

HEALTH AND SAFETY

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 centre 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 8:00 to 16:00) is responsible for challenging anyone unknown to him who attempts to enter the school. There is a wall-mounted security camera (with recording) located on the first landing, 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. Primary pupils are not allowed to leave the building at any time, unless accompanied by their teacher, or collected by their parents/representatives. Secondary pupils can leave the building during the 15 minute morning break, and at lunchtimes, but only if they have been given written permission by their parents.

All secondary pupils who leave the school premises during the 15 minute break or lunchtime must sign out/in on a form located in the porter's booth. Failure to do so will result in this privilege being withdrawn.

Jewellery

As a Health and Safety issue, pupils are not permitted to wear ear, nose, lip or eyebrow rings in school at anytime. Any pupil who has pierced ears, or any other piercing, must wear studs.

School Doctor, School Psychologist

Dr Krzysztof Strózik, the school's doctor, holds a surgery in school once a week throughout the year. His responsibilities include: regular routine checks on all pupils (required by Polish law) and being available for staff and parents if they require medical assistance. His hours are Tuesday afternoons (13:00 – 15:00 pm) and he is to be found in the Medical Room 18A behind room 18, on the first floor. Krzysztof is a fluent speaker of English.

The school also has a psychologist, Mr Tomasz Wojciechowski available on Tuesday and Wednesdays 3pm – 5pm for any member of our community to consult. He also speaks excellent English.

Medication

Medication which must be taken by a child during the school day can be given to the class/form teacher on the condition that the parent has provided written instructions, a formal written request and permission. All medication must be clearly labelled and in its original container. The law in Poland is clear and strict on this matter.

Medical Emergencies

BISC is registered with a private emergency service. In the event any student has an injury or accident beyond the competence of our qualified first aid staff, an ambulance would be called. Parents are notified immediately in these circumstances. In the event of a lesser emergency (for example, falling over in the playground) the matter is dealt with in school and parents informed by phone or through the class teacher. Any student who becomes ill during the school day will be sent to the school office and the parents will be contacted.

All accidents involving BISC pupils or staff during school activities, both in and off the premises, are recorded in the school's accident book.

Insurance

All our pupils and teachers are insured 24 hours a day, in or out of school, for the duration of the school year, by Hestia Insurance. This covers both children and staff on the school premises and on school trips. This policy provides financial compensation for permanent injuries which have resulted in loss of health. Although Hestia provides blanket cover, we always take out extra insurance for anyone who participates in trips which involve an overnight stay.

Prolonged illnesses involving hospital stays are covered by the family ZUS book which should be provided by the parent or parent's employer.

Personal belongings

We would encourage students not to bring expensive personal items to school – this includes games, personal stereos and phones. The school will take all reasonable precautions to ensure the safety of all personal possessions and students are encouraged to respect their own belongings, the belongings of others and school property. However, personal items remain the responsibility of the individual owner. The school does not accept responsibility for the loss of, or damage to, property belonging to students, parents or staff while it is on school premises or on school related activities.

Equipment such as mobile telephones should not be brought out or used in class. If they are, they will be confiscated till the end of the day.

Fire safety

BISC has a fire safety certificate issued by the Polish fire department. It is a legal requirement and we are inspected regularly to ensure that our facilities are in full working order.

In August 2005, the school building was given a rigorous inspection by four Health and Safety officers from two multinational companies in co-operation with BISC Advisory Board's Health and Safety committee. Their short-term recommendations for improvements were implemented immediately by the school's management.

Fire evacuation notices are posted throughout the school and a fire drill is held regularly.

Illness of a child during the day

If a child falls ill during the school day, he/she will be taken to the main office and parents contacted and requested to collect them.

Please ensure that you have provided the School's secretary with all of your current contact phone numbers.

Smoking

BISC is a no smoking zone. This applies to staff and parents as well as pupils.