

Základní škola a gymnázium Leonardo V. Academy

Primary and Secondary School Leonardo V. Academy

The Renaissance of Education
Dlouhá 713/34, Praha



Leonardo V. Academy
The Renaissance of Education

Krizový plán

Crisis Plan

Prepared by: Mgr. et Mgr. Zdeňka Vašíčková (Executive Director of the School), August 15, 2025

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1	INTRODUCTION	3
2	CRISIS AREAS	3
2.1	Truancy.....	3
2.2	Bullying.....	4
2.3	Aggression at School	6
2.4	Indiscipline	7
2.5	Theft and Vandalism	7
2.6	Addictive Behavior	8
2.6.1	Alcohol.....	8
2.6.2	Narcotic and Psychotropic Substances	10
2.6.3	Smoking	12
2.7	Racism, Xenophobia	13
2.8	Risk Sports, Traffic	13
2.9	Sexually risky behavior	14
2.10	Eating Disorders	15
2.11	Abuse and Exploitation of Children.....	15
2.11.1	CAN Syndrome	16
2.12	Negative Influence of Sects.....	16
3	IMPORTANT CONTACT INFORMATION	17

1 INTRODUCTION

The school crisis plan is based on the characteristics and recommended procedures for dealing with socially pathological phenomena that may occur in primary schools.

The aim of the crisis plan is to establish a binding procedure for all school staff in cases of suspected or actual socially pathological phenomena among pupils. The crisis plan is an appendix to the Prevention Program. It is based on the Ministry of Education, Youth and Sports Methodological Guideline on Primary Prevention of Risk Behavior in Children and Youth, Ref. No.: 21291/2010-28, and the Ministry of Education, Youth and Sports Methodological Guideline on Addressing Bullying in Schools and School Facilities, Ref. No.: 22294/2013-1.

As part of the prevention of socially pathological phenomena, it is necessary to pay increased attention to any changes in behavior or performance that occur in individuals or groups at school.

- If it concerns an individual, talk to them in a safe and protected environment and try to find out the cause of the change.
- Inform the class teacher, or the school principal, prevention methodologist, or educational counselor about your findings.
- If the change affects the entire group, leave the investigation to the prevention specialist.
- The homeroom teacher informs the legal guardians of the students about the situation and, depending on the situation, either individually or through an extraordinary parent-teacher meeting, offers the legal guardians help in resolving the situation and recommends a counseling facility.

Parents of students are regularly informed about their children's progress and behavior and have the opportunity to request explanations and clarifications of assessments or procedures at any time. They have the opportunity to contact the school principal at any time and request a review of the situation.

2 CRISIS AREAS

2.1 Truancy

Conditions set out in the school rules (Ref. No.: A/846/2015) for school attendance:

Recommended advice when truancy is detected

- The most important thing is to find out why the student is truanting. Based on this finding, it is possible to take further action. When looking for the causes, take enough time to analyze the case, contact the parents, or a psychologist if necessary.
- Cooperation between parents, teachers, and school counselors is essential for finding effective strategies to gradually overcome the difficulties that have arisen.

- If we want to choose the right way to help and integrate students into school, we must take into account the differences between truants and children who reject school.
- Another important step is to get parents to cooperate, rather than fight between the school and the student.
- If truancy is the result of an unbearable school situation, bring about change. Plan long-term measures to prevent the situation from recurring.
- If truancy is becoming widespread and we suspect a threat of addiction, cooperate with educational and psychological counseling centers and centers such as SPC, OSPOD, and SVP.
- Learn to read the position of the problem student in the class group. If they are afraid to confide in teachers or parents, arrange for them to see a psychologist.
- Help the child return to class. Accompany them when they return to the group. Do not return to the resolved case and do not show distrust.
- Agree with the parents on regular communication so that any further truancy can be detected in time.

