtering/monitoring expectations), and the code of conduct.
- Ongoing culture: probation, supervision, appraisal; prompt action on concerns.
- For volunteers, trainee teachers, agency staff, self-employed people and contractors, the school completes a role-specific risk assessment, defines supervision and obtains only lawful and proportionate suitability assurance. Written arrangements with any third-party organisation specify responsibility for checks, supervision, reporting and allegations. School-arranged homestay or host-family arrangements are separately assessed and checked in accordance with applicable Czech law and BSO expectations.
- The Disclosure and Barring Service is a UK system. A DBS certificate is not a Czech criminal-record check, and following a British curriculum or holding BSO accreditation does not by itself make a person eligible for a DBS or barred-list check. The school requests a DBS or barred-list check only where the relevant UK eligibility and legal framework applies. Such a check never replaces Czech legal requirements, the applicable Czech Extract from the Criminal Register, appropriate overseas checks or the ICPC required by the BSO standards.

Induction, Training and Awareness

- All staff receive safeguarding and child protection training at induction, including online safety and the roles of filtering and monitoring.
- All staff must read KCSIE 2026 Part One in full. The DfE Part One overview may support recall but does not replace the full reading requirement.
- All staff receive at least annual updates; governors receive oversight training; recruitment panels include safer-recruitment training.
- DSL/deputies receive role-specific training, and a training log is maintained.
- Content includes: signs of abuse, neglect and exploitation; timely support and referral routes in the Czech Republic; mental health; SEND, medical-needs and young-carer vulnerabilities; managing disclosures; child-on-child abuse, harassment and violence; harmful sexual behaviour; sexual violence and harassment; making or sharing nudes and semi-nudes, including AI-generated or altered imagery; online safety and generative AI; radicalisation and extremist influence; FGM and forced marriage; child criminal and sexual exploitation, organised exploitation and modern slavery; domestic abuse and child-to-parent or caregiver abuse; attendance and children missing education; children living away from parents, temporary accommodation and homestay; and low-level concerns.

EYFS Specific Safeguarding and Welfare Requirements

PORG INT has adopted the safeguarding and welfare requirements of the EYFS statutory framework for group and school-based providers effective from 1 September 2026 as the operating standard for its EYFS provision, alongside applicable Czech law and BSO requirements. The EYFS framework is an English statutory framework and does not displace Czech legal requirements; its safeguards are implemented through this policy and linked procedures wherever lawful and applicable to the school's setting.

Safeguarding leadership and practice

A designated practitioner leads safeguarding for EYFS and liaises with statutory child-protection services. Every person caring for EYFS children remains alert to concerns arising at home, in school or elsewhere and reports concerns immediately through the school procedure.

All EYFS practitioners receive safeguarding induction and training that meets the EYFS criteria. Training is renewed at least every two years, with interim updates or refreshers when procedures, risks or individual practice require them. The DSL provides ongoing support, advice and guidance, and leaders use staff supervision to discuss children's wellbeing, child-protection concerns and professional practice.

Supervision and staffing

Staffing arrangements, qualifications and staff-to-child ratios meet the applicable EYFS requirements and the needs of the children. EYFS children are usually within sight and hearing of staff and are always within sight or hearing. Children are always within sight and hearing of a member of staff while eating. Staff deployment is reviewed for transitions, toileting, outdoor play, shared spaces, first aid, collection and emergencies so that ratios and effective supervision are maintained.

Each EYFS child has a key person. At least one person with a current full paediatric first aid certificate is on the premises and available whenever EYFS children are present and accompanies children on outings. The number and location of paediatric first aiders must allow a prompt response across the premises, including the shared playground and bathroom route.

Premises, care and daily routines

Premises, equipment and routines are risk assessed and organised to meet children's needs. Risk assessments identify what is checked, when, by whom and how risks are removed or minimised. Absences are followed up promptly; for prolonged or unexplained absence, staff contact parents or carers and alternative emergency contacts and consider safeguarding patterns or trends.

