

# Jedność Foundation

## CHILDREN PROTECTION POLICY

### Table of contents

<b>DEFINITIONS</b>	<b>2</b>
<b>OUR OBLIGATIONS</b>	<b>3</b>
<b>STAFF RECRUITMENT AND TRAINING</b>	<b>4</b>
STAFF RECRUITMENT	4
VERIFICATION OF NON-CRIMINAL RECORD	4
TRAINING AND SUPERVISION	5
EMPLOYEE OBLIGATIONS	6
<b>STAFF RELATIONSHIPS WITH CHILDREN</b>	<b>7</b>
WORKING WITH CHILDREN	7
PHYSICAL CONTACT	7
COMMUNICATION WITH THE CHILD	8
<b>RELATIONSHIPS BETWEEN CHILDREN</b>	<b>8</b>
<b>PERSONAL DATA PROTECTION</b>	<b>9</b>
<b>IMAGE PROTECTION</b>	<b>10</b>
<b>USE OF ELECTRONIC DEVICES AND THE INTERNET</b>	<b>11</b>
<b>PROCEDURES IN CASES OF CHILD ABUSE</b>	<b>12</b>
TYPES OF INTERVENTIONS IN CASES OF DIFFERENT FORMS OF CHILD ABUSE	12
A CRIME COMMITTED AGAINST A CHILD BY AN ADULT	13
A CRIME COMMITTED AGAINST A CHILD BY ANOTHER CHILD	13
NEGLECT OF A CHILD IN THEIR FAMILY ENVIRONMENT	13
<b>PRINCIPLES OF DOCUMENTING AND STORING INFORMATION</b>	<b>14</b>
<b>SHARING OF STANDARDS</b>	<b>14</b>
<b>REVIEW AND UPDATE OF STANDARDS</b>	<b>14</b>

# Children Protection Standards

The well-being and safety of children are of paramount importance in any environment but are of particular importance in organizations involved in caring for and developing them. This document aims to create a comprehensive framework to protect children from all forms of violence, abuse, neglect and exploitation. The standards it prescribes serve to create a safe and supportive environment for every child under the care of our organization. Recognizing the innate vulnerability of children and the collective responsibility of everyone in the organization to care for their well-being, we declare our adherence to the following standards and our willingness to cooperate with any entity or institution with similar goals.

## Definitions

*Child/minor* - any person under the age of 18.

*Guardian of the child* - a parent or other legal guardian of the child

*Employee* - any person who performs activities for the organization, regardless of the type of contract binding them to the organization or lack thereof. In particular, an employee within the meaning of the Policy is any person employed by the organization under an employment contract, civil law contract, appointment, volunteer agreement, as well as a member of the organization or its bodies.

*Child abuse* - any crime committed against a child, a crime to which a child is a witness, as well as non-criminal acts affecting the interests or welfare of a child.

*Violence against a child* - a single or repeated intentional act or omission, using physical, psychological or economic advantage, violating the rights or personal property of a child, in particular:

- (a) exposing the child to danger of loss of life, health or property,
- b) violating the dignity, bodily integrity or freedom of the child,
- c) causing damage to the child's physical or mental health, causing suffering or a sense of harm to the child,

d) materially violating the child's privacy or causing the child to feel threatened, humiliated or anguished, including those undertaken by means of electronic communication;

## Our Obligations

*Safety and Health:* Ensuring a safe and healthy environment for children is a priority. This includes inspecting the environment, providing safe toys, regularly checking the safety of the premises, and following emergency procedures.

*Education and development:* Children have different educational and developmental needs. Work standards include planning activities to suit different age groups and skill levels, and supporting physical, emotional, intellectual and social development.

*Communication with parents/guardians:* Regular and clear communication with parents or guardians is crucial. This includes communicating about the child's progress and the challenges the child is facing, collaborating in supporting the child's development, and sharing information about events within the organization.

*Supporting diversity:* Supporting cultural, social and individual diversity is essential to creating an environment where children feel accepted and valued.

*Ensuring quality of care:* Regular monitoring, evaluation and improvement of the services provided, and the standards adopted for working with children are key to ensuring high-quality care and education for children.

*Supporting emotional development:* Understanding children's emotional needs and providing them with support in dealing with their emotions is important for their healthy development.

*Employee training and development:* Ensuring continuous improvement through training and support for employees to be aware of the latest childcare methods and practices.

