

PROJECT

STANDARDS FOR THE PROTECTION OF MINORS in the Local Action Group „Dolina rzeki Grabi”

Preamble

The ruling principle of all actions undertaken by employees and other persons participating in projects implemented by the Local Action Group "Dolina rzeki Grabi" (hereinafter referred to as "LAG" or "Association") involving minors is to act for the good of the child and in his or her best interests. The child is always treated with respect and with consideration for their needs. It is unacceptable for an employee or person participating in a project implemented by LAG to use violence against a child in any form. Employees and other persons participating in LAG projects involving minors, when attaining these objectives, always act within the framework of binding law, internal regulations and their own competences.

The ruling objective of the Standards for the Protection of Minors, hereinafter referred to as the "Standards" in LAG is to ensure the safety of minors during the implementation of projects and trips organized by LAG. They are also to ensure the safety of minors during all other events, parties, meetings, and activities organized by LAG with the participation of minors.

This document was framed to avert child abuse.

Chapter 1

Basic terms

§1. Whenever these standards refer to:

- 1) Coordinator of Standards — shall be understood to mean the President of the Board;
- 2) person responsible for Standards — shall be understood to mean a person appointed by the Coordinator of Standards to prepare staff to apply the

- standards and the principles and procedures described in the Standards;
- 5) staff — shall be understood to mean the employees of the Association and co-workers, regardless of the basis of employment (including persons providing services based on civil law contracts), who have direct care of a minor;
 - 6) charges — shall be understood to mean any person using the services provided by LAG;
 - 7) minor— shall be understood to mean a person from birth to the age of 18;
 - 8) caretaker — shall be understood to mean the legal representative of the minor (parent/ legal guardian), a person authorized to represent them, or another person authorized to represent them under special regulations or a court decision;
 - 9) harm to a minor — shall be understood to mean any intentional or unintentional act or omission by an individual or an institution or society as a whole and any result of such action or inaction that violates the equal rights and freedoms of minors and/or interferes with their optimal development.
In particular, harm includes:
 - a. physical violence — intentional bodily harm, infliction of pain or threat of bodily harm. The effects of physical violence may include, among others, fractures, bruises, cuts, burns, internal injuries. Physical violence causes or may cause loss of health or life,
 - b. emotional abuse — humiliation, demeaning and ridiculing a minor, constant criticism, involving a minor in an adult conflict, manipulating him/her, lack of appropriate support, placing demands and expectations on the minor that he/she is unable to meet,
 - c. sexual harassment — engaging a minor in sexual activity by an adult - sexual violence refers to behaviors with physical contact (e.g. touching a minor, having intercourse with a minor) and behaviors without physical contact (e.g. showing pornographic materials to a minor, voyeurism, exhibitionism),
 - d. financial abuse — failure to provide adequate conditions for the child's development, including adequate nutrition, clothing, educational needs, or shelter within the means available to parents or guardians; is a form of neglect,
 - e. neglecting — failure to provide basic material and emotional needs by a parent or guardian of a minor, failure to provide adequate nutrition,

clothing, shelter, medical care, safety, lack of supervision.

Chapter 2

Rules for ensuring safe relationships between minors and the Association's staff

§2.1. Rules for safe relations between the Association's staff and minors:

- 1) The ruling principle of all activities undertaken by the Association staff is to act for the good of the minor and in their interest. The staff treat the minor with respect, taking into account their dignity and needs. The use of violence against a minor in any form is unacceptable.;
- 2) the principles of safe relationships with minors apply to all staff members;
- 3) knowledge and acceptance of the rules are confirmed by signing a declaration, the template of which is attached as **Appendix no. 1** to the Standards.
2. The Association staff is obliged to maintain a professional relationship with the minor and to always consider whether their reaction, message or action towards the minor is appropriate to the situation, safe, justified and fair to other minors.
3. The Association staff in contact with a minor:
 - 1) remains patient and treats the minor with respect;
 - 2) listens carefully to minors and tries to provide answers that are appropriate to the situation and their age;
 - 3) does not embarrass the minor, does not disrespect, does not humiliate or insult them;
 - 4) does not shout unless a dangerous situation requires it (e.g. a warning);
 - 5) does not disclose sensitive information about minors to unauthorized persons, this also applies to disclosing their image.
4. Decisions concerning a minor should always take into account their expectations, but also take into account the safety of other minors.
5. A minor has the right to privacy; any waving from the principles of confidentiality must be justified every time and the minor should be informed of such a fact as soon as possible..
6. If it is necessary to speak to a minor in private, the staff member should leave the door ajar or ask another staff member to participate in the conversation.

