

**STANDARDS OF THE PROTECTION OF MINORS AGAINST ABUSE
AT THE JAN KOCHANOWSKI UNIVERSITY IN KIELCE**

**Chapter I
General Rules**

§ 1

Acting in accordance with article 22b of the Act on Counteracting the Threat of Sexual Crime and the Protection of Minors of 13 May 2016, the following standards of protecting minors against abuse are established at the Jan Kochanowski University in Kielce, hereinafter referred to as "Standards":

§ 2

If Standards mention:

- 1) University – it should be interpreted to mean the University of Jan Kochanowski in Kielce;
- 2) university staff – it should be interpreted to mean:
 - a) the employees of the Jan Kochanowski University in Kielce;
 - b) and other people (especially those employed under a civil-law contract, students, doctoral candidates, apprentices, interns or volunteers) who have contact with minors through engaging in the functioning of the Jan Kochanowski University in Kielce;
- 3) abuse of minors – it should be interpreted to mean committing prohibited or illegal acts to the detriment of a minor or any other person, including university staff, or endangerment of a minor's well-being, including their neglect;
- 4) a minor or a child – it should be interpreted to mean a person who is under 18;
- 5) a guardian or a minor's guardian – it should be interpreted to mean a parent or a person empowered to represent and to act on behalf of a minor (especially their statutory representative, teacher or group minder);
- 6) Registry – it should be interpreted to mean the Registry of Sexual Offenders;
- 7) Rector – it should be interpreted to mean the Rector of the Jan Kochanowski University in Kielce;
- 8) statutory activity – it should be interpreted to mean education, caregiving, upbringing, artistic activity, medical activity, recreational and sports activity or activities related to developing minor's interests.

§ 3

1. The Standards are established for the child's well-being and are in their best interest.
2. The scope of the Standards involves:
 - 1) the scope of competencies of the person responsible for preparing the University staff to implement the Standards and the principles for preparing the University staff to apply them;
 - 2) the principles of verifying University staff and documenting this activity;

- 3) the principles specifying how to maintain safe relationships between University staff and minors and between minors;
- 4) the principles and regulations regarding interventions when there is a suspicion of minor abuse or knowledge of minor abuse;
- 5) the principles of reporting possible criminal offences committed against a minor and of notifying the family court;
- 6) the principles of documenting and storing documentation regarding disclosed or reported incidents or events endangering the well-being of a minor;
- 7) the principles of updating the Standards;
- 8) the principles of providing guardians and minors with access to the Standards so that they can familiarise themselves with them and apply them;
- 9) the principles of protecting the image of minors;
- 10) the principles of using the Internet and electronic media in a safe manner at the University of Jan Kochanowski in Kielce.

3. While applying the Standards, University staff are obligated to consider all circumstances related to the disability or special educational needs of children.

Chapter II

The scope of competences of the Responsible Person for preparing University staff to apply the Standards and the principles of preparing University staff to apply them.

§ 4

1. Vice-rector for Education is the person responsible for preparing University staff to apply the Standards (hereinafter referred to as the Responsible Person). The Responsible Person may fulfill their duties through authorized members of the University staff.
2. The Responsible Person supervises the execution of duties by individuals applying for employment, the conclusion of civil-law agreements and individuals responsible for statutory activities.
3. The Responsible Person supervises the process of verification mentioned in § 5.
4. The Responsible Person sets additional deadlines for verifying the university staff, including the date for the first verification, whenever it is necessary.
5. The Responsible Person monitors the application of the Standards, reacts to their violation and coordinates all changes to the Standards. They also carry out activities aiming to prepare the University staff to apply the Standards, especially in terms of extending knowledge and skills related to identification of potential abuse of minors and recognition of abuse and its symptoms as well as taking legal action aiming to protect and support minors.
6. The members of University staff may submit their comments and propose changes to the regulations outlined in the Standards to the Responsible Person. They are also required to report any incidents violating the Standards.
7. The Responsible Person notifies the Rector of all comments, suggested changes and violations of the Standards.
8. All changes to the Standards are made by the Rector.