# Staff Recruitment and Training

## Staff Recruitment

### § 1

1. Recruitment for child contact positions is conducted in a manner that carefully verifies the candidate's professional and ethical qualifications and previous experience of working with children.
2. In the recruitment announcement and/or during other recruitment activities for a position related to contact with children, candidates are encouraged to present in detail their experience of working with children and verifiable references from previous work/volunteering places.
3. If the candidate gives the separately stipulated consent to verify the references and employment history presented by the candidate, the recruiter is required to contact the entities indicated by the candidate to confirm the candidate's qualifications.
4. Lack of consent cannot be an independent reason for refusing to hire a candidate, but the recruiter may consider on this basis that the presented qualifications and experience have not been confirmed.
5. When the nature of the tasks to be performed by the candidate requires it, the recruiter may conduct a written or oral test of the candidate's knowledge and skills or otherwise verify the candidate's competence.

## Verification of Non-criminal Record

### § 2

1. A candidate for a job involving contact with children submits a written statement containing his personal data necessary for the organization to fulfill its obligations under the Law on Preventing the Risk of Sexual Offenses and Protecting Children.

2. Before establishing an employment relationship or allowing a candidate to engage in any other activity involving contact with children, the organization checks whether the candidate's data is included in the Sex Offender Registry.
3. A person whose data appears on the Registry cannot be hired, even if the tasks the person would perform do not directly or indirectly involve contact with children.
4. A candidate for a job requiring contact with children presents a certificate from the National Criminal Register for the offenses specified in Chapters XIX and XXV of the Penal Code, in Articles 189a and 207 of the Penal Code, and in the Anti-Drug Addiction Act of July 29, 2005, or for corresponding offenses specified in foreign laws. The certificate must include criminal and juvenile records.
5. Employment of a person who has not provided the certificate indicated in item 4. or the certificate shows that the person has been convicted of the listed crimes cannot be employed in a position involving contact with children or perform any tasks requiring such contact. It is permissible to employ this person in a different position only if it is not possible to employ a person with no criminal record.

## Training and Supervision

### § 3

1. Each employee should be able to recognize the symptoms of an abused child and know the principles of internal and external intervention in the case of suspected child abuse.
2. Before being allowed to work in a position involving contact with children, each person undergoes appropriate job training and training in the *Children Protection Standards* adopted by the organization.
3. All persons in contact with children are required to improve their skills and the organization creates conditions for their professional and personal development.
4. Each employee is subjected to periodic - at least once every 12 months - performance evaluation. The organization provides adequate forms of internal supervision and exchange of experience within the team.

5. Caring for the safety and well-being of children is the joint responsibility of the organization's authorities and the entire team. All persons involved in the organization's activities are obliged to cooperate.

## Employee Obligations

### § 4

1. An employee cannot, in the presence of children, express himself in a discriminatory, insulting or demeaning manner to persons or groups of persons because of their religious, political or worldview beliefs, nationality, disability, age, gender, sexual orientation.
2. The employee is obliged to refrain, in the presence of children, from statements and actions that may have a harmful effect on their development. It is forbidden to proclaim views that praise behavior that is illegal, harmful to physical or mental health, inappropriate for minors or inappropriate for the age of the child.
3. The employee shall not comment, in the presence of the child, on the child's family situation, undermine the competence and decisions of the child's guardians, or otherwise refer to possible problems and conflicts in the child's family. This restriction does not apply when the child's family situation is discussed as part of a class with an educator or psychologist and is part of the problem-solving work.
4. An employee in contact with children may be subjected to breathalyzer tests and/or tests for other substances of similar effect at any time. Such testing may be of a screening nature.
5. A person in whom the test reveals the presence of alcohol or similarly acting substances is immediately and permanently removed from any contact with children and the organization has the right to terminate the contract binding them.
6. The employee is obliged to inform the organization of the initiation of proceedings against them for the offenses to which the criminal record certificate presented at the recruitment stage referred. The person under investigation must be immediately removed from all forms of contact with children until the case is clearly resolved in their favor.

# Staff Relationships with Children

## Working with Children

1. Activities involving children must take into account the developmental stage and individual capabilities of the child. The form of activities must not exclude children with special needs, who have the right to participate in all activities on an equal basis.
2. Activities organized for children must not create or reinforce harmful stereotypes related to gender, sexual orientation, national or ethnic origin, religion, health condition or family situation.
3. Each child is treated with respect and staff communicates with them in a language they can understand. Behaviors or statements that may ridicule, insult, humiliate or frighten a child are unacceptable.
4. All children are treated fairly, any form of favoritism or discrimination against children is not allowed. Staff must be ready to explain their decisions and actions to children in a way they can understand.
5. In the presence of children, it is forbidden to behave in a vulgar manner, to refer to sexual attraction or activity, to compliment or criticize appearance.