Recommended procedure for unexcused absences

- The homeroom teacher informs the educational counselor and school prevention specialist of unexcused or increased absences.
- Unexcused absences totaling up to 10 hours are dealt with by the homeroom teacher in a meeting with the student's legal guardian. The homeroom teacher discusses the reason for the student's absence and the method of excusing their absence and draws attention to the obligations set out by law.
- The homeroom teacher will inform the pupil's legal guardian of the possible consequences in the event of an increase in unexcused absences. Minutes will be taken of the meeting (see Appendix 1 for the form), which will include the remedy agreed upon with the pupil's legal guardian. Both parties will sign the minutes.
- If the number of unexcused hours exceeds 10, an educational committee meeting shall be convened, attended by the school principal, the pupil's legal representative, the class teacher, and the educational advisor or prevention specialist. The pupil's legal representatives shall be invited to the meeting by registered letter. Minutes shall be taken of the meeting and signed by the participants.
- If the pupil's unexcused absences exceed 25 hours, the school principal shall immediately send a notification of continued truancy with the relevant documentation to the competent social and legal protection of children authority. This reporting obligation is based on the applicable legal regulations.

2.2 Bullying

Recommended procedure when bullying is detected

a) Initial bullying investigation scenario:

An employee who observes bullying or is notified of it is required to:

1. Discuss their observations with other colleagues and the class teacher.

2. Report their suspicions to the school management, school prevention specialist, educational advisor, consult on further steps, and agree on who will lead the investigation.
3. Make a qualified assessment of the stage and form of bullying.
4. Interview (in private) as many impartial witnesses as possible – classmates, those who reported the bullying, write down important details, it is particularly important to obtain answers to the following questions:
 - Who is the victim, or how many victims are there?
 - Who is the aggressor, how many aggressors are there? Which of them is the initiator, which are active participants in the bullying, and which are both victims and aggressors?
 - What, when, where, and how did the aggressors treat the victims?
 - How serious were the aggressive and manipulative behaviors?
 - How long has the bullying been going on?
5. Contact the victim's parents and ask them for help and cooperation.
6. Only now should you interview the victim, sensitively and discreetly, guaranteeing safety and confidentiality of information, writing everything down. This interview must be conducted by someone the victim trusts. Never discuss the problem in front of the whole class!
7. Ensure the victim's protection.
8. Interview the aggressors – surprisingly, prevent them from agreeing on a story, focus on contradictions in the aggressors' statements, identify the weakest link in the solution. Never confront the victims and aggressors!
9. Ask the school management to convene an educational committee (school management, educational advisor, class teacher, school prevention methodologist). Based on the information gathered, the committee will assess whether bullying has taken place and its severity, and propose further action towards the victims, aggressors, and the class as a whole. The punishment of aggressors is individual, depending on their age, the intensity of the bullying, and whether it is a first offense or a repeat offense.
10. Invite the parents of the aggressors individually. Familiarize them with the situation, inform them of the proposed measures (emphasize the possibility of redress), and ask for their cooperation. If they refuse, consider reporting the matter to the police.
11. Invite the parents of the victims of bullying individually. Inform them of the situation, agree on measures (therapy, personality training, etc.).
12. Discuss the situation in class (omitting sensitive details), explain the dangers and consequences of bullying, and announce the punishment for the perpetrators. Continue to monitor the class closely.

b) Investigation scenario for advanced bullying

1. Rescue the victim.
2. Agree with teachers to cooperate in the investigation.
3. Prevent the aggressors from colluding.
4. Support the victim.
5. Reporting to the police or other authorities, if necessary.
6. Arranging for the victim to receive care from a school psychologist or psychiatrist.

c) Educational measures and other measures following an investigation of bullying

- Convene a "committee" (school management, educational advisor, prevention specialist, class teacher, and other teachers as appropriate) – this committee will assess the situation and propose a course of action for the victim, the aggressor, and the class.
- Invite the aggressors' parents to a meeting – familiarize them with the situation, communicate the proposed measures, ask for their cooperation,
- Invite the victims' parents – communicate the results of the investigation, agree on measures, propose solutions (therapy, organizational measures, etc.),
- Work with the aggressor, or arrange for care, e.g., at a PPP, SVP, or with other specialists – clinical psychologist, psychiatrist, psychotherapist,
- Work with the class,
- Inform the class meeting about the consequences and other forms of treatment for the class – increased supervision, further work with the class – PPP and SVP programs, work with class rules, class monitoring,
- Inform the teaching staff of the results, involve other teachers in other forms of class treatment (increased supervision, class monitoring, above-standard tasks, variously filled breaks, etc.).

