

# Child Protection Standards

## STANDARDS FOR THE PROTECTION OF MINORS

### POLICY AND PROCEDURES FOR THE PROTECTION OF MINORS IN THE NETECS SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ

## Preamble

The Standards for the Protection of Minors are adopted in order to implement the legal obligation imposed by the Act of 13 May 2016 on Counteracting the Threat of Sexual Offences and the Protection of Minors - Journal of Laws 2024, item 560) in all educational entities.

The guiding principle of all actions taken by employees in the workplace is to act for the benefit and in the best interests of minors. Each employee shall treat minor persons with respect and take into account their needs. Any form of violence against a minor shall be absolutely unacceptable. Employees pursuing these objectives shall act in compliance with the applicable laws and the internal regulations of the respective school and their own discretions.

## Chapter I

### Glossary/Explanation of terms used in the "Standards for the Protection of Minors"

#### § 1.

1. **Employer** - the owner, director or manager of the workplace or any other person responsible for the organisation of work on behalf of the owner who is the supervisor of the employees in the workplace where the practical vocational training or apprenticeship is provided.
2. **Employee** - any person employed by an employer under an employment contract or a civil law contract, whether paid or unpaid, and also performing activities for the employer, e.g. an associate, apprentice, volunteer or trainee, with the exception of a minor.
3. **Headmaster** - the head of the school whose student is carrying out practical vocational training or a student traineeship with an employer, in accordance with the educational legislation.

4. **Minor** - any person who is under 18 years of age or is a student of a school<sup>1</sup>, who performs practical vocational training on the basis of a contract for practical vocational training or an employment contract for professional preparation or a student traineeship referred to in Article 121 a(1) the Education Law of 14 December 2016 (Journal of Laws of 2024, item 737, as amended), on the basis of a student traineeship agreement.
5. **Legal guardian** - hereafter also legal guardians, means a legal representative of a minor: parent<sup>2</sup> or guardian<sup>3</sup>; foster parent<sup>4</sup>; temporary guardian (i.e. a person authorised to represent a minor Ukrainian citizen who resides in the territory of the Republic of Poland unaccompanied by adults)<sup>5</sup>.
6. **Guardian's consent** - consent means in principle the consent of one parent in the case of ordinary, day-to-day affairs of the minor's life and the consent of both parents in matters beyond the scope of ordinary affairs (examples mostly not concerning school or education, such as consent to change place of residence). With regard to everyday matters concerning the minor's life, if one parent objects, they should be informed that the matter must be decided by the family court (in which case the decision of the guardianship court replaces the consent of both parents). The consent of the guardian, foster parent or temporary guardian applies accordingly in these cases.
7. **Apprenticeship/student traineeship supervisor** - a supervisor appointed by an employer to supervise the course of apprenticeship or student traineeship under that person's direction.
8. **Practical vocational training instructor** - an employer or a person employed by an employer who has the necessary professional and teaching qualifications to provide practical vocational training in the workplace.
9. **Harm caused to a minor** - any behaviour towards a minor that constitutes a prohibited act in relations with minors. In addition to that, harm shall also be understood to include negligence

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<sup>1</sup> **It is recommended** that these Standards for the Protection of Minors from Harm, i.e. the principles of safe relationships and intervention procedures, also apply to young adults insofar as they are continuing their education at a vocational or secondary technical school. Whenever the term 'minor' appears in this document it shall also mean a young adult continuing his/her education at a vocational or secondary technical school. In the case of students of legal age, the consent of the child's guardian provided for in this document shall not be required, unless otherwise provided for in the generally applicable legislation.

<sup>2</sup> Within the meaning of Article 98 of the Act of 25 February 1964. - Family and Guardianship Code (Journal of Laws of 2023, item 2809), hereinafter referred to as the "Family and Guardianship Code".

<sup>3</sup> Within the meaning of Article 155 of the Family and Guardianship Code

<sup>4</sup> Within the meaning of Section 112<sup>(1)</sup> of the Family and Guardianship Code


<sup>5</sup> Within the meaning of Article 25 of the Law of 12 March 2022 on Assistance to Citizens of Ukraine in Connection with the Armed Conflict on the Territory of Ukraine (Journal of Laws of 2024, item 167, as amended).



(intentional or unintentional), act or omission or their consequences, resulting in an infringement of the minor's rights, freedoms, personal interests and interference with his or her development.


10. The following basic types of harm can be distinguished:

- 1) Physical violence against a minor.** It is an act or omission as a result of which a minor suffers actual or potential physical harm. The harm is the result of an act or omission on the part of a parent, guardian, person responsible for the minor, in authority over the minor or trusted by the minor. Physical violence can be both a single incident and a repeated pattern of behaviour.
- 2) Psychological abuse of a minor.** It is a chronic, non-physical, harmful interaction between a minor and a person responsible for the minor or trusted by a minor. As with physical violence, it includes both actions and omissions. Manifestations of psychological violence include:
  - a) emotional unavailability,
  - b) emotional neglect,
  - c) a relationship with a minor based on hostility, blaming, denigration, rejection,
  - d) developmentally inappropriate or inconsistent interactions with the minor,
  - e) failure to recognise or acknowledge the individuality of the minor,
  - f) failure to recognise or respect mental boundaries between a minor and a person in charge,
  - g) inadequate socialisation, corruption,
  - h) situations in which the minor witnesses violence
- 3) Sexual violence against a minor (sexual abuse of a minor).** It is the involvement of a **minor** by an adult or another **minor** in sexual activity. It refers to situations where there is no physical contact (e.g. exhibitionism, verbal harassment, such as having conversations with sexual content inadequate for the **minor's** age, making sexual comments on the **minor's** appearance and behaviour, encouraging contact with pornographic content, *grooming* - strategies of developing non-sexual relationship with a **minor** with the intention of having sexual contact in the future) and where such contact does take place (situations such as touching a **minor**, forcing a **minor** to touch the perpetrator's body, having sexual intercourse). Any sexual activity with a **minor** before the age of 15 is a criminal offence. In the case of **minors**, we speak of sexual exploitation when there is a relationship of power, care or dependence between the abuser (adult, **other minor**) and the abused (**minor**), due to the age



or stage of development of the **minor**. Another form of sexual abuse of **minors** is known as sexual exploitation. This is any actual or attempted abuse of **minor's** vulnerability, weakness or trust for sexual purposes. Sexual exploitation includes (although not necessarily) financial, social or political gain from sexual exploitation. A particular threat of sexual exploitation occurs during humanitarian crises. The threat of sexual exploitation affects both the **minors** and the legal guardians of those **minors** who may fall victim to exploitation.

- 4) **Neglecting a minor.** It is a chronic or incidental failure to meet the physical and psychological needs of a minor. It can take the form of not respecting the minor's rights, which ultimately leads to disorders in the minor's health and/or development. Neglecting a minor occurs in the minor's relationship with the person with a duty of care, upbringing, safeguarding and protection.
- 5) **Peer violence** (peer harassment, bullying). Peer violence occurs when a minor experiences various forms of harassment from peers. It refers to direct actions or actions involving the use of communication technologies (e.g. via the Internet and mobile phones). Peer violence is recognised when the harmful action is intended to cause someone distress or harm (intentionally), is systematic (repeatedly) and the victim is weaker than the perpetrator or group of perpetrators. It includes:
  - a) verbal violence (e.g. name-calling, teasing, ridicule),
  - b) relational violence (e.g. exclusion from the group, ignoring, setting others against the person, blackmail),
  - c) physical violence (e.g. beating, kicking, pushing, pulling),
  - d) violence against victim's property (e.g. theft, destruction of objects)
  - e) cyberbullying/electronic harassment (e.g. malicious instant messaging, posts on social media, posting pictures or videos ridiculing the victim online),
  - f) sexual abuse - touching intimate parts of the body or forcing sexual intercourse or other sexual activity by a peer,
  - g) violence conditioned by norms and stereotypes related to gender (e.g. violence in romantic relationships between peers), origin, nationality, sexual orientation, religion or other characteristics.