Chapter III

The principles of verifying the University staff and the manner of documenting this activity

§ 5

1. Before establishing an employment relationship or allowing involvement in statutory activities, the person applying for employment, entering into a civil law agreement or responsible for statutory activities establishes the need for verification and requests its conduct from the persons indicated in paragraph 5.
2. The process of verification is required for:
 - 1) individuals entering an employment relationship who, as part of their duties, may come in contact with minors in connection with the statutory activities conducted by the University;
 - 2) individuals employed under a civil-law contract who, as part of their agreement for conducting educational activities at the University of Jan Kochanowski, may come in contact with minors in connection with the statutory activities conducted by the University;
 - 3) employees who, as part of their duties, may come in contact with minors in connection with the statutory activities conducted by the University;
 - 4) students who, as part of their educational programme (among others professional apprenticeships) as well as other activities, such as those in student organisations or scientific circles, may come into contact with minors;
 - 5) doctoral candidates who, as part of the educational programme at the Doctoral School (among others professional apprenticeships), as well as other activities, such as those in organisations or scientific circles, may come into contact with minors;
 - 6) Participants of postgraduate studies who, as part of the postgraduate programme (among others professional apprenticeships) may come in contact with minors.
3. Verification of individuals mentioned in paragraph 2 involves:
 - 1) obtaining information from the Registry of Sexual Offenders by the University;
 - 2) obtaining information from the National Criminal Register regarding the person who is subject to verification and, if applicable, from the criminal register of another country or collecting a statement in accordance with the provisions of paragraph 6;
 - 3) obtaining declaration of the acknowledgment of the Standards from the person who is subject to verification (Attachment 1).
4. Verification, which is mentioned in paragraph 3, is conducted before establishing an employment relationship, concluding a civil-law contract or allowing the candidate to take part in statutory activities.
5. Verification is conducted by:
 - 1) employees of the Human Resources Department assigned to individuals with whom an employment relationship is to be established – no later than the day of signing the employment contract;
 - 2) employee(s) of the department, branch or interdepartmental units assigned to individuals hired under civil law contracts – before signing the contract for conducting educational classes;
 - 3) employee(s) of the department or the branch assigned to students – before the beginning of activities related to the implementation of the study programme or any other organised events;

- 4) employee(s) of the Doctoral School assigned to doctoral candidates – before the beginning of activities related to the implementation of the educational programme or any other organised events;
- 5) employee(s) of the department or the branch assigned to postgraduate students – before the beginning of activities related to the implementation of the postgraduate programme.
6. Employees indicated in paragraph 6 have the status of an authorized representative in the Register by means of the University's institutional account created in the Ministry of Justice's teleinformatic system at <https://rps.ms.gov.pl/pl-PL/Public#/> or in the register of individuals for whom the State Commission for the Prevention of Sexual Abuse of Minors under the age of 15 has issued a decision to be included in the Register.
7. The Personal Data Protection Officer is responsible for the administrative support of the institutional account of the Jan Kochanowski University in Kielce and is the administrator of that account.
8. The administrator of the institutional account of the Jan Kochanowski University in Kielce grants permissions in the Register to the University staff responsible for the verification of individuals mentioned in paragraph 3. The above-mentioned employees receive a status of an authorized representative within the UJK institutional account, confirmed by the appropriate power of attorney. The power of attorney is generated from the system and forwarded to the Rector for signature by the administrator of the institutional account of the Jan Kochanowski University.
9. The employees conducting the verification process are, in particular, responsible for:
 - 1) submitting an inquiry for obtaining the information from the Register via the institutional account of the University;
 - 2) in case of a positive result of verification, attaching the printed documentation from the Register as well as information and declarations mentioned in paragraph 3 (2,3), as appropriate:
 - a) to personal files or the contract,
 - b) to documentation related to the implementation of the study programme or the education of students, doctoral candidates, students of postgraduate degrees and individuals undertaking postgraduate internships,
 - c) to documentation related to individuals allowed to engage in activity;
 - 3) in case of a negative result of verification, informing the individual mentioned in paragraph 1 about the inability to allow the person undergoing verification to take part in statutory activity.
10. Verification of individuals mentioned in paragraph 2 (4-6) is conducted with a frequency resulting from the implementation of the study programme or the educational programme, including professional apprenticeships.