7. It is forbidden for Association staff to:

- 1) joke inappropriately in the presence of minors, use vulgar language, make offensive gestures, or express sexual content,
- 2) use physical advantage or threats.

8. A member of the Association staff is obliged to:

- 1) treat minors equally, regardless of their gender, sexual orientation, religion, ethnic origin or disability.
- 2) keep confidential information obtained in connection with the function or work performing, concerning health, developmental and educational needs, psychophysical abilities, sexuality, sexual orientation, racial or ethnic origin, political views, religious beliefs or worldviews of minors.

9. The Association staff may not record the image of minors for private purposes, including professional purposes, if the minor's caretaker has not given consent.

§3. The Association's staff is strictly prohibited (under penalty of imprisonment and loss of employment):

- 1) To have sexual relations with minors;
- 2) To make sexual and pornographic proposals to a minor, including sharing such content;
- 3) To offer a minor alcohol, tobacco products and other stimulants (drugs).

§4.1. The Association's staff is obliged to assure minors that in a situation where they feel uncomfortable, they will receive appropriate help in accordance with the instructions for providing it.

2. If the staff notices any disturbing behavior or situation involving a minor, they are obliged to follow the instructions for action, and if there is a suspicion that the Standards are not being followed, they are obliged to inform the management (e.g. a minor has a infatuation with a staff member, or a staff member has a infatuation with a minor).

§5. 1. Any violent behavior towards a minor is prohibited.

2. A minor may not be pushed, hit, prodded, etc.

3. A member of staff must not touch a minor in a way that might be misinterpreted. If, in the opinion of a staff member, a minor needs, for example, a hug, they should always have a justification for the situation and their behavior towards the minor.
4. Physical contact with a minor may never be secret or hidden, involve any form of gratification, or result from a power relationship.
5. A staff member who is aware that a minor has suffered some form of harm, e.g. physical or sexual abuse, is obliged to exercise particular caution in contacts with the minor, demonstrating understanding and sensitivity.
6. In situations requiring care and hygiene activities towards a minor, physical contact between a staff member and the minor is permitted.

§ 6. A minor is obliged to:

- 1) follow the rules of good conduct, including safety rules;
- 2) listen and respond to staff instructions;
- 3) respect property, maintain order and cleanliness;
- 4) respect the rights of others;
- 5) accept each other's individuality;
- 6) compliance with the prohibition on leaving the place without the consent of the staff;
- 7) inform about expectations, needs, problems and dangers.

Chapter 3

Rules providing Safe Recruitment of Staff Participating in Projects Involving Minors

§ 7.1. Principles of safe recruitment of staff in projects involving minors:

- 1) The Coordinator of Standards, prior to allowing a member of personnel or any other person to have contact with a minor, is obliged to obtain information on whether the data of such person is included in the Restricted Access Register or in the Register of Persons Against Whom the State Commission for Counteracting Sexual Exploitation of Minors Under the Age of 15 has issued a decision to include them in the register;
- 2) The Coordinator of Standards obtains from a candidate for a position involving anticipated contact with minors a certificate from the National Criminal Register regarding offenses specified in Chapters XIX and XXV

of the Criminal Code, in Article 189a and Article 207 of the Criminal Code, as well as in the Act of July 29, 2005, on Counteracting Drug Addiction (Journal of Laws of 2023, item 1939, as amended), or for equivalent prohibited acts defined under foreign law;

