



Great Grace International School

Employee Manual: Safeguarding Policy

2025- 2026 Revision

RESPONSE PROCEDURE GUIDELINES

These *guidelines* will help you determine to whom you should raise your concern. However, every situation is different, unique, and often multifaceted, and it may be difficult to ascertain who to speak to. Please contact safeguarding@ggis.hu for any queries, or use this [link](#) to write a concern.

Low Level Concern	Medium Level Concern	High-Level Concern
• Lying • Cheating • Personal misuse of technology • Inappropriate language • Disobedience	• Disrespect • Gossip/slander • Mocking/teasing • Serious or repeated behavior that violates school behavioral expectations. • Consensual sexual activity between peers* above sixteen • Bullying between peers* • Discrimination • Violent behavior that is not defined as physically abusive behavior • Possession of weapons • Gang activity • Possession or use of tobacco, alcohol, or drugs • Possession or pattern of viewing pornography • Depression, eating disorders, self-harm, suicidal expressions or indicators report directly to the Safeguarding Leads via MyConcern	• Abusive, harmful action towards a child (physical, sexual, emotional, neglect, or exploitation,) whether adult-to-child, child-to-child, contact or non-contact • Inappropriate behavior/relationships between adult and children • Harassment: aggressive pressure and intimidation, including sexual harassment • Threatening or bullying younger/weaker students, or a pattern of bullying behavior • Non-consensual, exploitative, or concerning sexual activity and anything below 16. • Distribution of pornography and any engagement in child pornography • Abusive or inappropriate social media or online communication between students, including nudes and sexting
Behavior corrected and disciplined by the teacher, activity leader, or appropriate administrator/supervisor	Repeated and/or serious behavior that warrants discipline and/or counseling -- involves the appropriate administrators	This type of behavior initiates a response and the involvement of the Safeguarding Team & School Director
Reported to and resolved by a staff member/administrator. (reported under Jupiter, alert parents of all parties involved)	Reported to and resolved by an administrator, as needed , the safeguarding team is involved (recorded under Jupiter & MyConcern , alert parents of all parties involved)	Reported to and resolved by the Safeguarding Lead/Team safeguarding@ggis.hu

*A peer relationship exists when there is not a significant difference in responsibility, trust, power, age, development, awareness, and/or understanding between the individuals.