Cyberbullying

Recommended procedure for dealing with cyberbullying.

1. Ensure the victim's protection.
2. Inform the school prevention specialist or educational counselor.
3. Inform the school management.
4. Secure evidence with the support of an IT colleague.
5. Investigate all circumstances.
6. Make a record.
7. Inform the legal guardians.
8. Cooperate with the Czech Police, IT expert, and OSPOD (Social and Legal Protection of Children).
9. Impose sanctions.

2.3 Aggression at School

Recommended procedure for verbal aggression

- Establish general rules for coexistence in the classroom as an expression of moral values. Create these rules together with the students and clearly state the requirement for polite speech and behavior.
- Patiently correct younger children and make it clear that the public use of rude language is not acceptable at school and is socially inappropriate.

If a student's behavior and actions threaten their own safety and health, or that of other students, teachers, school staff, or other persons, the school is obliged to notify their legal guardian and, if

necessary, recommend professional care. Depending on the specific circumstances, it may also be necessary to call in the Social and Legal Protection of Children (OSPOD) or the Czech Police, etc. For more information on physical aggression, see chapter 2.2 Bullying.

2.4 Indiscipline

Recommended procedure for dealing with indiscipline at school:

Procedure in the event of repeated problematic behavior (repeated violations of school rules) 1.

Interview with the student – between the teacher, student, and educational counselor with the aim of cooperation based on agreement.

2. Meeting with the student and legal guardian – problematic behavior is addressed within the school between the teacher, student, legal guardian, and educational counselor. The goal is to agree on a joint approach to addressing misbehavior (motivation and competence of the student's legal guardians, increased control and pressure for change). The services of the school psychologist may be used.

3. Educational committee meeting - this consists of the school principal, educational advisor, prevention methodologist, class teacher, student, and their legal guardian. This committee is usually the school's last attempt to resolve issues with students before turning to other authorities, such as the Department of Social and Legal Protection of Children, the Czech Police, etc. Minutes are taken of the meeting and signed by all those present. These minutes serve as a basis for other authorities, which the school informs about its actions.

4. Referral of the case to another party – after the current use of available methods to resolve the student's problematic behavior and the possibility of support from legal guardians, the case is referred to another party – OSPOD, PPP, SVP, etc.

2.5 Theft and Vandalism

Recommended procedure for reporting theft by a student

- O události pořídit záznam na základě výpovědi poškozeného.
- Věc předat orgánům činným v trestním řízení (ohlásit na Policie ČR), nebo poučit poškozeného žáka (jeho zákonného zástupce), že má tuto možnost. V případě, že je znám pachatel, je třeba nahlásit věc orgánu sociálně-právní ochrany (byl-li pachatel mladší 18 let) a současně věc předat orgánům činným v trestním řízení.

Recommended procedure when vandalism is detected

As soon as damage to school property occurs, a record of the entire matter must be made and an attempt made to identify the perpetrator. If the school knows who the perpetrator is, it can claim compensation from them (or their legal representative).

If the legal guardians of a minor child and the school fail to reach an agreement on compensation, the school may seek compensation through the courts.

2.6 Addictive Behavior

1. If the school becomes aware of such behavior, it will report this fact to the student's legal guardian.
2. The school is obliged to report any facts indicating that a student is using addictive substances to the social and legal protection of children authority of the municipal office with extended powers.
3. Distribution pursuant to Section 187 of the Criminal Code and dissemination of narcotic and psychotropic substances pursuant to Section 188 of the Criminal Code is prohibited in the Czech Republic and such conduct is a criminal offense or misdemeanor. In such a case, the school is obliged to prevent such a criminal offense and shall do so in any case by promptly reporting the matter to the police.
4. In the event of the presence of a substance suspected of being a narcotic or psychotropic substance on school premises, or in the event of a student possessing such a substance, the school will proceed as in point 3.