**11. Online Safety Coordinator** - an employee designated by the employer who is responsible for ensuring safe conditions for a minor's use of ICT networks, including the Internet on the premises (if applicable). In the absence of the Online Safety Coordinator, another person designated to substitute for the Coordinator.

**12. Person in charge of the Standards for the Protection of Minors**- the employer or the employee designated by the employer, who supervises conformance with the Standards for the Protection of Minors in the employer's organisation and their validity. In the absence of the designated employee, another person appointed to substitute for them.

**13. Reporting Officer** - the employer or other employee designated by employer who is responsible for receiving reports of any incidents posing a threat to a minor. In the absence of the employer's designated employee, another person designated to replace him or her in that position.

**14. Person in charge of conducting interventions** - the employer or another employee designated by the employer, responsible for intervening with the employer before the competent authorities or institutions. In the absence of the designated employee, another person appointed to substitute for them.

**15. Person responsible for supporting the minor** - an employee designated by the employer to be responsible for developing a plan for supporting the **minor** following identification of instances of abuse and monitoring its implementation. In the absence of the designated employee, another person appointed to substitute for them.

**16. Intervention register** - a record of identified or reported incidents or events posing a threat to the welfare of a minor, including:

- 1) Reports with the name of the reporting person;
- 2) Person(s) suspected of abuse (minor's legal guardian, employee, other minor, other person);
- 3) Type of intervention undertaken;
- 4) Date of intervention;
- 5) Documents drawn up in relation to the intervention (e.g. notes, intervention sheets, copies of notifications/requests sent to the relevant services/schools).

**17. Personal data of the minor** – a minimum scope of information which allows for the identification of the minor.

## Chapter II

### Contact details of responsible persons and institutions offering support

#### § 2.


1. The employer designates the following persons to perform the roles specified in the Standards:

No.	Area of responsibility	Name / Role (persons and their substitutes)	Contact details
1.	Preparing staff to follow the Standards for the Protection of Minors and monitoring compliance with the Standards for the Protection of Minors	<b>Radosław Gliński</b> Director/Proxy	<b>+48 604 144 047</b>
2.	Ensuring safe use of the Internet	<b>Adrian Mrozek</b> Information Systems Administrator	<b>+48 721 680 982</b>

3.	Acceptance of applications	<b>Gabriela Hajduk-Plaminiak</b> Management Board Plenipotentiary  <b>Radosław Gliński</b> Director/Proxy	<b>+48 734 216 986</b>  <b>+48 604 144 047</b>
4.	Initiating and implementing interventions	<b>Gabriela Hajduk-Plaminiak</b> Management Board Plenipotentiary  <b>Radosław Gliński</b> Director/Proxy	<b>+48 734 216 986</b>  <b>+48 604 144 047</b>
5.	Coordination of the support provided to the minor	<b>Gabriela Hajduk-Plaminiak</b> Management Board Plenipotentiary  <b>Radosław Gliński</b> Director/Proxy	<b>+48 734 216 986</b>  <b>+48 604 144 047</b>

2. The Employer closely cooperates with the school where the minor receives vocational training in the area of protecting minors' interests.
3. In order to ensure adequate protection of minors, the Employer may cooperate with such institutions as:
  - 1) healthcare centres,
  - 2) social welfare centres
  - 3) psychological and educational counselling centres,



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- 4) county family assistance centres,
  - 5) the police, and
  - 6) district courts.
4. The employer shall inform minors working in its establishment about the availability of assistance from:
- 1) Commissioner for Human Rights,
  - 2) Commissioner for Children's Rights, including the helpline run by the Commissioner at 800 12 12 12,
  - 3) helpline for children and young people 116 111,
- and, if necessary, establishes cooperation with the abovementioned entities.

### **Chapter III**

#### **Recognising and responding to risks of harm to minors**

##### **§ 3.**

##### **Standards of minors 'protection**

1. The employer shall take measures to prevent the abuse of minors, in particular by:
  - 1) establishing principles for responding to risk factors and symptoms of abuse - Appendix [4];
  - 2) establishing principles for the safe recruitment of employees;
  - 3) ensuring adequate preparation of staff serving as apprenticeship/traineeship supervisors or practical vocational instructors through e.g. training, coaching, webinars, e-learning;
  - 4) defining the scopes of employee responsibilities;
  - 5) establishing rules for safe relations between the employees and minors and between the minors.
2. Employees acting as supervisors of apprenticeships/student traineeships and practical training instructors must have at least a basic knowledge of the risks and symptoms of abuse of minors and pay attention to their occurrence as part of their duties.


3. When risk factors are identified, the supervisor of the apprenticeship/traineeship or the practical training instructor gets in touch with the legal guardians of the minor, providing information on the available offer of support, motivating them to seek help from other institutions/entities working for the benefit of the minor. The steps taken should be documented in accordance with the employer's rules and practices.
4. Employees should always act to the best interest and welfare of minors.

#### **§ 4.**

#### **Principles of staff recruitment**

1. Before entrusting an employee with the role of apprenticeship/traineeship supervisor or practical training instructor, the employer shall take special care to prepare the person for the performance of the role and for working with minors.
2. Before entrusting an employee with the role of apprenticeship/traineeship supervisor or practical training instructor, the employer shall check whether the person is not listed in the Sex Offenders Register. A printout of the certificate from the Register should be kept in the employee's personal file or other records of the employee.
3. The person referred to in 1 above, prior to taking up the role mentioned in 1 above, shall submit to the employer information from the National Criminal Register with respect to offences specified in Chapter XIX (offences against life and health) and XXV of the Penal Code (offences against sexual freedom and morality) of Art. 189a and Article 207 of the Penal Code and in the Act of 29 July 2005 on Counteracting Drug Addiction (Journal of Laws of 2023, item 1939), or for the corresponding criminal offences defined in the provisions of foreign law.
4. Practical training may be carried out by a person who has not been punished for an intentional offence against life or health, an offence against sexual freedom and morality or an offence against family and guardianship, with the exception of the offence specified in Article 209 of the Penal Code of 6 June 1997 (Journal of Laws of 2024, item 17), an offence specified in Chapter 7 of the Act of 29 July 2005 on Counteracting Drug Addiction (Journal of Laws of 2023, item. 1939), and who has not been prohibited to conduct activities related to upbringing, treatment, education or care of minors or prohibited to enter certain areas or places, contact certain persons, approach certain persons or leave place of residence without the court's consent.