## Physical Contact

### § 5

1. Physical contact with the child should be limited to situations in which it is necessary and natural, such as helping the child with physical exercise, with necessary hygiene activities, necessity to ensure the child's safety in the face of imminent danger or the need to calm the child.
2. During organized trips, it is unacceptable to accommodate an adult who is not the child's caretaker or guardian in the same room with the child.
3. Staying alone with the child and any behavior that may be misinterpreted by the child themselves, their parents/guardians, other children and adults should be avoided.

4. All individual contact with the child shall take place in the organization's premises, if possible, with the door open or in the presence of others.
5. The employee is obliged to be particularly careful with a child who has been a victim of violence or abuse.
6. It is forbidden for staff to use corporal punishment against children.

## Communication with the Child

### § 6

1. Contact with children shall take place during the organization's working hours and be related to the activities implemented by it in which the child participates. Other contacts, including those outside the organization's working hours or not directly related to the organization, shall always take place with the knowledge and consent of the guardians.
2. Communication with the child is transparent to his guardians as well as to the organization's management. An employee of the organization does not have common secrets with the child on matters of vital importance to the child's health and life.
3. Contacts on matters relating to the child take place through formal channels between the organization and the child's guardian or by other means agreed upon with the guardians and the organization. As a rule, the employee does not exchange private contacts with the child; it is permissible to conduct communication with the child via group messengers, if the guardian has been informed about it and given the opportunity to join the group.
4. Employees of the organization do not send or accept invitations to contact through their private social media accounts.



## Relationships Between Children

### § 7

1. The organization emphasizes safe relationships between children participating in its classes and other activities.
2. Children participating in the organization's activities are required to treat other children with respect and dignity.
3. In peer relationships, any behavior that may constitute child abuse, such as physical, verbal or emotional abuse, is not permitted.

## Personal Data Protection

### § 8

1. The child's personal data are protected under the terms of Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data and repealing Directive 95/46/EC (General Data Protection Regulation).
2. The organization has a personal data protection policy that guarantees the lawful and secure processing of personal data developed based on an analysis of possible risks associated with the processing of personal data.
3. The processing of children's personal data must be done in a way that guarantees the privacy and safety of children.
4. The acquisition and processing of a child's personal data requires the written consent of the parent/guardian. Such consent must be specific, informed, unambiguous and voluntary.
5. Consent is not required if the processing of personal data is based on other grounds that legalize the processing of data. In any case, the organization fulfills an information obligation to the parent/guardian.

6. It is permissible to obtain only such personal data that is justified by the activities carried out with the child, and by the needs and safety of the child.
7. To the extent possible, children's personal data, especially sensitive data, is pseudonymized and destroyed once the purpose for which it was collected has ceased.
8. Children's personal data is protected from access by persons other than personnel directly involved in activities requiring the processing of such data. It is impermissible to disclose this data to other staff members, other children and guardians of these children, as well as representatives of the media.
9. It is impermissible to provide information about children and their families by telephone or e-mail without first ascertaining the identity of the caller and his right to obtain such information.
10. Restrictions on the transfer of personal data and any information about children to third parties do not apply to persons and institutions authorized by law to request access to such data.

## Image Protection

### § 9

1. The organization respects the child's right to privacy, protection of image and personal property by regulating the recording and publication of images of children during its activities.
2. As far as possible, capturing and publishing the image of children using the organization's offerings should be avoided if it is not necessary and there is no other way to fulfill the purpose for which they would be used.
3. For illustrative purposes, including in promotional or fundraising materials, it is advisable to use images that do not allow the child to be identified or that come from available databases.
4. Capturing the child's image requires the written consent of the parent/guardian. Such consent must be specific, informed, unambiguous and voluntary and the person

giving consent must be informed in detail about the purpose of capturing the child's image and the possible ways of using it, including making it available on the Internet.

5. Consent to the recording and/or use of the child's image cannot be implied or coerced in any way. Before any consent is given, the guardian must be expressly assured that consent to the recording/use of the child's image is not a condition of the child's participation in the activities offered.
6. To the extent possible, consent to capture/publish the image shall also be asked of the child themselves, and in case refusal takes place it shall be respected.
7. Lack of consent for the capture and publication of a child's image cannot be a reason for excluding the child from activities or discriminating in any other way.
8. The organization's staff does not capture images of children for personal use and does not publish on its social media images of children captured in connection with the organization's activities.
9. In the case of events involving other people and the need to guarantee control over the way images of participating children are captured and used, the organization may restrict them from taking photos, providing photo services on their own.
10. All persons in the photos should be fully dressed and must not be depicted in a way that ridicules, demeans or otherwise violates their personal rights.
11. Photos must depict children in a group, if possible while performing joint tasks.
12. When publishing the image of children, it should be analyzed in each case whether the composition of the photo provides the possibility of altering it in a way that violates the personal rights of the child
13. The image of a child using the organization's offerings made available to the public shall not be accompanied by any information that would make it easy for outsiders to identify the child or that could jeopardize the child's safety.