2.6.1 Alcohol

Recommended procedures in the event of alcohol consumption:

Alcohol consumption at school

1. If a student is caught consuming alcohol on school premises, during school hours, or at school events, it is primarily necessary to prevent them from continuing to consume alcohol.
2. The alcohol must be confiscated from the student in the presence of a witness and measures must be taken to ensure that they cannot continue to consume it.
3. Depending on the seriousness of the student's current condition and other circumstances, the teacher will assess whether the student is in any danger.
4. If a student is under the influence of alcohol to such an extent that their health and life are at risk, the school will provide the necessary assistance and care and call the emergency medical services.
5. If there is no immediate danger, the teacher will proceed in accordance with the school rules: they will write a brief report on the incident with the student's statement (in particular, where they got the alcohol and from whom), which the school prevention methodologist will file in their agenda and notify the school management.
6. If the student is unable to continue with lessons, the school will immediately notify their legal guardian and ask them to take responsibility for the student, as they are not medically fit to remain at school.
7. If the legal guardian is unavailable, the school will notify the social and legal protection authority of the municipality with extended powers and await its instructions. The school

may request assistance from the social and legal protection authority of the municipality with extended powers.

8. The school shall report to the legal guardian that the pupil has consumed alcohol at school, even if the pupil is able to attend classes.
9. If the situation repeats itself, the school shall fulfill its reporting obligation to the social and legal protection of children authority. The reporting authority is the relevant department of the municipal authority with extended powers according to the child's place of residence.
10. If the user or their legal guardians are interested, the school will provide the necessary information on the possibilities of professional assistance in resolving such a situation.
11. The consumption of alcohol at school is subject to sanctions set out in the school rules. Encouraging other pupils to consume alcoholic beverages is also considered dangerous and illegal behavior.
12. If a student is suspected of being intoxicated, a teacher may perform a preliminary alcohol test (breath test), but only with the prior consent of the legal guardian or adult student. The teacher shall make a brief record of the incident with the student's statement.
13. The teacher shall follow a similar procedure in the event of a student arriving at school under the influence of alcohol, or when it cannot be proven that the student became intoxicated at school.

Finding alcohol at school

1. If school staff find alcohol on school premises, they shall proceed as follows:

- a) They shall not subject the liquid to any tests to determine its chemical structure.
- b) They shall immediately notify the school management of the discovery.
- c) They shall store the liquid found with the school management in case it is used as incriminating evidence.
- d) They shall prepare a brief record of the incident.

2. In the event that school staff find alcohol on a student, they shall proceed as follows:

- a) They shall not subject the confiscated liquid to any test to determine its chemical structure.
- b) They shall immediately notify the school management of the finding.
- c) They shall make a brief record of the finding, including a statement from the student on whom the alcohol was found, the date, place, and time of the finding, and the student's name. The record shall also be signed by the student on whom the alcohol was found (or who handed it over). If the student refuses to sign, the staff member shall note this fact in the record. The school principal or his/her representative shall be present during the recording and interview with the student. The school prevention methodologist shall file the record in his/her agenda.
- d) The pupil's legal representative shall be notified of the finding, and in the event of a repeat finding involving the same pupil, the social and legal protection of children authority, which is the municipal authority with extended powers, shall also be notified.
- e) If there is a suspicion that the alcohol contains other additives and was found on a student who was intoxicated by it, the seized liquid shall be handed over to the doctor called to the scene.