§ 6

1. The individual mentioned in § 5(2) provides the representative with information from the National Criminal Register regarding either the crimes specified in Chapters XIX and XXV of the Penal Code, in Articles 189a and 207 of the Penal Code as well as in the Act of July 29, 2005 on Counteracting Drug Addiction (Journal of Laws 2023, item 1939, as amended), or the prohibited acts corresponding to these crimes which are defined by the laws of a foreign country.

2. The individual mentioned in § 5(2), holding the citizenship of a country other than the Republic of Poland, should moreover provide the Rector with information from the criminal register of the country of their citizenship necessary for professional or voluntary activities involving contact with children.
3. The individual mentioned in § 5(2) provides the Rector with the statement regarding the country or countries which they inhabited within the last 20 years, other than the Republic of Poland and the country of their citizenship (Attachment 2), and, at the same time, submits the information from the criminal register of these countries necessary for professional or voluntary activities involving contact with children.
4. If the law of the country mentioned in paragraph 2 or 3 does not allow issuing information related to professional or voluntary activities involving contact with children, information from the criminal register of this country should be provided.
5. In the case when the law of the country from which the information should be obtained does not provide for its preparation or when the country does not have a criminal register, the individual mentioned in paragraph 2 should provide the Rector with a statement regarding this fact along with a declaration that they have not been convicted in that country for the prohibited acts corresponding to the crimes mentioned in Chapters XIX and XXV of the Penal Code, in Articles 189a and 207 of the Penal Code, and in the Act of July 29, 2005 on Counteracting Drug Addiction, nor that any other ruling has been issued against them for committing such prohibited acts. They additionally need to declare that there is no ruling issued by court or any other authority nor is there a law banning them from occupying any or specific post, performing any or specific professions or engaging in activities involving the upbringing, education, leisure, medical treatment, psychological counseling, spiritual development, doing sports or pursuing any other interests by the minors as well as providing care for them. (Attachment 3).
6. The statements mentioned in paragraphs 3 and 5 are subject to criminal liability if a false statement is submitted. The individual submitting the statement is required to include the following clause: "I am aware of the criminal liability for providing a false statement." The clause replaces the instruction given by relevant authorities regarding making a false statement.
7. The information from the criminal register should be submitted in its original version or in the form of an electronic document. It is allowed to return the original version of the information to the register after it has been copied and certified as a true copy by the representative.
8. Documents mentioned in paragraphs 1-5 which are made in a foreign language shall be submitted together with their sworn translation into Polish. Provision of the Act 7 should be applied accordingly.

§ 7

1. In the case when information regarding the initiation of criminal prosecution against any member of University Staff is obtained for a crime mentioned in Chapter XIX and XXV of the Penal Code, in Article 189a and Article 207 of the Penal Code, or in the Act of July 29, 2005, on Counteracting Drug Addiction, the Rector is obligated to suspend such individual from any form of contact with minors.
2. In the case when any form of abuse of minors by the member of University Staff has been reported, that individual must be immediately suspended from any contact with minors until the case is clarified.

Chapter IV

The principles specifying how to maintain safe relationships between University Staff and minors and between minors

§ 8

1. Each member of the University Staff is obligated to maintain a professional relationship with children and to always consider whether their reaction, manner of communication or their action is adequate to the situation, safe, justified and fair towards other children.
2. All actions towards the minors are to be taken in an open and clear manner to minimise the risk of misinterpretation of a given behaviour.

