



ISG
International
Preschool of Gdansk

Gdańsk, April 2024

Procedure to be followed when the teacher suspects that a child wants to be collected from the preschool: a parent or an authorised person under the influence of: alcohol, drugs, behaving aggressively, unable to ensure the child's safety.

1. The teacher shall not release the child and shall notify the Preschool Director, who shall give appropriate instructions to the teacher.
2. The teacher shall notify the other parent or other person authorised by the parents to collect the child from the preschool.
3. If other persons authorised to pick up the child refuse to do so, the Headmaster or teacher shall notify the police about the situation.
4. Following the incident, the Preschool Director shall interview the parents in order to explain the situation.
5. Upon completion of the intervention measures concerning the incident, the teacher shall make a note of the situation and hand it over to the Preschool Director.
6. If the above-mentioned situation recurs, the Director is obliged to notify the Family Court - Family and Juvenile Department and inform the parents of the actions taken.