2.6.2 Narcotic and Psychotropic Substances

Recommended procedures when OPL occurs:

Consumption of OPL at school

1. If a student is caught consuming OPL on school premises or during school hours, or during events organized by the school, it is primarily necessary to prevent them from consuming more.
2. The addictive substance must be taken away from the student and secured so that they cannot continue to consume it.
3. Depending on the severity of the student's current condition and other circumstances, the teacher will assess whether they are in any danger.
4. If the student is under the influence of OPL to such an extent that their health and life are at risk, the school will provide the necessary assistance and care and call the emergency medical service.
5. If there is no immediate danger, the teacher will proceed in accordance with the school rules. First and foremost, they will immediately obtain a statement from the student and notify the school management.
6. If the student is unable to continue attending classes, the school shall immediately notify the legal guardian and ask them to pick up the student, as they are not medically fit to remain at school.
7. If the student is unable to follow the instructions of school staff, the school shall immediately notify the legal guardian and ask them to pick up the student, as they are not medically fit to remain at school.
8. If the legal guardian is unavailable, the school will notify the social welfare authorities and await their instructions. The school may request assistance from the municipal social welfare authorities.
9. The school shall report to the legal guardian that the pupil has consumed OPL at school, even if the pupil is able to attend classes (follow the instructions of school staff).
10. At the same time, it shall fulfill its reporting obligation to the social and legal protection authority for children. The reporting authority is the relevant department of the municipality with extended powers according to the child's place of residence.
11. If the user or their legal guardians are interested, the school will provide information on the possibilities of professional assistance in resolving such a situation.
12. The consumption of OPL at school is subject to sanctions set out in the school rules. However, it is necessary to distinguish between the distributor and the user. The user is only dangerous to themselves, while the distributor is dangerous to everyone. Distribution is a criminal offense, while the use of OPL is a violation of the school rules.
13. Encouraging other students to use addictive substances is also considered dangerous and illegal behavior.
14. If a student is suspected of being intoxicated, a teacher may perform a preliminary test for the presence of OPL (saliva test), but only with the prior consent of the legal guardian or, in the case of students over 18 years of age, with the student's consent to preliminary testing

for the presence of OPL. The teacher shall make a brief record of the incident with the student's statement.

15. A similar procedure will be followed by the educational staff member in the case of a student arriving at school under the influence of addictive substances (OPL), or when it cannot be proven that the student became intoxicated at school.

Distribution of Addictive Substances (OPL) at School

1. Distribution of addictive substances (OPL) is considered illegal in the Czech Republic. It is therefore prohibited and may be classified as a criminal offense. The quantity distributed by the student is not decisive.
2. Possession of OPL is also always considered illegal. The quantity a student has on them at a given time is relevant for specifying whether this illegal act constitutes a minor offense or, in the case of an amount exceeding a small quantity, a criminal offense. However, this quantity does not necessarily affect the disciplinary sanction established by the school rules.
3. If a school staff member has reasonable suspicion that OPL distribution has occurred at school, the school must always notify the locally competent department of the Police of the Czech Republic, as it concerns suspected criminal activity.
4. If the act was committed by a person under 18 years of age, or was directed against a person under 18, the school must also notify the legal guardian and the municipal authority for social and legal protection of children with extended competence.
5. If school staff secure any substance as part of this suspicion, they must proceed according to the procedure described below.

Discovery of Addictive Substances (OPL) at School

A. In the event that school staff find a substance on school premises that they believe to be narcotic or psychotropic, they shall proceed as follows:

- The substance must not be subjected to any test to determine its chemical composition.
- The school management must be notified of the discovery immediately.
- In the presence of another school staff member, the substance shall be placed in an envelope, with the date, time, and location of the discovery recorded. The envelope must be sealed, stamped with the school's seal, signed by the staff members, and stored in the school safe.
- The Police of the Czech Republic must be notified of the discovery, and they will carry out the identification and securing of the suspected substance.

B. In the event that school staff seize a substance from a student that they believe to be narcotic or psychotropic, they shall proceed as follows:

- The seized substance must not be subjected to any test to determine its chemical composition.

- The school management must be notified of the discovery immediately.
- A brief record of the discovery must be made, including the student's statement, the date, time, and location of the discovery, and the student's name. The record must also be signed by the student from whom the substance was seized (or who handed it over). If the student refuses to sign, the staff member must note this in the record. The record and the conversation with the student must take place in the presence of the school principal or their deputy.
- The Police of the Czech Republic must be notified, as they will carry out the identification and securing of the suspected substance and inform the student's legal guardian.
- If the substance is found with a student who has already become intoxicated, the substance secured according to the above procedure shall be handed over to the attending physician. This may assist in treatment, as antidotes are known for certain toxins. Any further procedures necessary to identify the substance will then be carried out by the Police of the Czech Republic.