- 3) If the candidate holds citizenship other than Polish, they are also required to provide a criminal record certificate from the register of the country of which they are a citizen, obtained for the purpose of professional or volunteer activities involving contact with minors, or a general criminal record certificate if the law of that country does not provide for the issuance of a certificate for the aforementioned purposes;
- 4) The Coordinator of Standards obtains from the candidate a declaration regarding the country or countries (other than the Republic of Poland) in which they have resided during the past 20 years, under penalty of criminal liability (the declaration template is provided in Appendix No. 2 to the Standards);
- 5) If the law of the country from which the criminal record certificate is to be obtained does not provide for the issuance of such a certificate or does not maintain a criminal record register, the candidate shall submit, under penalty of criminal liability, a declaration stating this fact, along with a declaration that they have not been validly convicted and that no other decision has been issued against them confirming that they committed such prohibited acts. Additionally, the candidate must declare that they are not subject to any obligation, arising from a court ruling, another authorized body, or legal provisions, to comply with a prohibition on holding any or specific positions, performing any or specific professions or activities related to upbringing, education, recreation, medical care, providing psychological counseling, spiritual development, engaging in sports, pursuing other interests of minors, or providing care for minors (the declaration template is provided in Appendix No. 3 to the Standards);
- 6) In the case of drivers and caretakers employed by an entrepreneur providing trips organized by the Local Action Group (LAG), prior to signing the agreement, a declaration is obtained from the entrepreneur confirming that the drivers and caretakers employed by them have been verified in accordance with Article 21 of the Act of May 13, 2016, on Counteracting

Sexual Offenses and Protecting Minors.

Chapter 4

Rules and procedures for intervening in the event of suspected abuse or information about abuse of a minor

§ 8.1. The Association staff, as part of their duties in implemented projects, monitor the situation of minors, paying attention to risk factors and signs of child abuse.

2. In the event of obtaining information about the abuse of a minor or suspecting the abuse of a minor, the staff is obligated to:

1) call an ambulance if there is a serious bodily injury requiring medical intervention.;

2) inform the Coordinator of Standards and the person responsible for Standards about the incident or their suspicions regarding the abuse of a minor.;

3) prepare an intervention report describing the incident, in particular the reason for the suspected abuse of a minor.

3. The Coordinator of Standards or the person in charge of the Standards determines further actions, and if necessary - informs the caretaker of the minor about the Association's obligation to report suspected abuse of a minor to the appropriate institution - the prosecutor's office, the police, the family court, the social welfare center or the chairman of the interdisciplinary team to launch the "Blue Card" procedure - depending on the diagnosed type of abuse and correlated intervention.

4. After informing the minor's caretakers of the above-mentioned activities, the Coordinator of Standards or the person in charge of Standards shall submit a notice of suspected crime to the relevant institutions referred to in paragraph 3.

5. If there is suspicion that a crime has been committed against the minor in relation to sexual freedom and morality, the Coordinator of Standards or the person responsible for Standards submits a report to the police or the prosecutor's office.

6. In the case of any intervention related to abuse of a minor, the Association's staff is obliged to maintain confidentiality, excluding information provided to

authorized institutions as part of intervention activities.

Chapter 5

Rules for reviewing and updating the Standards

§ 9. 1. Implementation of activities on the Standards is subject to periodic review and modification as necessary.

2. The designated person conducts an evaluation of the Standards at least once every two years to ensure their alignment with current needs, legal requirements, and proposes necessary changes..

3. As part of the evaluation, an analysis is made of the level of implementation of the Standards.

4. A written protocol is prepared based on the conducted analysis.

§ 10.1. All procedures and documents related to the implementation of the Standards shall be made available to the staff prior to or within 30 days of the commencement of their tasks.

2. The staff confirms written familiarization with the above-mentioned documents.

§11. Procedures and documents related to the implementation of the Standards are made available on the LAG's website.

Chapter 6

Terms of reference for the person responsible for preparing staff and receiving incident reports or providing support

§12.1. The Coordinator of Standards shall appoint a person responsible for preparing staff to apply the Standards and the policies and procedures described in the Standards.