§ 9

1. While maintaining relationships with minors the University Staff should:
 - 1) behave patiently and respectfully;
 - 2) listen carefully to the minor and reply adequately to their age and a given situation;
 - 3) inform the child about all decisions that concern them, considering the child's expectations;
 - 4) respect the child's privacy; should an exemption be made to the principle of confidentiality in order to protect the child, the situation should be explained to them as soon as possible in safe conditions;
 - 5) ensure the child that if they feel uncomfortable in any situation, because of any behaviour or words, they are safe to inform the University Staff or a designated person and expect an appropriate reaction or help;
 - 6) maintain contact with children attending/being at the university only during working hours, limited to educational purposes only;
 - 7) treat children who experienced abuse, harm or neglect with special caution and react in a sensitive but firm manner to help the child understand the meaning of personal boundaries.
2. While having contact with the minors it is forbidden for the University Staff to:
 - 1) hit, poke, push or violate the child's physical integrity in any way;
 - 2) shame, humiliate, disregard or insult the child;
 - 3) to raise one's voice at the child unless it is necessary for the child's or other children's safety;
 - 4) reveal confidential information regarding the child to unauthorized individuals, including other children; this applies to any information regarding the child's family, economic, medical, caregiving or legal situation;
 - 5) behave in an inappropriate manner in the child's presence; this includes using vulgar language, gestures or telling vulgar jokes, making offensive comments, referring to sexual activities or sexual attractiveness as well as taking advantage of the power dynamics or physical advantage over the child (in the form of bullying, forcing or threatening the child);
 - 6) establish any kind of romantic or sexual relationship with the minors as well as make inappropriate proposals, which includes sexual comments, jokes, gestures or allowing the children access to erotic or pornographic content regardless of its form;
 - 7) record the child's image (in a form of filming, recording the voice or taking photographs of the child) for private purposes;

- 8) offer alcohol, tobacco products or illegal substances to minors as well as to use all the above-mentioned substances in children's presence;
- 9) accept money and/or gifts from the minor or their parents/guardians;
- 10) invite children to one's home or to meet with them outside working hours; this also includes contacting children through private channels of communication, such as private phone, e-mail, communicators or social media profiles.

§ 10

1. The main principle of interaction between minors is to treat each other with respect, while taking into consideration everyone's dignity and needs. It is unacceptable to use any form of violence against any other minor.
2. Minors are not allowed to use violence, abuse others, or use vulgar or offensive language.
3. It is not allowed to shame, humiliate, disregard, offend or exclude each other from peer groups. It is prohibited to yell at minors.
4. It is necessary to respect other people's right to privacy.
5. It is not allowed to use vulgar language, gestures or tell vulgar jokes, make offensive comments, refer to sexual activities or sexual attractiveness as well as to take advantage of the power dynamics or physical advantage over others (in the form of bullying, forcing or threatening).
6. It is not allowed to record other people's image (in the form of filming, recording their voice or taking photographs of them) in situations where no permission was given or in situations which may humiliate or offend them.
7. It is not allowed to offer alcohol, tobacco products or illegal substances to others.
8. In case the above-mentioned situations or behaviours should occur (both on behalf of other adults or minors), it is necessary to inform the responsible person or to act in accordance with the procedure designed for interventions.

Chapter V

The principles and procedures for intervention when the abuse of minors is suspected or when possessing information regarding the abuse of minors

1. In the case when a member of University Staff witnesses the abuse of a child at the University (either by other members of University Staff or by other children) or in the case when they suspect that such situation may be taking place, the member of University Staff is obligated to react immediately to all behaviours causing harm to a child and to stop them. If the minor's condition indicates that their health or life may be endangered, the member of University Staff requests medical assistance while simultaneously notifying the child's parents or guardians.
2. The member of University Staff conducts a conversation regarding the circumstances of the incident with the abused minor, the perpetrator(s) and the potential witnesses.
3. After clarifying the circumstances of the incident the member of University Staff informs the responsible person about the incident if the situation calls for it.
4. After acquiring information mentioned in paragraph 3 the responsible person notifies the guardians of the abused minor or the appropriate institutions of the incident if the situation calls for it.

§ 12

1. In justified cases (e.g. concerning sexual harassment or severe physical and mental abuse) the responsible person appoints an intervention team consisting of at least three members including the University employee who has knowledge about the consequences of child abuse or knows the abused child.
2. The intervention team can prepare a plan based on the obtained information aiming to help the abused minor. The plan should, in particular, include the scope of cooperation between the University and third parties in order to support the minor as well as the forms and methods of supporting the abused child. The team should offer adequate form of support or assistance and indicate the appropriate institutions.
3. The responsible person and the appointed intervention team shall organise a meeting with the minor's guardians during which they inform the guardians about the incident and about the possibility or need to use specialist support, including the support provided by other organisations or services. Written minutes of the meeting should be taken.