C. In the event that school staff suspect that a student has any addictive substance (OPL) on them, they shall proceed as follows:

- This constitutes suspicion of a criminal offense or minor offense, and therefore handling the situation falls under the competence of the Police of the Czech Republic.
- They must immediately notify the Police of the Czech Republic, consult with them on further procedures, and inform the student's legal guardian.
- The student must be isolated from others and kept under supervision until the Police of the Czech Republic arrive. Under no circumstances shall a personal search of the student or their belongings be conducted.

2.6.3 Smoking

Recommended procedures in case of OPL occurrence:

Consumption of tobacco products at school

1. In the event that a student is caught consuming tobacco products on school premises, during school lessons, or during school-organized events, it is primarily necessary to prevent them from further consumption.
2. The tobacco product must be taken from the student and secured so that they cannot continue consumption.
3. The educational staff member then proceeds according to the school rules: a brief record of the event is made, including the student's statement (especially regarding from where or from whom the tobacco product was obtained), which is filed by the school prevention coordinator in their agenda.
4. In case of violation of the smoking ban, the class teacher informs the legal guardian of the minor student.
5. In serious cases (especially with regard to the child's age or behaviour) and if the conduct is repeated, the school notifies the municipal authority for social and legal protection of children with extended competence. The school may request assistance from this authority.

6. Sanctions for consumption of tobacco products at school must be applied as established by the school rules — the procedure follows the regulations for the respective level of education.

2.7 Racism, Xenophobia

Recommended procedures in the event of discovering racism or xenophobia

1. It is necessary to determine the depth of extremist beliefs in individuals, as well as any links to extremist groups outside the school. At the same time, it is necessary to determine the spread of these attitudes within the group, class, or school.
2. It is necessary to respond immediately and decisively against manifestations of intolerance among students.
3. In the case of deeper-rooted attitudes (repeated verbal or visual expressions with possible extremist subtext, participation of a student in an extremist group, use of violence with extremist subtext), parents are informed and offered cooperation.
4. In the case of serious manifestations (particularly violent), the Police of the Czech Republic are informed (suspicion of deliberate activity motivated by extremist, racist, xenophobic, or anti-Semitic intent, or more serious forms of violence motivated in this way).
5. In lessons, focus will be placed on teaching this issue, and experts will be invited to discuss it with students.

Due to the seriousness of this issue, the class teacher shall immediately ensure the safety of any potential victim, notify the legal guardians of both the aggressor and the victim, and proceed according to the anti-bullying prevention plan, or, depending on the seriousness of the situation and any threat to the victim's safety, inform the Police of the Czech Republic. The offense is assessed through various levels of disciplinary measures (see the school rules). If it concerns propaganda without a specific victim, the parents of the students must be informed, an immediate intervention on the topic must be conducted with the students, and if the situation is beyond control, the responsible and professional institutions should be called in to assist with the intervention.

2.8 Risk Sports, Traffic

This issue is largely addressed in the first stage and through traffic education. Upon detecting a signal that a student (or students) is engaging in extremely dangerous sport, the parents must be informed immediately, and an intervention on the topic of safety, health protection, and personal responsibility for one's life and health must be conducted. The teacher who identifies the fact shall inform:

- the class teacher,
- the prevention coordinator, the educational counsellor,
- the school management,
- the legal guardian,
- in justified cases, it is also possible to contact the municipal authority for social and legal protection of children (OSPOD) or the Police of the Czech Republic.

Recommended procedure in the event of a minor injury

1. The injury is treated by the teacher present during the lesson (or supervision, if it is a break).
2. The attending teacher reports the injury to the student's class teacher and records the injury in the Injury Book (with the school administrator).
3. The class teacher, depending on the severity of the injury, informs the student's legal guardians and, if necessary, asks them to pick up the student for further medical examination/treatment.