2. The person referred to in paragraph 1, among other things:

1) gives the Standards to the staff for familiarization;

- 2) accepts reports of suspected child abuse and takes intervention measures;
- 3) monitors the implementation of the Standards, responds to violations of the Standards and coordinates changes to the Standards;
- 4) keeps the necessary documentation, i.e., an intervention report using **Appendix 4** of the Standards.

Chapter 7

Keeping records of disclosed or reported incidents or events threatening the welfare of a minor

§13.1. Records of incidents or events that endanger the welfare of a minor are kept at the LAG office.

**Declaration of familiarization and acceptance
of the application of Standards for the Protection of Minors
in the Local Action Group "Dolina rzeki Grabi"**

(town, date)

(employee's name)

(position held)

I, the undersigned, declare that I have fully acquainted myself with the document Standards for the Protection of Minors in the Local Action Group "Dolina rzeki Grabi" and undertake to comply with the established standards and apply the rules and procedures provided therein.

(legible signature)

Intervention report

Part A (to be completed by the declarant of the incident)

1. Date, time and location of the incident
2. The full name of the minor
3. Cause of intervention, form of abuse
4. The person notifying of the abuse of a minor
5. Signature of the notifying person

Part B (to be completed by the Coordinator of Standards or their designee)

1. Date and description of action taken.....
.....
.....
2. Was the suspicion reasonable?.....
3. Meeting with the minor's caretakers

| Data | Description of the meeting | Signature of the person attending the meeting |
|------|----------------------------|---|
| | | |
| | | |

4. Form of intervention taken::
 - 1) Notice of suspected crime
 - 2) Another type of intervention. What kind?
5. Notification data

| Data | Name of the authority to which the intervention was reported |
|------|--|
| | |
| | |

(Date and handwritten signature of the Coordinator of Standards or person designated by them)

STATEMENT

(town, date)

I the undersigned (full name)

.....

residing at (residential address)

.....

holding an identity card (number and series of identity card)

.....

issued by (issuing authority of the identity card)

.....

I declare

- that during the last 20 years I have resided in the following countries, other than the Republic of Poland (please specify which):

.....

- that in the last 20 years I have held citizenship of the following countries, other than Polish citizenship (please specify which):

.....

- that I am aware of the criminal liability for making a false statement

.....

(handwritten signature)

(town, date)

STATEMENT

I the undersigned (name and surname) residing
at (address of residence) holding an
ID card (number and series of ID card) issued by
(issuing authority of the identity card)
.....

DECLARE - that in the country/countries* where I have resided in the past 20 years, other than the Republic of Poland, I have not been lawfully convicted of any acts corresponding to the offenses specified in Chapters XIX and XXV of the Polish Penal Code, in Articles 189a and 207 of the Penal Code, or in the Act of 29 July 2005 on Counteracting Drug Addiction, nor has any other ruling been issued against me confirming that I committed such prohibited acts. Furthermore, there is no obligation, arising from a court decision, another authorized body, or legal statute, requiring me to comply with any prohibition on holding any or specified positions, performing any or specified professions, or engaging in activities related to the upbringing, education, recreation, treatment, provision of psychological counseling, spiritual development, sports, or other interests of minors, or their care.*,

- that in the country/countries* other than the Republic of Poland, whose citizenship I have held over the past 20 years, I have not been lawfully convicted of any acts corresponding to the offenses specified in Chapters XIX and XXV of the Polish Penal Code, in Articles 189a and 207 of the Penal Code, or in the Act of 29 July 2005 on Counteracting Drug Addiction, nor has any other ruling been issued against me confirming that I committed such prohibited acts. Furthermore, there is no obligation, arising from a court decision, another authorized body, or legal statute, requiring me to comply with any prohibition on holding any or specified positions, performing any or specified professions, or engaging in activities related to the upbringing, education, recreation, treatment, provision of psychological counseling, spiritual development, sports, or other interests of minors, or their care.*,

- that I am aware of the criminal liability for making a false statement.

.....

(handwritten signature)

* Strike out where not applicable