5. A person referred to in 1 above who is a citizen of a State other than the Republic of Poland shall, in addition, submit to the employer information from the criminal record of the state of citizenship obtained for the purpose of professional or voluntary activities involving contact with minors.
6. The person referred to in 1 above shall submit to the employer information about the country or countries in which he/she has resided during the last 20 years, in the case of countries other than the Republic of Poland and the country of citizenship, and shall at the same time submit to the employer (or other organiser) information from the criminal records of these countries obtained for the purposes of professional or voluntary activities related to contacts with minors.
7. If the law of the State referred to in paragraphs 5 or 6 does not provide for the issuance of information for the purposes of professional or voluntary activities involving contact with minors, information from the criminal record of that State shall be submitted.
8. Where the law of the country from which the information referred to in paragraphs 5 and 6 is requested to be submitted does not provide for issuing such information or no criminal record is maintained in the country concerned, the person referred to in 1 above shall make a statement to the employer to that effect, together with a declaration that he/she has not been convicted in that country for offences corresponding to the ones specified in Chapters XIX and XXV of the Penal Code, in Articles 189a and 207 of the Penal Code and in the Act of 29 July 2005. on Counteracting Drug Addiction, and no other judgment has been issued against him/her stating that he/she has committed such prohibited acts, and that he/she is not obliged by the judgment of a court, other authority or the law to comply with the prohibition to engage in any occupations, to practice any or certain professions or activities, related to upbringing, education, leisure, treatment, provision of psychological counselling, spiritual development, sports or the pursuit of other interests by minors, or to care for them.
9. The statements referred to in paragraphs 6 and 8 shall be subject to criminal liability in case a false statement is made. The person making the statement is obliged to incorporate in it the following clause: "I am aware of the criminal liability for making false statements". This clause replaces the authority's instruction on the criminal liability for making false statements.
10. The person appointed for the role of apprenticeship/traineeship supervisor or practical training instructor is required to make the following declarations:
  - a) a statement on having the knowledge of and adhering to the Standards for the Protection of Minors - Appendix [1];

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- b) a statement on the countries of residence during the last 20 years, other than the Republic of Poland;
  - c) a statement on no criminal convictions for offences against minors (if, for valid reasons, he/she cannot provide information on no criminal convictions from the national criminal record) - Appendix [2].
11. The statements shall be maintained in the employee's personal file or, failing that, attached to the civil law agreement.
  12. Refusal to file and sign any of the documents listed in 10 above will preclude entry into a legal relationship (employment or co-operation contract) with that person.

## **§ 5.**

### **Principles for safe relations between the employer's staff and minors**

1. The employee is aware of and applies the employer's established policy on safe employee relations with minors.
2. Knowledge and acceptance of the policy is confirmed by each employee.
3. The guiding principle of any action taken by any employee is to act for the benefit of the minor and in his or her best interests.
4. Each staff member shall treat the minor with respect and take into account the minor's dignity, needs and right to privacy.
5. It is unacceptable to use violence against a minor in any form.
6. It is unacceptable to enter into any relationship of a sexual or intimate nature with a minor.
7. It is not permissible to record the image of a minor (e.g. filming, voice recording, photographing) for the employee's private use.
8. Any contact with a minor shall be public and shall result from the performance of official tasks and activities.
9. Relationships based on the provision of financial or in-kind remuneration resulting from physical superiority, a relationship of power or the minor's dependence maintained with an intention to satisfy or fulfil the needs of the worker are unacceptable.
10. Care should be taken to ensure that any communication, action or activity towards a minor is appropriate to the situation, to the minor's degree of maturity and individual psychological and



physical capabilities, as well as safe and justified and did not result in unequal treatment of the minor in relation to other minors, including preferential treatment.

11. The General Principles for Safe Relationships between Employees and Minors apply to every employee, as well as to every person having contact with minors at the employer's premises if the contact takes place in the employer's organisation.
12. A detailed description of the principles of safe relationships can be found in Appendix [3] to the Standards. The detailed description of the Safe Relationship Principles refers in particular to:
  - a) communication with minors;
  - b) activities involving minors;
  - c) physical contact with minors;
  - d) after-hours contacts with minors, including online contact.

## **§ 6.**

### **Principles for a safe relationship between minors**

1. The apprenticeship supervisor/ practical training instructor monitors the relationship between the minors at the employer.
2. Minors undergoing practical vocational training or apprenticeship on the employer's premises shall know and apply the principles of safe relations between minors established at the employer's premises, which consist in particular of:
  - 1) communication between each other with due respect;
  - 2) absolute prohibition of violence in any form;
  - 3) resolving conflicts through peer mediation - once the occurrence of a conflict has been reported to the supervisor;
  - 4) respect for other people's property, privacy and space;
  - 5) applying the principle of equal treatment, respect for diversity, individual identity and self-expression.

## **§ 7.**

### **Taking into account the situation of minors with special educational needs, social maladjustment, at risk of social maladjustment, including disabilities**

If the employer provides practical vocational training or student internship to minors with special educational needs, including disabilities, social maladjustment or risk of social maladjustment, the employer adapts these standards, following the recommendations provided by the head of the school based on the judgments and opinions issued by psychological and educational counselling centres, including specialist ones, and the occupational physician.

## **§ 8.**


### **Raising awareness of protection standards for minors**

1. In order to disseminate the knowledge, the employer shall familiarise each employee, including minors, with the Standards for the Protection of Minors and shall provide answers to the questions asked. Statement from each employee confirming the knowledge of the standards shall be kept in the employee's personnel file. The statement shall be submitted in the format presented in Appendix [1].
2. The knowledge dissemination activities shall concern in particular:
  - 1) enhancing skills in recognising risk factors and symptoms of abuse of minors;
  - 2) counteracting violence, including interventions in situations of suspected abuse of a minor.
3. Ensuring that minors are aware that they have the right and opportunity to speak to the person responsible for their protection or another trusted member of staff who will take action to support them while respecting their privacy if the minors:
  - 1) have any problem, are afraid of or experience violence, including having experienced behaviour that violates the Safe Relationship Principles by a member of staff, another minor, the minor's legal guardian, another relative, or any person;
  - 2) have witnessed inappropriate, incomprehensible or ambiguous behaviour, including that indicated in the Safe Relationships Policy towards another minor by employees of the employer, another minor, the minor's legal guardian, another relative, or any other person.


## §9

### Responsibilities of those responsible for the implementation of the Standards for the Protection of Minors and the implementation of the standards

1. Employer responsibilities:
  - 1) taking care to create a safe environment at the workplace;
  - 2) designating the person(s) responsible for:
    - a) Standards for the Protection of Minors,
    - b) Internet safety,
    - c) acceptance of applications,
    - d) leading the intervention,
    - e) providing support to the minor.
  - 3) Delegation of tasks and responsibilities relating to the implementation of Standards for the Protection of Minors.
2. The responsibilities of the person **in charge of the Standards for the Protection of Minors** include:
  - 1) ensuring that the Standards for the Protection of Minors are made available on the employer's website (if the employer has one) and in the workplace,
  - 2) preparing staff to apply the Standards for the Protection of Minors,
  - 3) coordinating educational activities,
  - 4) liaising with other persons in charge of the implementation of the Standards for the Protection of Minors,
  - 5) keeping record of employees who have read the Standards for the Protection of Minors either before they start work or after changes to the Standards have been made,
  - 6) monitoring the implementation of the guidelines contained in the Standards for the Protection of Minors, planning the evaluation of the standards with the participation of employers, employees and minors.
3. The **Online Safety** Coordinator is responsible for ensuring:
  - a) guidance on safe use of the Internet by:
    - i. drawing up the rules for the safe use of ICT networks, including the Internet (hereinafter: the rules for safe use of the Internet), available for review in a hardcopy

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- version and on the employer's website, and requiring their acceptance at the time of connecting the device to the network,
  - ii. presentation of the rules for safe use of the Internet to minors, and employees and informing them about any updates the rules.
- b) safe conditions for using the Internet on the employer's devices by:
- i. defining the scope of blocking access to content which is illegal, harmful or inappropriate for the users' age;
  - ii. installation and regular (at least monthly) updating of software blocking access to illegal, harmful and inappropriate content for minors and updating the operating system of the devices,
  - iii. evaluating (at least once a year) whether the security and blocking software and the scope defined is adequate to meet the needs of minors and the changing Internet environment,
  - iv. checking (at least once a month) that the employer's devices do not contain illegal, harmful or inappropriate content for minors.
4. The person **in charge of receiving reports** is responsible for:
- a) receiving reports of any risks to the wellbeing of minors;
  - b) receiving reports on suspected or actual abuse of a minor and identified or reported incidents or events threatening the wellbeing of a minor;
  - c) handing over the report to the person responsible for undertaking the intervention as well as to the employer and the school headmaster (if the minor attends school) or, if the minor's health or life is directly threatened, immediately informing the police and the legal guardians (if they are not the perpetrators);
5. The person **in charge of undertaking intervention** is responsible for:
- a) initiating interventions according to the procedures described below and monitoring cooperation with the school;
  - b) documenting the reported misconduct, reviewing the information and notifying the employer of the results of the findings and keeping the intervention register. The intervention register should be kept in a secure place to which the person in charge of keeping the intervention register and the employer have access.