Toileting and intimate care protect each child's dignity and privacy while maintaining appropriate safeguarding supervision. Only authorised, suitable staff provide personal care in accordance with the Intimate Care or Toileting Procedure. Personal mobile phones, cameras and recording devices are not used in bathroom or changing areas.

Where children sleep at school, the school follows the 2026 EYFS safer-sleep requirements and records appropriate checks. Children remain within sight and hearing of staff while sleeping. Food, allergy, choking and mealtime arrangements follow the EYFS safer-eating requirements. The school has regard to current DfE guidance on screen use in early years settings.

Safer recruitment and speaking up

EYFS recruitment and suitability checks are completed before a person starts work or regular volunteering, subject to the lawful host-country equivalent of English checks. References and suitability information are verified and recorded. Whistleblowing procedures apply to employees, students, apprentices and volunteers and explain how to report unsafe practice and what action follows.

Early Help and Thresholds

PORG INT offers timely school-based support as soon as needs emerge and coordinates with parents and relevant Czech education, health, counselling or social services. Where facts indicate that a child may require social and legal protection, the DSL contacts the competent OSPOD without undue delay. If there is immediate danger or suspected criminal conduct, the school also contacts the Czech Police or emergency services as appropriate. Parental consent is not required where Czech law permits or requires disclosure for child protection, but the reason and lawful basis for sharing are recorded.

Czech referral and emergency procedure

Staff report every concern immediately to the DSL or deputy and make a same-day written record. If a child is in immediate danger, urgent action is required or the DSL cannot be reached, any member of staff contacts Police 158/112, emergency medical services 155/112 and/or OSPOD directly, then informs the DSL as soon as possible. Internal hierarchy must never delay protection.

The DSL determines the competent OSPOD, normally through the municipal authority with extended powers connected to the child's residence or current location, and records the time, recipient, information shared, advice received and next action. If jurisdiction is uncertain, the DSL contacts the local OSPOD for direction rather than delaying the referral.

Parents or carers are normally informed and involved unless doing so may increase risk to the child or another person, prejudice a police or OSPOD enquiry, lead to loss or destruction of evidence, or cause avoidable delay. OSPOD or Police advice is followed on when and how parents should be contacted.

Recognising and Responding to Concerns

Indicators of abuse, neglect and exploitation

All staff remain alert to physical, emotional (including verbal abuse such as persistent criticism, belittling or name-calling) and sexual abuse; neglect; overlapping safeguarding issues; child criminal or sexual exploitation (including county lines, organised networks, coercion and modern slavery); domestic abuse, including physical, sexual and emotional abuse, stalking, financial exploitation and child-to-parent/caregiver abuse; honour-based abuse (FGM/forced marriage); online harms; racism, misogyny, misandry and discriminatory or derogatory behaviour; bullying (including cyberbullying); radicalisation; private fostering and temporary accommodation; serious violence and weapon threats; and risks linked to attendance and children absent from education.

Managing a disclosure or concern

- Listen, reassure and take the child seriously. Do not promise secrecy.
- Record the facts in the child's words as soon as possible; include time/date, people present and observations.

- Report immediately to the DSL/deputy. If unavailable and a child is at immediate risk, contact the police/child protection services directly and inform the DSL as soon as possible.
- Do not ask leading questions, investigate, or contact alleged perpetrators.
- If a concern relates to the behaviour of any adult, including a trainee teacher, supply teacher, volunteer or contractor, report it under the adult-allegations procedure. The Case Manager considers immediate protective and employment action and whether the criteria for notifying OSPOD, the Czech Police or another competent Czech authority are met. The English LADO harm-threshold model is used only as an internal procedural benchmark.

Attendance and children missing education (CME)

Unexplained or persistent absence triggers swift action. The DSL monitors attendance alerts and escalates concerns promptly, including liaison with local authorities where required.