Recommended procedure in the event of a serious injury

1. First aid is provided by the teacher present during the lesson (or supervision, if it is a break), and emergency services (155) are called if necessary.
2. The injury is reported to the class teacher, the school principal, the prevention coordinator, and the educational counsellor, and recorded in the Injury Book (with the school administrator).
3. The school (class teacher) informs the student's legal guardians by phone.
4. If the circumstances indicate that a criminal offense or minor offense may have been committed in connection with the injury, or if the injury is fatal, the school principal submits a report to the locally competent unit of the Police of the Czech Republic.
5. The class teacher informs the students about the incident, conducts a repeat lesson on safety, health protection, and accident prevention, and records this in the Student's Record Book and Class Book.

2.9 Sexually risky behavior

Recommended guidance when sexually risky behavior is identified

There are three basic indicators when sexual behaviour can be considered harmful and when a teacher should intervene:

1. if the child does not engage in it in private;
2. if there is suspicion that the behaviour harms themselves or someone else;
3. if the sexual behaviour becomes compulsive (meaning the child devotes so much time to it that they neglect their regular duties, hygiene, friends, schoolwork, and similar activities).

Recommended procedures for addressing sexually risky behavior

The situation is handled in the following order:

- class teacher
- school prevention coordinator, educational counsellor
- school management
- student's legal guardians, students
- municipal authority for social and legal protection of children (OSPOD)
- other specialists (psychologist, sexologist, psychotherapist)

In cases of family pathology, psychotherapeutic assistance is recommended. Adults are obliged to protect the child and uphold the child's best interests. Any discovered violence against a child (including sexual) must be reported to the municipal authority for social and legal protection of children (OSPOD) or to the Police of the Czech Republic.

2.10 Eating Disorders

Recommended guidance in case of suspected or confirmed illness

- Inform the class teacher, educational counsellor, and prevention coordinator; the class teacher then informs the parents.
- Parents must always be informed if the child has lost significant weight or has been repeatedly caught vomiting (peer reports are sufficient).
- If the parents refuse to address the situation, it is necessary to contact a pediatrician or, if needed, the municipal authority for social and legal protection of children (OSPOD) (considering the teacher's possibilities and limits).
- Recommend or facilitate contact with a doctor or psychologist.

2.11 Abuse and Exploitation of Children

If any signal appears that a child may be abused or exploited, attempts should be made to obtain statements from any potential witnesses. If there are none or they are unreliable, the relevant authorities – OSPOD – must be contacted immediately. Prior contact with the parents is not necessary; the child's safety always comes first. It is essential to act very carefully and sensitively, considering the seriousness of the suspicion.

Recommended procedures for detecting child exploitation

- In cases of suspicion, or when a child confides in a teacher and seeks help, the teacher should discuss subsequent steps with the educational counsellor, prevention coordinator, psychologist, and school principal. The investigation should be left to specialists who can determine whether the suspicion is justified.
- The teacher should not force the child to talk about details but should listen and help the child explore possible ways to address the situation. If the child confides in the teacher or hints at something, the teacher should listen, try to understand, and believe the child. After the conversation, the teacher should record all relevant information.
- From the teacher's perspective in protecting the child, a conversation with the child's parents should also take place. The purpose of this conversation is not only to inform the parents about the problem but also to supplement the existing information and confirm the suspicion that the child is being harmed in the family.
- In contact with the parents, the teacher should proceed with maximum caution, avoiding any guesses or accusations. The teacher should only communicate the reason for concern about the child, while avoiding references to the child's own statements.

- If the suspicion is true and the child is indeed at risk within the family, it is likely that the parents will react aggressively and adopt a defensive stance even before the suspicion is fully stated.
- If the teacher suspects that the violence concerns not only the child but also one of the parents, it is advisable to speak with that parent alone, without the potential perpetrator of domestic violence present.
- If the child has become a victim of abuse outside the family, the parents will likely respond differently. They will cooperate and welcome any activities aimed at proving abuse, harm, and protecting the child. Discovering that their child has been physically abused or sexually exploited is an enormous shock for parents. They may experience waves of anger and aggression along with feelings of guilt and failure. In this situation, it is recommended to advise them to visit a psychologist, whose initial therapeutic support and care is just as important for them as it is for their child.