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6. The person **in charge of providing support to the minor** is responsible for:
    - a) participating in the development of a plan to support the minor, taking into account cooperation with the school management, the minor's legal guardians and other parties;
    - b) providing support to the minor according to the following principles:
      - i. ensuring the safety of the minor, e.g. separating him/her from the perpetrators of abuse,
      - ii. ensuring the minor's welfare and attending to his/her immediate needs (including of basic physiological needs),
      - iii. showing the minor kindness, trust, interest in his/her wellbeing and facilitate returning to normal activity.
    - c) in cooperation with the headmaster of the school attended by the minor, monitoring the support provided to the minor; if necessary, referring the minor and/or his/her legal guardians to institutions offering counselling, psychological consultations, addiction therapy, interventions against perpetrators of violence, support groups, training in child upbringing skills (these will be institutions such as, among others, psychological and educational counselling centres, psychological and psychotherapy care centres for children and youth, social aid centres or local non-governmental organisations);

## **Chapter IV**

### **Procedures for intervention in cases of suspected abuse of a minor**

#### **§ 10.**


1. Threats to the safety of minors can take different forms and involve various means of contact and communication.
2. For the purpose of this document, the following qualification of the risk to the safety of minors has been adopted:
  - a) suspected offences against minors (e.g. sexual exploitation, abuse of a minor),
  - b) suspected other forms of non-criminal abuse, such as, for example, domestic violence not meeting the criteria of abuse, shouting, humiliation, ridicule, pressure and demands beyond the minor's capabilities,
  - c) neglected needs of the minor (e.g. related to nutrition, hygiene or health).

3. For the purpose of this document, the procedures for intervention in the event of suspected harm to a minor by:
  - a) adults (employees, third parties);
  - b) the minor's legal guardians;
  - c) another minor.
4. The intervention procedures have been formulated to support staff in fulfilling their legal and social obligation to respond to situations of suspected abuse of a minor.
5. The aim of the intervention is to stop the abuse of the minor and keep him or her safe.
6. If there is any doubt about how to proceed, the person in charge of the intervention can contact specialists from the *Dajemy Dzieciom Siłę* Foundation by calling 800 100 100.
7. It is advisable to inform the school attended by the minor who participates in an apprenticeship or traineeship program of the intervention being undertaken.
8. It should be remembered that in the case of suspected sexual abuse of a minor under 15 years of age, there is a legal obligation to report suspicions to the police or the public prosecutor's office. Failure to do so is punishable by imprisonment of up to three years. For all other offences, there is a social obligation to make a report.

#### **§ 11.**

##### **Employees' obligation to report suspected abuse of a minor**

1. If a staff member suspects that a minor is being abused, or if such a circumstance is reported by a minor or his/her legal guardian, every staff member is obliged to draw up a memo with information on the situation and pass it to the person responsible for undertaking the intervention. The memo may be made in writing or sent by email.
2. The person in charge of undertaking the intervention shall immediately notify the employer that the report has been received and that an intervention appropriate to the reported situation has been undertaken.
3. If the reported abuse is alleged to be caused by a person designated to undertake the intervention, then the intervention is undertaken by the employer.

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4. If abuse by the employer has been reported and no other person has been appointed to lead the intervention, then the actions described in this section shall be taken by the person who perceived the abuse or to whom the suspected abuse was reported.
  5. Specialists, in particular psychologists and educators from the school attended by the student undergoing practical training or student internship, may be allowed to participate in the intervention.
  6. An intervention record is drawn up from each intervention on a form the template of which is attached as Appendix [5] to these Standards. The form shall be enclosed in the intervention register kept by the employer's organisation.
  7. All persons who, in the course of duties, become aware of the abuse of a minor or of information relating thereto shall be bound by an obligation of confidentiality, excluding information provided to competent authorities in connection with the undertaken intervention.
  8. Where a suspected threat to the minor's safety has been reported by the minor's guardians and the suspicion has not been confirmed, the minor's guardians must be informed about it in writing.

#### **§ 12.**

##### **Duty to inform competent authorities**

In the case of suspicion that the life of a minor is in danger or he/she is in danger of serious injury, the appropriate authorities (police, emergency medical services, social welfare centre etc.) should be informed immediately by calling 112 or 998 (ambulance). The notification must be made by the employee who first became aware of the danger and who then draws up an official memo and forwards it to the person responsible for undertaking intervention. This person shall be in charge of a further course of the intervention, in accordance with the procedures described in the Standards. Templates of such notifications are attached as Appendix [7] to these Standards.

#### **§ 13.**

##### **Suspected abuse of a minor by an employee**

1. When a suspicion of abuse of a minor by an employee is reported, the person responsible for conducting the intervention shall immediately inform the employer.

2. The person in charge of undertaking the intervention conducts interviews: with the minor, with other persons who have or may have knowledge of the incident, including his/her legal guardians. The person in charge of undertaking the intervention tries to establish the circumstances of the incident, but also the impact of the incident on the minor's mental and physical health. The findings are recorded in the intervention record form. During the meeting, the minor's legal guardians are provided with information about the incident, the potential intervention and the possibility of seeking specialist support, including from other organisations or services.
3. The employer, together with the person in charge of the intervention, arranges a meeting with the employee concerned to clarify the situation. The findings are recorded in the intervention form.
4. Until the investigation of the case is completed, the employee suspected of causing harm to a minor, which is prohibited under Polish law, shall be prevented from all forms of contact not only with the victim but also with other minors.
5. In case of suspicion of a crime, the employer shall report the incident to the police or the public prosecutor's office. In other situations, the employer takes disciplinary action in accordance with the law and the regulations in force in the employer's organisation.
6. When a staff-member is found guilty of non-criminal harassment of a minor (e.g. shouting, exclusion, humiliation), the person in charge of undertaking the intervention should investigate all the circumstances of the case, in particular hear the person suspected of causing harm to the minor and other witnesses to the incident. Where the violation of the minor's welfare is significant, in particular where there has been discrimination or a violation of the minor's dignity, appropriate disciplinary measures should be considered, including termination of the contract of employment of the person found guilty of wrongdoing, or recommendation of such termination to the person's superiors.

#### **§ 14.**

##### **Suspected abuse by a minor's legal guardian**

1. When abuse of a minor by his/her legal guardian is reported, the person in charge of undertaking the intervention shall interview the minor. He or she should interview other persons who have or may have knowledge of the incident and of the minor's personal situation. The person in charge of undertaking the intervention tries to establish the course of the incident, but also the impact of the incident on the minor's mental and physical health.

Contact and cooperation with the staff of the school the minor attends should be considered. The findings are written down in an intervention record form.