Specific Safeguarding Issues

Child-on-child abuse (including sexual violence and sexual harassment)

PORG INT takes a zero-tolerance, preventative approach to child-on-child abuse (including harassment and violence). It is a safeguarding issue for both the child harmed and the child alleged to have caused harm; it may involve serious physical harm, weapon threats or a progressive continuum from harmful sexual behaviour to sexual violence. It must never be dismissed as banter, an inevitable part of growing up or mutual misconduct. Every report is recorded, risk assessed and responded to in a child-centred, proportionate way, with separate, tailored support for the child harmed, the alleged perpetrator and other affected pupils. The child's wishes are considered without making the child responsible for deciding the response.

Harmful sexual behaviour (HSB)

We distinguish developmentally expected, problematic, abusive and violent sexual behaviour using age- and development-informed guidance. We seek specialist advice and refer where thresholds are met. All incidents involving the making or sharing of nude or semi-nude images require a safeguarding response, whether described as consensual or

non-consensual. 'Images' includes photographs, video and livestreams, and content digitally altered or wholly generated by artificial intelligence (including deepfakes/deep nudes). Staff must not view, copy, print, forward or save such imagery except where strictly necessary and lawful under the school's safeguarding procedure.

Online safety

- Teach pupils, staff, and parents about the safe, responsible, and respectful use of technology and social media, and provide clear AUPs.
- Implement appropriate filtering and monitoring in proportion to the risk; review at least annually and after any incidents or significant changes.
- Maintain procedures for remote learning/live-streaming; making or sharing nudes and semi-nudes (including altered or AI-generated images); grooming; sexual extortion; online pornography; gaming; scams; cybercrime and Computer Misuse Act risks.
- Maintain and enforce a mobile-phone and smart-device policy for pupils, staff and visitors that complies with applicable DfE statutory guidance and sets clear safeguarding, recording, confiscation and emergency-use rules.
- Use generative AI only through approved systems and risk-assessed workflows. Protect personal data, apply age restrictions and human oversight, teach pupils about fabricated and manipulated content, and report AI-enabled bullying, sexual imagery, grooming or exploitation immediately.

Mental health

Staff understand that mental-health difficulties may be a safeguarding concern, a possible indicator or consequence of abuse, neglect or exploitation, and may affect a child's capacity to disclose. Staff record and report concerns to the DSL, avoid making clinical diagnoses, and seek timely pastoral, health or specialist support while continuing safeguarding action.

SEND and other vulnerabilities

Children with SEND, medical conditions, young carers, those with EAL, and those new to the country may face additional risks and barriers to disclosure, including communication difficulties, assumptions that behaviour relates to disability, disproportionate bullying and online grooming. Staff provide proactive, accessible reporting routes and reasonable adjustments.

Preventing radicalisation

PORG INT assesses risks of radicalisation and extremist influence in the local context and promotes respect for democracy, individual liberty, equality and the rule of law. Prevent and Channel are English arrangements and have no general statutory role in the Czech Republic. Concerns are managed through the school safeguarding procedure and referred to OSPOD, the Czech Police or another competent Czech service where the relevant Czech threshold is met.

Private fostering / living away from home

We seek assurance that children live away from their parents (including those in homestay/host families) and take action if the arrangements appear unsuitable or require reporting to the authorities.

Temporary accommodation

Where the school is notified that a pupil is living in temporary accommodation, the DSL assesses safeguarding, attendance, transport, health and educational needs, records the action taken and liaises with the relevant authority and family. Staff remain alert to repeated moves, overcrowding, homelessness, exploitation and loss of contact.