§ 13

In the case when the conducted investigation following the procedures specified in paragraphs 11 and 12 reveals that the minor is abused by their guardian and the abuse is physical, mental, economic, sexual or that the minor is neglected, especially in terms of hygiene or medical care, the responsible person or a member of the intervention team must notify the appropriate institution (such as the social welfare center, the police or the school).

§ 14

1. During the course of intervention mentioned in paragraphs 11-13 an intervention report should be drafted, as in the sample presented in Attachment 4.
2. The intervention report should be drafted either by a person who witnessed the minor being abused by other individuals on the premises of the University or by a member of the intervention team.
3. Individuals mentioned in paragraph 2 shall forward the intervention report to the Responsible Person.

§ 15

All individuals who, in connection with the performance of their duties, have obtained information regarding the abuse of a minor or any information related to that subject, are obligated to keep that information confidential apart from the information reported to authorized institutions as part of the intervention measures.

Chapter VI

Reporting suspicions of committing a crime to the detriment of a minor and notifying the family court

§ 16

The University Staff pays special attention to any signals in the behaviour of a minor which may suggest their abuse, especially the possibility of committing a crime to the detriment of a minor.

§ 17

1. In the case when there is a suspicion of committing a crime to the detriment of a minor:
 - 1) The Rector notifies the police or the prosecutor's office, fulfilling the obligation arising from the Article 304 § 2 of the Act of June 6, 1997 from the Code of Criminal Procedure (Journal of Laws of 2024, item 37, as amended);
 - 2) The Rector takes necessary actions until the arrival of the authority designated to investigate crimes or until this authority issues an official statement, so as not to let the traces and evidence of the crime to be destroyed if the crime has taken place on the premises of the University.
2. If the well-being of a child is endangered, the Rector shall notify family court and provide the description of the incident which justifies the initiation of a criminal investigation.
3. In the case when the authorities or the family court are notified of a suspicion of committing a crime to the detriment of a minor, the minor's custodians shall be notified at the same time.
4. The Rector, while making the decision to report a suspicion of committing a crime to the detriment of a minor or to notify the family court, acts in the minor's best interest.

Chapter VII

The way of documenting and the principles of storing documentation regarding disclosed and reported incidents or events endangering the well-being of a minor

§ 18

1. Each disclosed or reported incident or event endangering the well-being of a minor of which a member of the University Staff is aware shall be recorded in the register of events endangering the well-being of a minor, as in the sample presented in Attachment 5.
2. The register of events is maintained by the Responsible Person.
3. Entries in the register of events are made, in particular, based on the Intervention Reports.

Chapter VIII

The principles of updating the Standards

§ 19

The Responsible Person is obligated to assess the Standards at least once every two years in order to ensure that the Standards are adjusted to the current needs and are in accordance with current laws and regulations. Conclusions of the assessment shall be documented in a written form and forwarded to the Rector.

Chapter IX

The principles of making the Standards available to parents or guardians and minors in order to familiarise with them and apply them

§ 20

1. The Standards are publicly available in particular to the academic community, minors and their guardians.
2. The guardians, while using educational and popularizational services, are obligated to familiarize themselves with the Standards available at www.ujk.edu.pl.
3. Based on the following Standards the Rector prepares a shortened version of the Standards which includes information that is relevant to minors. Attachment 6 is the shortened version of the Standards. The University Staff provides minors with the opportunity to familiarize themselves with the shortened version of the Standards.