2. When a crime has been committed against a minor, the person in charge of undertaking the intervention prepares a report on the possibility of committing a crime and forwards it to the local police or prosecutor's office.
3. Where a minor suffers any form of harm other than an offence committed to his/her detriment by his/her legal guardians or other household members:
  - a) when the behaviour towards a minor meets the criteria of domestic violence<sup>6</sup> the local social assistance centre in charge of the minor's place of residence should be informed and – of deemed necessary - the Blue Card procedure may be initiated;
  - b) when the behaviour does not meet the criteria of domestic violence, but the minor experiences, for example, neglect or when relations in the family are otherwise abnormal (e.g. the parents are incompetent) - a request should be made to the family court having jurisdiction over the place of residence of the child to review the situation of the family.
4. The person in charge of undertaking the intervention arranges a meeting with an adult family member, who is not the perpetrator of the abuse, to whom they provide information about the incident, the possible intervention and the need/opportunity for specialist support, including from other organisations or services.

## **§ 15.**

### **Suspected peer-on-peer abuse**

1. In the case of suspected abuse of a minor by another minor present at the workplace, the person in charge of undertaking the intervention shall interview the minor suspected of abuse and his/her legal guardians, and separately the minor subjected to abuse and his/her legal guardians. In addition, he/she shall talk to other persons having knowledge about the incident. The interviews should seek to establish the course of the incident, as well as the impact of the incident on the abused minor's mental and physical health. The findings are written down in an intervention record form. Separate intervention records are drawn up for the abuser and the abused.

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<sup>6</sup> For the definition of domestic violence: see Article 2(1) the Act of 29 July 2005 on Prevention of Domestic Violence (Journal of Laws 2024, item 424, as amended).

2. It is recommended to use the support of the school or institutions located in the employer's area.
3. During the interviews it should be ensured that the minor suspected of harming another minor is not a victim of harm caused by his/her legal guardians, other adults or peers. If such a circumstance is confirmed, an intervention should also be undertaken concerning the minor perpetrator.
4. If the interview with the legal guardians reveals that they are not interested in helping the minor, ignore the incident or otherwise do not support the minor who has experienced abuse, the person in charge of undertaking the intervention shall draw up a request for family insight, which shall be referred to the competent family court.
5. If the person suspected of abuse is a minor aged between 13 and 17 and his/her behaviour constitutes a criminal act, the local family court or the Police must also be informed by means of an appropriate written notification.
6. If the suspected abuser is a minor over 17 years of age and his/her behaviour constitutes a criminal offence, then the local police or public prosecutor's office should be informed by written notification.

## **§ 16.**

### **Support plan**

1. With regard to a minor subjected to abuse, the person responsible for supporting the minor shall develop an individual support plan, tailored to the needs of the minor, the capabilities of the employer and, where necessary, based on cooperation with other entities in the local environment, listed in § 2 points 2 and 3. For that purpose, he/she may contact the staff of the school attended by the minor undergoing practical vocational training or student internship. The plan should include a description of measures to ensure the minor's safety, including:
  - a) ways of separating the minor from suspected abusers and helping the minor live a normal life without any restrictions,
  - b) scope of support , including support from other institutions,
  - c) the referral of a minor to another facility, if necessary.

A list of institutions to which a child's legal guardian may be referred to obtain support for themselves and their child is provided in Appendix [6].


2. A support plan should be developed with the minor's legal guardians and discussed with the minor. If the legal guardian is an abusive person, then the plan should be developed in consultation with the minor's non-abusive legal guardian.
3. Tailored to the needs of the minor and the capacity of the employer, a support plan should be developed for minors who witness abuse.

## **Chapter V**

### **Principles for safe use of the Internet**

#### **§ 17.**

1. When providing minors with access to the Internet, the employer is obliged to take measures to prevent minors from accessing content that may pose a risk to their proper development.
2. The risks associated with minors' use of the Internet and electronic media are considered include:
  - a) access to illegal content, such as, but not limited to, content depicting the sexual abuse of minors, hardcore pornography, racist and xenophobic material, other illegal content affecting the safety of minors, for instance, promoting or endorsing paedophilic behaviour, depicting a naked person or a person in the act of sexual intercourse by use of violence, unlawful threats or deception, or disseminated without that person's consent, pornographic content made available to minors, grooming of minors under the age of 15, child grooming and sexual blackmail (also referred to as „sextortion“).
  - b) access to harmful and inappropriate content, which includes but is not limited to
    - i. content depicting violence, physical injury,
    - ii. content presenting drastic scenes, death, cruelty to animals,
    - iii. content advocating self-destructive actions (self-harm, starvation, suicide, use of harmful substances, including psychoactive substances not clearly identified as drugs, etc.),
    - iv. content inciting violence, crime, radicalisation (including sects) and extremism,

- 
- v. trash streaming,
  - vi. discriminatory content
  - vii. pornographic content, etc.
- c) access to harmful and inappropriate online contacts and services, resulting in peer pressure, cyberbullying, grooming, sextortion, sexual activity as a source of income for minors, online gambling, access to age-appropriate advertising, access to age-appropriate social media, among others,
  - d) access to harmful and risky behaviours resulting in, inter alia, online challenging, sexting, pressure, violence using information and communication technologies.
3. When providing minors with access to the Internet via their own Wi-Fi network (or otherwise), the employer shall take measures to block access to illegal, harmful and inappropriate content for minors. This includes:
- a. determining the extent to which access to illegal, harmful and inappropriate content for minors should be prevented and blocked;
  - b. selecting specific software (including e.g. anti-virus software, parental protection tools for monitoring user activity, etc.);
  - c. installing security and blocking software;
  - d. updating the software referred to in point 3 above;
  - e. before allowing personal devices to access the employer's Wi-Fi network, establishing a closed network with a password and requiring acceptance of the terms and conditions before a device can be connected.
4. As a prerequisite for allowing a minor to use the employer's devices, the minor must be acquainted with the ruled of safe use of the Internet. Efforts shall be made to ensure that minors can read and understand the rules, in accordance with their needs.



## **§ 18.**

### **Actions following misconduct/incident - description of the case, establishing the circumstances of the incident, securing evidence and post-intervention monitoring**


In the event of disclosure of illegal, harmful or inappropriate content, or in the event of incidents compromising the safety of minors related to the use of the Internet, the following actions should be taken:

- a) each report/incident of disclosure of harmful or inappropriate content should be recorded, analysed and properly documented. The analysis of the incident should include an accurate description of the incident, identification of those involved and/or steps taken to identify the perpetrator, and material documenting the incident. The safeguarding of this evidence should respect the rights of the minor, including his/her right to privacy.
- b) the evidence should be secured and described (date of receipt, content of message, sender's data, i.e. user name, email address, website address). If the collected evidence indicates a violation of the law, the police should be notified immediately and hand over all the collected evidence to them.
- c) after the incident, regular post-intervention monitoring should be carried out, checking on the situation and the needs of the minors involved and/or the persons affected.

## **§ 19.**

### **Actions concerning participants in the incident**

1. Actions should be taken in respect of the participants in an incident, including the victims, perpetrators and witnesses of the incident. Some of the measures may involve working exclusively with victims, others will require the application of various educational activities and/or disciplinary sanctions towards the perpetrator. It is important to bear in mind that the actions taken in most cases concern minors, so the legal guardian of the minor should also be involved in each case.
2. The actions taken by the employer should be planned, implemented step-by-step, adapted to the situation and take the following sequence:

- 
- a) interviewing the participant in a way appropriate to the nature of the incident and the role of the participant (victim/offender/witness). Do not use a language that redirects blame and responsibility for the incident to the victim;
  - b) notifying the guardians of the participants in the incident and informing them of the actions taken by the employer and, if applicable, providing a support plan for the minor victim.
3. Depending on the situation, notification of the police or the court in the event of a suspected criminal act.
  4. Providing psychological and educational support and care to the participants of the incident, in consultation with other specialised institutions, when necessary.