Online Safety: Filtering & Monitoring

- Assign clear roles and responsibilities for filtering and monitoring across SLT, DSL, and IT leads.
- Block harmful and inappropriate content without unduly impacting teaching and learning; deploy proportionate monitoring on devices, platforms and network.
- Review filtering and monitoring effectiveness at least once every academic year. The responsible SLT member leads the review with the DSL and IT support; checks cover every internet-connected device and all relevant locations, verify that controls work as intended, and are recorded with decisions, exceptions, incidents and improvement actions. Brief governors termly and repeat checks after material changes or incidents.
- Train staff and pupils; maintain a register of 'self-built' or third-party platforms used for learning, and ensure safeguarding controls are enabled.
- Maintain incident response and image-sharing procedures; report to police/authorities as required.

- Maintain proportionate information-security controls, including access management, patching, backups, incident response, secure configuration and staff awareness. Treat cyber incidents as potential safeguarding incidents and preserve necessary evidence without circulating harmful content.

Concerns or Allegations About Adults

Allegations that may meet the harm threshold

Where an allegation indicates that any adult, including an employee, supply or trainee teacher, volunteer, contractor or self-employed worker, has harmed or may have harmed a child, may have committed a criminal offence, may pose a risk of harm, or has behaved in or outside school in a way that may indicate unsuitability to work with children, the Case Manager acts without delay. The school uses the KCSIE harm-threshold framework as an internal safeguarding benchmark, secures immediate safety, preserves relevant evidence, considers lawful precautionary employment measures without presuming guilt, and contacts OSPOD and/or the Czech Police where the Czech reporting criteria are met. The LADO model is not a Czech statutory procedure. Where the concern involves the Headteacher, the Proprietor or Chair acts as Case Manager. The school and any third-party employer coordinate action without delaying a required protective referral.

Low-level concerns

A low-level concern is a concern about an adult's behaviour towards a child that does not meet the harm threshold but is inconsistent with the Code of Conduct. PORG INT promotes an open and transparent culture in which staff feel safe sharing such concerns.

- Staff can report confidentially to the DSL or directly to the Headteacher. All low-level concerns are recorded in writing with context and actions taken; the Headteacher is kept informed.
- Patterns are monitored; repeated or cumulative low-level concerns that meet the harm threshold will be escalated.
- Low-level concerns are not included in references unless they relate to misconduct/poor performance commonly referenced, or a substantiated group of low-level concerns meeting the harm threshold.
- Whistleblowing routes are available to raise concerns about safeguarding practices, including those involving senior leaders.

Whistleblowing and safeguarding concerns

Staff, volunteers, contractors and other people working for or with PORG INT may use the Whistleblowing Policy to report suspected unlawful conduct, serious wrongdoing, unsafe practice, attempts to conceal wrongdoing, or serious or systemic failures in safeguarding. A report is considered according to its substance, even when the reporter is unsure whether it falls within the Czech Act No. 171/2023 Coll. This route complements the procedures for immediate child-protection concerns, allegations and low-level concerns; it does not replace them.

- If a pupil may be at immediate risk, tell the DSL or Deputy DSL and take protective action without delay. Where either safeguarding contact is involved, or the reporter cannot safely use that route, report to the Proprietor, the independent designated person identified in the Whistleblowing Policy, or the competent Czech authority. Call 112 or Police 158 in an emergency. Notify OSPOD and/or the Czech Police where required; do not wait for a whistleblowing assessment or internal investigation.
- For a statutory report or a wider concern about school wrongdoing, use the current channels listed in the Whistleblowing Policy. A report may be made directly to the Czech Ministry of Justice at www.oznamovatel.justice.cz; staff do not need to report internally first. The policy also lists contact details for the independent designated person. The Oznam.to system and PIN B5J5 may be used only after the Proprietor has confirmed that the system is active for the legal entity operating PORG INT.
- Report promptly and share the facts and records already available. Staff are not expected to prove wrongdoing, conduct their own investigation or approach the person named. Preserve relevant information, maintain appropriate confidentiality and share details only with those who need them to respond.
- PORG INT prohibits retaliation against anyone who reports on reasonable grounds through a lawful route or assists with a report. Reports are handled impartially. A report is not a finding of wrongdoing, and any person named is treated fairly.