## Use of Electronic Devices and the Internet

### § 10

1. Guardians retain the right to decide on the content made available to their children also while the child is on the organization's premises. Making computers available to children present on the organization's premises is done with the consent of the parent/guardian.
2. The staff is obliged to control the use of computers by children, especially when they are connected to the Internet.
3. Computers made available to children on the organization's premises shall have security features that guarantee the safety of transmitted data and solutions that prevent the use of sites presenting dangerous or inappropriate content (parental control).
4. The organization reserves the right to prohibit the use of cell phones by children during their stay at the organization, in order to ensure the comfort of children's participation without fear of being recorded/photographed by other children.

## Procedures in Cases of Child Abuse

### Types of Interventions in Cases of Different Forms of Child Abuse

### § 11

1. Child abuse is any crime committed against a child, a crime witnessed by a child, as well as a non-criminal act that violates the child's welfare.
2. Each case of finding or suspicion of child abuse must be recorded in the intervention card and reported to the organization's board of directors or its designee to coordinate activities related to the safety of children under the organization's care.
3. Based on the information provided and the explanations obtained, the board of directors decides how to conduct the intervention and the person responsible for it. It

is unacceptable for an employee to conduct an investigation on their own without the knowledge and consent of the board.

4. The board immediately informs the parents/guardians of the child about the incident and the planned intervention, and, if necessary, supports them in seeking specialized assistance.
5. The organization is not bound by the will of the guardians in choosing the appropriate form of intervention if the child is the victim of a criminal act or domestic violence.
6. In the event of a suspected direct threat to the life or health of a child, the relevant services (police, ambulance) shall be informed immediately by calling 112 or 998 (emergency). Informing the services is done by the employee who first became aware of the danger and then fills out an intervention card.
7. In any case of suspected child abuse, it is necessary to support the child and their caregivers in seeking support from other institutions and organizations as well, to the extent of possessed knowledge providing contact information and/or acting as an intermediary in establishing such contacts.

## A Crime Committed Against a Child by an Adult

### § 12

1. In case of suspicion of a criminal act committed against a child by an adult, the police or prosecutor's office should be notified.
2. This also applies to the suspected committing of a crime of domestic violence in the child's family, if the child is a witness to it.
3. In the case of suspected child abuse by an employee of the organization, the employee shall be immediately removed from all forms of contact with children (not only the child victim) until the matter is clarified.

## A Crime Committed Against a Child by Another Child

### § 13

1. In the case of suspected abuse of a child by another child, an interview should be conducted with the child suspected of abuse and his caregivers, and separately with the child subject to abuse and his caregivers to determine the course of the incident, as well as the impact of the incident on the mental and physical health of the abused child. The findings should be included in the intervention card, drawn up for each child separately.
2. If the person suspected of abuse is a child between the ages of 13 and 17, and their behavior constitutes a criminal act, the locally competent family court or the police shall be informed.
3. If the person suspected of abuse is a child over the age of 17, and their behavior constitutes a criminal act, the locally competent police unit or prosecutor's office should be informed.

## Neglect of a Child in Their Family Environment

### § 14

1. In case of suspicion of neglect of the child's needs in the family environment, a written request for insight into the situation of the child/family shall be submitted to the locally competent district court (family and minors department).
2. In case of suspicion that the child's guardian is neglecting the child's psycho-physical needs or the family is unsuitable for upbringing (e.g., the child walks around in clothing inadequate for the weather, leaves the place of residence without adult supervision), the family uses violence against the child (the parent/other household member shouts at the child, uses spanking or similar types of physical punishment), the competent social welfare center should be informed.

### **§ 15**

1. All employees who, in connection with the performance of their duties, become aware of the abuse of a child, are obliged to keep confidential all circumstances related to this. The exception is the provision of information to authorized institutions as part of intervention activities and to the parents/guardians of the child in the exercise of their parental authority.

## Principles of Documenting and Storing Information

### **§ 16**

1. All information collected in connection with the implementation of activities involving children is kept for the period necessary to defend against possible claims.
2. To the extent possible, personal information regarding children should be kept in a pseudonymized form.

## Sharing of Standards

### **§ 17**

1. The Standards are available on the organization's website.
2. In the organization's headquarters a shortened version of the Standards in the form ensuring children's understanding is made available in a visible place.

## Review and Update of Standards

### **§ 18**

1. The Standards are subject to regular review, at least once per 2 years.
2. Organization's personnel and the caregivers of children participating in events organized by it can submit their remarks and proposals for changes on an ongoing basis.