## **§ 20.**

### **Taking corrective action**


1. In order to remove illegal, harmful or abusive content from the Internet, the legal guardians of a minor should be informed about the possibilities of deleting such content in cooperation with Dyżurnet.pl and about the procedure of reporting it via a form on the page where the content was published.
2. The minor victim should be informed of his or her right to be forgotten under the EU General Data Protection Regulation, which provides for specific links to be removed from Google's search engine in justified cases, so that they cannot be displayed when an associated phrase is typed in.
3. In the case of sharing content that violates the intimacy and privacy of a minor, it is also possible to use the following website: <https://stopncii.org/> i.e. Stop Non-Consensual Intimate Image Abuse. The site helps to remove intimate content from the Internet with the image of the person who has not consented to the content being made public.

## **Chapter VI**

### **Monitoring**

#### **§ 21.**

1. The person in charge of the Standards for the Protection of Minors, once every 2 years, carries out an evaluation among the staff of the state of knowledge and compliance with the Standards and the need for changes to the Standards.
2. A separate evaluation of the state of knowledge of and adherence to the Standards for the Protection of Minors and the need for changes to these standards can be carried out among minors and their guardians.
3. On the basis of the evaluation referred to in paragraphs 1 and 2 and the assessment of the compatibility of the standards with applicable legal regulations in force, the person in charge of the Standards for the Protection of Minors shall draw up a report to be submitted to the employer. Part of the report shall consist of an assessment of employees' knowledge of the standards, a summary of reported violations of the Standards for the Protection of Minors and proposals for change.
4. The employer shall, within one month of receipt of the report referred to in paragraph 3, decide on amendments to the Standards for the Protection of Minors and entrust the preparation of an updated version of the document to the person in charge of the Standards for the Protection of Minors.
5. If, on the basis of the report, it is established that the degree of knowledge of the Standards for the Protection of Minors is insufficient, the person in charge of the Standards for the Protection of Minors is obliged to carry out follow-up training on the Standards for the Protection of Minors for employees.
6. Employees are made aware of the findings and recommendations included in the report.
7. The employer shall make the necessary amendments to the Standards for the Protection of Minors and disseminated the updated version of the Standards.



**Chapter VII**  
**Final provisions**

**§ 22.**

1. The Standards adopted by the employer in the way customary or the employer's organisation come into effect on 23 September 2024.
2. The provision of the Standards, in a full and abbreviated version (including at least the principles of safe relationships and information about the person in charge of receiving reports) which is intended for minors, shall be made available in a way that allows employees, minors and their guardians to become familiar with the Standards, including:
  - a) hard copies of the document available at the employer's premises,
  - b) posting the documents on the employer's website at (<https://netecs.pl/>),
  - c) dissemination among all employees using customary communication channels.
3. Business partners whose activities involve contact with minors, are required to comply with these Standards.



**Appendices**

**Appendix 1**

.....  
.....  
.....  
.....

*(employee details)*

**Statement**

I hereby declare that on */date/* ..... I have familiarised myself with the Standards for the Protection of Minors in force at NETECS SPÓŁKA Z OGRANICZONĄ ODPOWIEDZIALNOŚCIĄ and I am aware of the labour law and other legal consequences resulting from the violation of the aforementioned Standards.

I undertake to strictly comply with the Standards for the Protection of Minors and to report to the employer any misconduct on the part of other employees that may result in a breach of the applicable Standards for the Protection of Minors.

.....

*(employee signature)*



**Appendix 2**

.....  
.....  
.....  
.....

*(employee details)*

**Employee statement**

I hereby declare that:

1. the law of my country of origin/of residence for the past 20 years\* does not provide for issuing criminal record information/there is no criminal record system in that country\*,
2. in connection with the above, I hereby state that I have not been validly convicted in this country for offences corresponding to the ones defined in Chapters XIX and XXV of the Penal Code, in Articles 189a and 207 of the Penal Code and in the Act on Counteracting Drug Addiction of 29 July 2005,
3. no judgment has been passed against me stating that I have committed such offences,
4. I am not subject to an obligation arising from a decision of a court, other similar authorities or the provisions of law to abide by a prohibition to hold any specific position or engage in any specific profession or occupation connected with education, upbringing, leisure, medical treatment, psychological counselling, spiritual development, sports or the pursuit of other interests by minors or to take care of minor subjects.

.....

*(employee's signature)*

## **Appendix 3**

### **Principles for safe relations of the employees of [name of employer] with minors**

The guiding principle of all actions taken by staff is to act for the benefit and in the best interests of minors. The staff members shall treat minors with respect and consider their dignity and needs. It is unacceptable to use violence against a minor in any form. Employees, in pursuing these objectives, shall act within the framework of the applicable law, the employer's internal regulations and their own discretions. The principles of safe employee relations with minors apply to all employees, associates, interns and volunteers, as well as to any adult having contact with minors, if such contact takes place on the employer's premises and with the employer's consent. Knowledge and acceptance of the policy is acknowledged by each employee.

#### **Relationships of workers with minors**

You are required to maintain a professional relationship with minors and each time consider whether your response, message or action towards a minor is appropriate to the situation, safe, reasonable and fair to other minors. Act in a way that is open and transparent to others to minimise the risk of misinterpretation of your behaviour.

#### **Communication with minors**

1. Be patient and respectful when communicating with minors.
2. Listen carefully to minors and give them answers appropriate to their age and the situation.
3. You must not embarrass, humiliate, belittle or insult the minor. In a situation other than for the safety of the minor or other minors, you must respond firmly but avoid shouting<sup>7</sup>.
4. You must not disclose sensitive information about a minor to unauthorised persons, including other minors. This includes the minor's image, information about his/her family, economic, medical, guardianship and legal situation.
5. When making decisions regarding the minor, inform him/her and try to take his/her expectations into account.

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<sup>7</sup>Shouting, even with a positive intention and purpose of the adult person, does not guarantee that the danger will be stopped/avoided but, on the contrary, can lead to a strong fear of the child and therefore to a violent, uncontrollable reaction

6. Respect the minor's right to privacy. If it is necessary to depart from the confidentiality obligation to protect the minor, explain the situation to the minor as soon as possible.
7. Ensure that you are within sight or hearing distance of other workers when you are carrying out activities with minors. In exceptional and justifiable situations where you need to be alone with a minor, always notify other workers and inform them of the exact location where you will be with the minor.
8. You must not behave in an inappropriate manner in the presence of minors. This includes using vulgar words, gestures and jokes, making offensive remarks, allude to sexual activity or attraction or use a relationship of power or physical advantage (intimidation, coercion, threats) towards a minor.
9. Assure minors that if they feel uncomfortable in any situation for reason of a particular behaviour or words, they can tell you or the designated person (depending on the intervention procedures adopted by the employer) and can expect an appropriate response and/or assistance.
10. Address the minor by name in the form preferred by him/her, respect his/her identity and ways of expression.
11. Use alternative forms of communication with the minor who needs it, taking into account the minor's psychological and physical capabilities.

#### **Activities with minors**

1. Value and respect the contribution of minors to the activities undertaken, actively involve them and treat them equally regardless of their gender, sexual orientation, disability, social, ethnic, cultural, religious status and worldview.
2. Avoid favouritism towards minors.
3. Do not enter into any sexual or intimate relationship with minors and do not make proposals of an inappropriate nature. This includes sexual comments, jokes, gestures and sharing erotic and pornographic content with minors in any form.
4. You are not allowed to record the image of a minor (filming, voice recording, photographing) for private purposes. This also applies to allowing third parties to record images of minors if the employer has not been informed and has not consented to it and the consent of the minors' guardians and the minors themselves has not been obtained.