Record-Keeping & Information Sharing

- Keep secure, accurate and contemporaneous child-protection records. Each entry includes a clear summary of the concern, actions taken, decisions made, the rationale, outcome, and whether a referral was or was not made.
- Store CP files separately from the pupil file with controlled access and transfer them securely and promptly when pupils move.

- Share relevant, adequate and proportionate information promptly with safeguarding partners and other schools/services on transfer, applying a recorded safeguarding risk assessment. Data-protection law is not a barrier to necessary safeguarding sharing. Be transparent with families where safe and appropriate, but do not seek consent where doing so may place a child or another person at risk, prejudice an investigation, or cause unjustified delay.

Safeguarding in the Curriculum & Ethos

PORG INT provides age-appropriate teaching (including RSHE/PSHE), so pupils learn to recognise risk, seek help, build healthy relationships, understand consent and personal boundaries, challenge racism, misogyny, misandry and other discrimination, and stay safe online and offline. Teaching addresses harmful sexual behaviour, sexual harassment and violence, manipulation and coercion, pornography, generative AI, fabricated sexual imagery and respectful mobile-phone use. Pupil voice is valued, and accessible reporting is encouraged and taken seriously.

Site Security, Supervision & Visitors

We maintain secure entry/exit, visitor identification, supervision of contractors, clear out-of-hours protocols, and safeguarding expectations for sport, community users, lettings, school premises and any boarding/residential or homestay provision. Risk assessments address access to children, changing areas, toilets, overnight accommodation and site-specific hazards. All visitors register before entry and wear a clearly visible VISITOR badge.

Shared premises and facilities with PORG Ostrava

PORG International School shares or accesses certain premises and facilities with PORG Ostrava, including areas used by PORG Bilingual School. These include the EYFS bathroom and pupil toilets, playground, canteen, a separately timetabled sports hall located in the PORG Bilingual Primary building, and laboratories in the gymnasium building. PORG INT retains full responsibility for safeguarding its pupils whenever any shared or host facility is used. Shared-site arrangements are governed by written, jointly reviewed risk assessments and operational agreements identifying named responsible leaders, supervision and handover arrangements, access controls, timetables or zoning, cleaning and maintenance responsibilities, emergency procedures, incident reporting and review dates.

Shared-site safeguarding controls

All adults who may encounter PORG INT pupils in shared areas must be identifiable, appropriately checked for their role and briefed on conduct, reporting and emergency expectations. PORG INT staff challenge or report unidentified or unauthorised adults and apply the school's safeguarding, allegation and low-level-concern procedures to concerns arising anywhere on the shared site.

PORG INT staff retain their own registers, conduct headcounts at each transition and maintain direct supervision. The presence of PORG Ostrava or PORG Bilingual staff does not transfer responsibility for PORG INT pupils. Staff do not assume that another school or service is supervising a child unless a formal, recorded handover has taken place.

Bathroom controls

EYFS staff actively supervise movement to, use of and return from the shared bathroom while protecting children's privacy and dignity. Children are not sent into the shared area without staff knowing where they are, and no child is left without the level of supervision required by their age, development and individual needs. Staff use agreed headcounts or child checks before and after transitions. Where practicable, access is scheduled or controlled to avoid unsupervised contact with pupils or adults from the other school.

Only authorised and appropriately checked adults may assist a PORG INT child with toileting or intimate care. Staff from the bilingual school, visitors, contractors and other unauthorised adults must not enter or remain in the bathroom while a PORG INT child is receiving personal care, except in an emergency. Any unavoidable access is managed by PORG INT staff. Cubicle arrangements must preserve privacy without preventing appropriate safeguarding oversight. Photography, video, audio recording and personal-device use are prohibited in the bathroom and changing areas.