2.11.1 CAN Syndrome

Recommended procedures for identifying CAN syndrome

1. It is important for the teacher to be attentive to whether the child shows any signs of abuse. This includes changes in the student's behaviour or physical marks indicating violent treatment.
2. The teacher should always try to establish personal contact with the student. The conversation does not have to be conducted only by the class teacher, but can also be held by any other school staff member whom the student trusts. Asking an abused child to step out of anonymity is the most difficult thing we can ask of them!
3. Additional information can be obtained from classmates or siblings.
4. In most cases, it is appropriate to approach the parents, who should comment on how they explain the problems the teacher has observed in the child. This can also reveal that the true cause of the student's unusual behaviour is something other than domestic abuse.
5. If the child admits to being abused, or if the teacher otherwise confirms this information, it is appropriate to contact specialists and notify OSPOD, or the local unit of the Police of the Czech Republic.

2.12 Negative Influence of Sects

Recommended procedures upon detection

In the event of any suspicion of individuals influenced by new religious movements at school, the following persons should be informed:

- school principal
- parents / legal guardian of the influenced student
- class teacher

In justified cases, it is also possible to contact the school psychologist, prevention coordinator, educational counsellor, OSPOD, or the Police of the Czech Republic. If a decision is made to take action, everything must be consulted with specialists. If the family is a member of a community exhibiting characteristics of a sect and there is no suspicion of neglect or any other criminal offense against the child, the teacher cannot influence the child's participation in that community. The teacher must set their own goals regarding what they can achieve through their support (particularly providing information about the risks of sects, without damaging the relationship with the child, etc.).

3 IMPORTANT CONTACT INFORMATION

All school staff, students, and parents have been informed about whom to contact in case of arising problems.

School Counseling Center:

- Mgr. et Mgr. Z. Vašíčková – Executive School Director, Prevention Coordinator
- Mgr. K. Vanová – Educational Counsellor
- Mgr. Lenka Němcová – Trainee Prevention Coordinator
- Mgr. Emma Matůšů – Psychologist
- Ing. L. Choc – Career Counsellor

Important phone numbers:

- Safety Line – 116 111
- Children and Youth Safety Line – 800 155 555
- Fire and Rescue Service – 150
- Emergency Medical Services – 155
- Police of the Czech Republic – 158
- Municipal Police – 156
- Emergency Line – 112

4 Procedure for Handling Crisis Events

Description of steps according to the type of event

a) Injury or death of a student or teacher

- Provide first aid and call the Integrated Rescue System (155, 158, 150)
- Inform the school management and the school's founder; contact the family and crisis centre
Convene the teaching staff
- Ensure crisis intervention for the class/staff.

b) Violence, bullying, assault

- Intervene immediately and ensure safety
- Separate the aggressor and the victim

- Inform parents, the Police of the Czech Republic, and OSPOD
- Activate the school crisis team.

c) Self-harm, suicide, or suicide attempt

- Call for professional help
- Ensure safety for other students
- Immediately inform the parents
- Provide crisis psychological support.

d) Crisis communication (e.g., with media or parents)

- Appoint a school spokesperson
- Prepare a concise and factual statement
- Prohibit unverified information and the spreading of rumours.

Psychological and post-crisis care

- Collaboration with the school psychologist, Pedagogical-Psychological Counselling Centre (PPP), crisis centre, and National Institute for Children in Danger (NÚDZ).
- Provision of post-crisis intervention (both group and individual).
- Long-term monitoring of the psychological condition of students and teachers.
- Prevention of retraumatization (e.g., working with memory, reintegration into the classroom after a tragedy).

Communication and Documentation

- Record of the event (date, course of events, measures taken, contacted institutions).
- Storage of documentation in a secure repository (in compliance with GDPR).
- Collaboration with the school's founder, OSPOD, police, and media.