5. Do not offer alcohol, tobacco products or illegal substances to minors or use them in the presence of minors while on duty or on the work premises.
6. Do not accept money or gifts from minors or the minor's guardians. You must not enter into a relationship of any kind of dependency with the minor or the minor's guardians that could lead to accusations of unequal treatment or financial or other benefits.
7. All risky situations that involve infatuation of a minor by an employee or an employee by a minor must be reported to the employer. If you witness such situations, react firmly but sensitively to preserve the dignity of the persons involved.

### **Physical contact with minors**

Any violent action towards a minor is unacceptable. However, there are situations where physical contact with a minor may be appropriate and meet the criteria of safe contact: when the contact responds to the needs of the minor at the time, takes into account the minor's age, developmental stage, gender and cultural and situational context. However, it is not possible to determine the universal appropriateness of all such physical contact, as behaviour appropriate to one minor may be inappropriate to another. Always use your professional judgement by listening, observing and noting the minor's reaction, asking the minor's consent to physical contact (e.g. hugging) and remaining aware that even with your good intentions, such contact may be misinterpreted by the minor or third parties.

1. You must not hit, poke, push or in any way infringe on the physical integrity of a minor.
2. Never touch a minor in a way that could be considered indecent or inappropriate.
3. Always be prepared to explain your actions.
4. Do not engage in activities such as tickling, pretend fighting with minors or violent physical play.
5. Take particular caution towards minors, who have experienced violence and abuse, including sexual, physical or neglect. Such experiences can sometimes cause a minor to seek inappropriate or inadequate physical contact with adults. In such situations you should respond sensitively but firmly and help the minor understand the importance of personal boundaries.

6. Physical contact with a minor must never be covert or hidden, involve any gratification or result from a relationship of power. If you witness any of the behaviours and/or situations described above on the part of other adults or minors, always inform the person in charge and/or follow the intervention procedure in force.
7. Physical contact with a minor can only take place with his/her consent and according to his/her needs. Before hugging a minor, for example, in order to comfort or reassure him/her, you should ask him if he needs it.


### **Contacts after hours**

As a general rule, contacts with minors should only take place during working hours and for purposes that fall within the scope of your duties.

1. You must not invite minors to your place of residence or meet them outside working hours without the knowledge and consent of your employer and the minors' legal guardians. This includes contact with minors through private communication channels (private phone, email, instant messaging, social media profiles).
2. If necessary, the appropriate form of communication with minors and their legal guardians, outside working hours, is through business channels (e-mail, business phone). Communication with minors via online channels (e.g. social media groups, private email accounts) is only possible if there is adult in the group or among the recipients. In all cases, the contact must be overt.
3. Maintaining social or family relationships (if minors and legal guardians of minors are relatives of the employee) requires that all information concerning other minors be kept confidential.
4. The limitations set out in paragraphs 1 and 2 shall not apply where the welfare of a minor is at risk. In such a situation, action shall be taken to safeguard the safety of the minor and a record of the incident shall be drawn up immediately and handed over to the person responsible for the protection of minors and the employer.

### **Online contacts**

Be aware of the digital risks and dangers of having your private online activities recorded by apps and algorithms, but also your own online activities. This includes liking certain pages, using dating apps where you may meet minors who are doing an apprenticeship or student traineeship, watching



specific people/pages on social media and the privacy settings of the accounts you use. If your profile is publicly accessible, minors and their legal guardians will have insight into your digital activity.

1. You are not allowed to interact with minors doing practical training or student internship by accepting or sending them invitations on social media.
2. If, for educational purposes, you communicate with minors through online channels (e.g. social media groups), ensure that another employee or guardian also has access for transparency. In all cases, this contact must be open and maintained with the knowledge and consent of the employer and the minors' guardians.
3. When working with minors, disable the Bluetooth functionality on your personal electronic device.

#### **Protection of minors**

1. When working with a minor who has experienced abuse, including sexual abuse, physical abuse or neglect, use caution and distance to protect the minor. Always explain to the minor the limits of the relationship.
2. In a situation of suspected or disclosed abuse, always create an opportunity for the minor to express his/her opinion and give his/her account of the situation, bearing in mind that this may be the first and only conversation for the minor (the minor may not make any more attempts to seek support). It is particularly important to:
  - a) express your concern by declaring that you believe in what the minor says;
  - b) reassure the minor that he did the right thing by entering into a conversation about the harm suffered;
  - c) explain to the minor that he/she is not to blame for the situation;
  - d) firmly condemn any form of violence, sending a clear message that it is unacceptable and must be prevented/stopped;
  - e) inform the minor that the matter will be dealt with by other persons in charge, including information that measures will be taken to ensure the minor's safety.

## Appendix 4

### Process for implementing the response procedure

#### IN THE EVENT OF DIFFICULT, AGGRESSIVE OR VIOLENT BEHAVIOUR ON THE PART OF THE MINOR



Upon observing increased tension, nervousness or difficulties in the minor creating the probability of difficult behaviour, including aggressive or self-aggressive behaviour which poses a threat to the minor himself/herself or the other persons, it is necessary to take immediate steps in order to counteract escalation of the situation, including having a conversation with the minor, calming him/her down, if possible focusing on a neutral subject (method of redirecting attention) or involving other soothing/relaxing measures;




In a situation of escalation of difficult, undesirable behaviour, an attempt should be made to control or stop it, adequately to the situation, taking into account the previously identified risk of difficult, aggressive or self-aggressive behaviour and the individual proactive or non-aversive reactive strategies established for use in relations with minors;



If the actions taken in a given situation do not produce results and there is an escalation of difficult, aggressive or self-aggressive behaviour, the designated employee in charge of undertaking an intervention procedure or other staff members who are in the vicinity should be informed and asked for help; these persons should immediately inform the decision-makers or specialists and provide support for the situation;



- Subsequently, in the event of highly aggressive behaviour that cannot be stopped and poses a risk to the health and life of the minor or others, provide immediate pre-medical first aid if



necessary and call for an ambulance and/or police, and then notify the minor's legal guardians. In such a situation, the least invasive form of stopping the act of aggression should be used as much as possible and safe for everyone involved;

- Ensure the safety of everyone involved in the incident, including witnesses;



If the circumstances of the incident so permit, the person designated in the procedure for undertaking intervention shall immediately initiate a conversation giving the minor the opportunity to express his/her point of view and give his/her account of the situation, in order to establish the causes and circumstances of the incident; during the conversation with the minor, unless it is disruptive, the relevant information shall be noted down; at the end of the conversation a note shall be made of the whole incident and of the information provided by witnesses to the incident and the minor's guardians should be notified about the situation;



- Until it is certain that the situation has been resolved and that the challenging behaviour has ended, the minor must not be left alone, we may not lose sight of him/her;
- The safety of all participants and witnesses must be ensured and psychological and educational support must be provided. If the employer does not offer such support on its own, the institutions listed in §2(2) and (3) can be contacted for help.

**Special conditions for the intervention interview:**

- The interview should be conducted without time pressure, without rushing the minor, and should be adjusted to the minor's needs and capabilities; the place where it is carried out should take into account, inter alia, the specific perception and processing of sensory stimuli by the minor; the minor's language and modes of communication should be taken into account;
- During the interview it is necessary to allow the minor to speak freely and talk about his/her fears, without interrupting, criticising, supplementing the story with one's own guesses. Avoid commenting on the story told by the minor and do not try to reduce the significance of what has happened;
- The interview should take place in a safe and calm atmosphere; afterwards, the minor should be provided with adequate support until the situation stabilises and his/her emotions calm down - the minor should not be left alone i.e. we may not lose him/her out of sight, until we can be certain that the situation has stabilised.