Playground controls

Before use, staff check gates, boundaries, equipment and the presence of unfamiliar adults or hazards. Staff deployment, zones and ratios are set before children enter; staff maintain active supervision, conduct headcounts at each transition and ensure a clear handover when responsibility changes. If both schools use the playground at the same time, areas and responsibilities are clearly allocated, and PORG INT pupils remain under the direct supervision of PORG INT staff. Access by visitors, contractors or members of the public is prevented or closely controlled.

Joint response and review

Safeguarding concerns or incidents in either shared facility are reported immediately to the PORG INT DSL or deputy and recorded on the same day. Where the concern involves a pupil or adult from the bilingual school, the bilingual school's designated safeguarding contact is informed without delaying any referral to OSPOD or the police. Allegations about an adult follow the harm-threshold or low-level-concern procedure as applicable. Leaders share only necessary and proportionate information, preserve relevant evidence, notify parents where safe and appropriate, and review the joint risk assessment after any incident, near miss, change in use or change to the premises.

The two schools coordinate cleaning, infection-control, maintenance, evacuation, lockdown and missing-child procedures for the shared areas. Defects, contamination or security failures result in the area being taken out of use until it is safe. All PORG INT EYFS staff, regular cover staff and relevant bilingual-school staff are briefed on the agreed arrangements, and compliance is checked through routine leadership monitoring.

Canteen, sports hall and laboratories

In the shared canteen, PORG INT staff supervise entry, seating, eating, toileting transitions and departure; maintain identifiable cohorts; manage allergies, choking and medical needs; and respond immediately to bullying, discriminatory behaviour, unsafe contact or an unknown adult. Responsibility is not transferred to catering staff or staff from another school.

The sports hall is located in the PORG Bilingual Primary building but is separately timetabled and is not used by PORG INT and PORG Bilingual pupils at the same time. PORG INT supervises the route, confirms exclusive use for the booked period, checks equipment and exits, maintains registers and headcounts, and manages any unexpected entry or contact through PORG INT safeguarding procedures.

Use of laboratories in the gymnasium building requires an activity-specific risk assessment, a competent lead, safe access through shared areas, age-appropriate activities, secure hazardous substances and equipment, clear emergency and first-aid arrangements, and direct PORG INT supervision. A host technician or PORG Ostrava member of staff does not replace PORG INT safeguarding responsibility.

Swimming lessons at external facilities

Swimming takes place at an approved external facility and is treated as a higher-risk off-site activity. Before lessons begin, the school completes and approves a written risk

assessment covering transport, arrival and departure, registers and headcounts, changing rooms, poolside supervision, pupil ability, medical and SEND needs, emergency action, first aid, lifeguarding, missing-child procedures and communication with the school and parents.

The school confirms the provider's safeguarding arrangements, staff competence and qualifications, lifeguarding provision, emergency procedures and insurance or equivalent assurance. External instructors and lifeguards provide specialist instruction and rescue cover but do not replace PORG INT's pastoral and safeguarding responsibility. PORG INT staff maintain an accurate register, conduct headcounts at every transition and remain actively engaged throughout the visit.

Changing and toileting arrangements protect privacy and dignity while maintaining appropriate supervision. Staff avoid unnecessary one-to-one situations, do not change with pupils and do not use personal devices in changing areas. Any required personal or intimate care follows the child's plan and school procedure. Adults who are not authorised for the activity must not have unsupervised access to pupils.

Pupils are grouped according to assessed swimming ability. Non-swimmers and pupils with medical, SEND, sensory or communication needs receive individual consideration, reasonable adjustments and any additional supervision or flotation support required by the risk assessment. Medication and emergency information are immediately accessible to trained staff.

Before each lesson, the school obtains assurance from the pool operator that normal operating and emergency action plans are current, rescue and first-aid arrangements are available, and required pool-water treatment, testing and microbiological monitoring are being completed to the applicable Czech standards and the operator's documented procedures. PORG INT staff do not independently reinterpret technical water readings outside their competence.

A lesson is delayed, relocated or cancelled following a failed or missing water-quality check, visible contamination, unsafe temperature, chemical incident, faecal or vomit incident, infectious-disease warning, plant failure, overcrowding, insufficient competent staff or instruction from the operator or public-health authority. Reopening requires documented confirmation from the competent operator.

Any injury, near miss, safeguarding concern, allegation or low-level concern arising during swimming or involving external staff is reported immediately to the PORG INT DSL or deputy and recorded on the same day. The school follows its own referral and allegation

procedures and shares information with the provider only where necessary, proportionate and lawful.

The school premises, both indoor and outdoor, are monitored by CCTV for documented security and safeguarding purposes. Operation complies with EU GDPR, Act No. 110/2019 Coll. and the school's CCTV/privacy documentation, including a defined lawful basis, necessity and proportionality review, signage, restricted access, secure disclosure and deletion procedures. The normal retention period is 7 days unless footage must be preserved for a specific incident, legal duty or authorised investigation. CCTV is not used in toilets, changing areas or other spaces where pupils or staff reasonably expect privacy.

Restrictive interventions / reasonable force

Staff use restrictive intervention, including reasonable force, only when lawful, necessary, reasonable and proportionate, with the child's welfare central. Prevention, de-escalation and the least restrictive option are prioritised. Any use is recorded, reviewed and communicated to parents/carers unless doing so would create a safeguarding risk. Planning takes account of SEND, disability, medical needs, trauma and communication needs and follows the DfE guidance effective from 1 April 2026 and host-country law.

Children Requiring Additional Support

We work closely with parents/carers and external services to support pupils with SEND, medical conditions, mental-health needs, EAL/new-arrival needs, young carers, children in kinship or temporary care/accommodation, children requiring social care support, those in alternative provision and those at risk of suspension or exclusion. Placement in alternative provision does not transfer or reduce PORG INT's safeguarding responsibility; the school confirms safeguarding arrangements, maintains contact and attendance oversight, and reviews the placement.

Confidentiality, Data Protection & Retention

Safeguarding records are kept under a documented retention schedule and in accordance with Regulation (EU) 2016/679 (EU GDPR), Act No. 110/2019 Coll. and other applicable Czech law. UK data-protection legislation is applied only where it has legal or contractual relevance. Access is strictly controlled, role-based and auditable. Information is processed lawfully, fairly, securely and proportionately to protect children. Safeguarding records are retained for the period justified by their purpose, risk, limitation requirements and the school's retention schedule; low-level-concern records are retained at least for the individual's period of employment unless a longer period is justified and lawful.

Contact details

The following pages outline the contact details of named staff in school and external agencies linked to child protection and safeguarding.

Where a child is in immediate danger, contact the Czech Police or emergency services immediately and notify the competent OSPOD as required. Where there is a safeguarding concern without immediate danger, consult or notify the competent OSPOD without undue delay in accordance with Czech law and the school procedure.

CONTACTS

Designated Safeguarding Lead	Thabang Lehner	lehner@porg.cz
Principal and Deputy DSL	Barbora Gazdova	gazdova@porg.cz
Proprietor	Dagmar Dluhosova	dluhosova@porg.cz
Psychologist	Petra Kahankova	kahankova@porg.cz
Pastoral Care Lead and Deputy DSL	David Rojas	rivera@porg.cz
SENDCo	Katerina Mlcochova	mlcochova@porg.cz

LOCAL AUTHORITY CONTACTS

OSPOD	+420 723 089 261	
National telephone number for information and advice on children's issues-advice service	+420 116 111	
Children's support services	+420 737 267 939	
Helpline for parents	+420 840 111 234	pomoc@rodicovskalinka.cz

POLICE

POLICE	158
Municipal Police	156