**Guidance for employees:**

- Familiarise yourselves with the above-mentioned procedure for responding in the event of difficult, aggressive or violent behaviour by a minor and the obligations and procedure to be followed in such cases,
- Cooperate with the person designated to undertake the intervention procedure at school and follow their instruction during the incident;
- Having the mobile phone numbers of persons responsible for making interventions with the employer;
- Ensuring regular improvement of competences and skills in the scope necessary to undertake the actions set out in the aforementioned procedure.

**Appendix 5 - Intervention Record Form**

- 1. Name of the minor:  
.....
- 2. Cause of intervention (type of harm):  
.....  
.....
- 3. Person reporting suspected abuse:  
.....
- 4. Actions taken against the minor:  
.....  
.....
- 5. Support plan arrangements (if applicable):  
.....  
.....
- 6. Meetings with the minor's guardians:  
.....  
.....
- 7. Details of the intervention (name and address of the authority to which the intervention has been reported):  
.....  
.....
- 8. Results of the intervention:  
.....  
.....
- 9. Actions taken against the perpetrator:  
.....  
.....

.....  
*date and signature of the person  
completing the form*

## Appendix 6

### Where to refer a minor's guardians in need of support for themselves and the minor?

- **Local social welfare centres** - in addition to economic support, legal support, housing support and in-kind support, etc., many centres also offer parenting skills workshops, parenting competency courses or "Parents' Academy" classes. It is also possible to obtain assistance of a family assistant at the welfare centre (at the parents' request), and to apply for a personal assistant for a person with a disability, if the family has a child with a disability certificate in their care. For many families, the possibility to obtain assistant support is what saves the child and family from a permanent crisis. The welfare centre assistance is free of charge.
- **Crisis intervention centres** - facilities run by county authorities. They offer assistance to people who are experiencing difficult life situations and mental imbalance as a result of, among other things: death of a close person, own illness, illness of a child or other close person, divorce/separation, conflicts in the family, threat of violence. The centre provides psychological counselling, crisis intervention, short-term psychotherapy, workshops and support groups. The CIP's assistance is free of charge.
- **Psychological and educational counselling centres** - provide diagnostic and consultative support, organise psychological and educational courses and improve parenting competences (e.g. parenting school, positive discipline workshops, workshops for parents of children with ADHD). They work with teams of evaluators to obtain, among other things, a certificate on the need for special education, an opinion on the need for early development support and a certificate on the need for individual teaching. Assistance at the public psychological and educational counselling centre is free of charge.
- **Specialist family counselling centres** - public centres providing psychological help and support for couples and families. They provide individual and family consultations, psychotherapy for children and adults, workshops and groups for parents. The help of the family counselling centres is free of charge.
- **Early Intervention Centres** - offer comprehensive, coordinated, multi-specialist support to children under 7 and their carers (in terms of childcare). Early Intervention Centres are part of the National Health Service and a referral from a doctor is needed. At the Early Intervention Centre, the child can receive, among other things, early development support therapy, physiotherapy, speech therapy and others. The centres offer day care and are free of charge.



- **Daycare centres** (formerly "community day care centres") – children can stay in such centres for a few hours (mainly after school); their services are free of charge and are voluntary, and the offer is addressed mainly to families with school-age children experiencing child-rearing difficulties. At the day care centres, children can receive a meal, help with homework, participate in social therapy classes, compensatory exercises and other activities.
- **Community mental health centres for adults and community mental health centres for children and adolescents** - offer support to children and parents experiencing mental health crisis and parenting difficulties in the form of individual, therapy groups and workshops. The centres operate within the framework of the National Health Service.
- **Children Aid Centres** - these are places where child victims of crime and their carers receive comprehensive and interdisciplinary help under one roof. This means that the case of a child who comes the care of the centre is handled from start to finish by a group of the same professionals. At meetings of the interdisciplinary team, they decide together what kind of support the child and his or her carers need. The support strategy is implemented - as far as possible - by school staff: psychologists, doctors and a social worker. Court hearings involving children also take place in such centres, if necessary. A map which such centres can be found at: <https://centrapomocydzieciom.fdds.pl/>.
- **National and local NGOs dedicated to supporting parents and children.** It is worth encouraging parents to check and look up for the offer of services for themselves. The available options include: support groups (for parents of young children, bereaved parents, parents of children with disabilities, etc.), psychological counselling and therapy, psychological and educational workshops and classes for parents, workshops for children.
- **Helpline for children and young people 116 111 run by the Dajemy Dzieciom Siłę Foundation,** - free and anonymous, 24/7, in Polish, Ukrainian and Russian; <https://116111.pl>
- **Children's Ombudsman Helpline 800121212** - free and anonymous, 24/7, in Polish, Ukrainian and Russian, <https://800121212.pl>.

**Appendix 7. Templates of intervention notifications and records**

**1. Template of a notification of a potential offence**

Place, date

District Attorney's

Office in .....<sup>5</sup>

Notifier: (full name of employer and official address)

*represented by: .....*

*address for correspondence:*

.....

**Notice of suspected offence**

I am writing to report a suspected offence ..... (*description*)  
to the detriment of a minor ..... (*name and surname, date of birth*)  
by..... (*name of alleged perpetrator*).

**Justification**

In the course of performance of job duties involving contact with a minor, ..... (*name of employee*), the minor shared disturbing information concerning.....(*description of the situation*).

In view of the above information, and having in mind the welfare and safety of the minor, I request that proceedings be initiated in this case.

Further information can be obtained from..... (*name and contact details*).

.

.....  
signature of the person  
in charge of the intervention

**2. Template of a request for inspecting a family situation of a minor**

Place, date  
District Court  
in .....  
Family and Minors Division

Requester: *(full name and official address of employer)*

*represented by: .....*

*address for correspondence:*

*.....*

Parties to the proceedings ..... *(names of parents)*

*(street address) .....*

*..... (residential address)*

Parents of ..... *(name of the minor, date of birth)*

**Request for inspecting a family situation of a minor**

I hereby request to inspect the situation of the minor ..... *(name of the minor, date of birth)* and issue of appropriate decisions.

**Justification**

Description of a situation which poses a threat to the welfare of a minor:

.....

With the above facts in mind, it may be presumed that the welfare of the minor..... ..

is at risk and the parents do not exercise parental authority in a proper way. Therefore, the request for looking up into the minor's family situation and possible support of the parents seems necessary.

The employee having detailed knowledge of the situation is ..... *(name , business phone, business address).*

.....

*Signature of the person in charge of the intervention*

## Appendix 8 Useful references for the preparation of workers to work with minors

1. Recognising symptoms of child abuse -e-learning: <https://edukacja.fdds.pl/enrol/index.php?id=181>
2. Symptoms of child sexual abuse and child and adolescent sexual behaviour - e-learning: <https://edukacja.fdds.pl/enrol/index.php?id=183>
3. Diagnosis of peer-on-peer violence - e-learning: [Diagnosis of peer violence | platform FDDS learning](#)
4. Effective responding to violence - e-learning course: <https://edukacja.fdds.pl/course/view.php?id=621>

More educational materials, as well as information on available training courses and webinars, can be found on the following websites:

<https://edukacja.fdds.pl>

<https://standardy.fdds.pl>

The website of the Team for the Protection of Minors at the Ministry of Justice offers a range of practical information useful in the implementation of Standards for the Protection of Minors:

[Team for the Protection of Minors - Ministry of Justice - Gov.pl Portal \(www.gov.pl\)](#)