Chapter X

The principles of protecting the minor's image

§ 21

1. The University Staff acknowledge the minor's rights to privacy and to protection of the personal interests and therefore provide the protection of the minor's image.
2. Publishing the minor's image in any form (that is a photograph or a video) by a member of the University Staff requires written consent of the minor's guardian.
3. The individuals capturing and processing the minor's image are obligated to:
 - 1) avoid signing the photographs or videos with information identifying the child by their name and surname; if it is necessary to sign the photograph or video, only the child's name shall be used (and, if need be, the first letter of the child's surname);
 - 2) not reveal any sensitive information regarding the child involving their health condition or their material and legal situation or information related to child's image.
4. The minor's image may be captured provided that the following requirements are met:
 - 1) all children captured in the photograph or video must be dressed and the situation presented by the photo or video must not be shaming or humiliating for the child and must not show the child in a negative context;
 - 2) the photos or videos cannot be published if the child or their guardians did not consent to publishing them;
 - 3) all suspicions and problems regarding inappropriate publishing of the child's image are registered and reported to the Responsible Person.
5. In situations when the child's image will be captured by an external entity, it is necessary to:
 - 1) oblige this entity to conform to the above-mentioned Standards;
 - 2) oblige this entity to wear a tag while capturing the child's image;
 - 3) not allow a situation in which the registering person/company will accompany children without being supervised by a member of the University Staff;

- 4) inform the guardians and children that the child's image will be captured by an external entity and obtain written consent for such activity from the child's guardians;
6. In situations when the guardians or participants of events or celebrations caption the children's image for private use, they should be informed at the beginning of each event that:
 - 1) using, processing or publishing photographs or videos which include the image of children and adults require obtaining consent from the depicted individuals and, in the case of children, from their guardians;
 - 2) photographs or videos including children children's images should not be posted on social media platforms or other open platforms unless their guardians have consented to it;
 - 3) before publishing the photographs or videos all privacy settings should be checked to make sure who will be able to access the child's image;
7. Media representatives who want to record events organised by the University which are to be attended by minors and subsequently publish the materials need to submit their request in advance and obtain the Rector's consent, regardless of fulfilling the obligations specified in paragraph 5.
8. Media representatives, while submitting the request specified in paragraph 7, are obligated to:
 - 1) provide information regarding the name, surname and address of the individual or the editorial team requesting the consent;
 - 2) justify the need to record the event or to provide information regarding the manner in which and the context in which the recorded material will be used.
9. The University Staff taking part in the event attended by minors which is to be recorded by external entities are obligated to verify whether these entities have obtained written consent from the minors' guardians and the Rector's consent (if it was necessary).
10. If the guardians did not consent to capturing the minor's image, their decision is to be respected.
11. Fulfilling the obligation mentioned in paragraph 10 cannot lead to the child whose image should not be recorded being excluded from taking part in the event.
12. The University stores the materials which include child's image in a manner which is legal and safe for children:
 - 1) analog carriers containing photographs and videos are stored in a locked cabinet, while digital carriers containing photographs and videos are stored in a password-protected folder accessible only to individuals authorised by the University;
 - 2) the carriers are stored for a limited period of time specified by the regulations regarding archivization;
 - 3) the University does not store any materials in an electronic form which include children's images using unencrypted or mobile carriers, such as mobile phones or devices with removable storage (e.g. USB flash drives);
 - 4) It is forbidden to use any personal recording devices (that is mobile phones, cameras or video cameras) by the University Staff to record the images of children.
 - 5) the children's image may be captured only using the recording devices owned by the University or external entities with whom an agreement has been signed to process the children's image.

Chapter XI

The principles of safe use of the Internet and electronic media at the University

§ 22

1. The University, while providing the minors with access to the Internet by making its own equipment available for students, takes action in order to protect the minors from accessing contents which may pose a threat to their proper development, in particular by installing and updating the security software.
2. On the premises of the University it is possible for a minor to access the Internet only while being supervised by a member of the University Staff.
3. A member of the University Staff is obligated to inform the minors about the principles of safe use of the Internet and to oversee their safety while using the Internet.

§ 23

1. The University is obligated to take actions which shall protect the minors from accessing contents which may pose a threat to their proper development.
2. The term “harmful content and online threats” refers to:
 - 1) content which is harmful, illicit, illegal or endangers health (pornography, content depicting violence or promoting actions which pose a threat to children’s life or health, content promoting fascism, nazism, communism or other totalitarian regime as well as content related to illegal practices, encouraging self-harm or suicide or promoting the use of drugs);
 - 2) content which poses a threat of recruiting children to illegal and terrorist organisations;
 - 3) forms of cyber-violence such as harassment, scaring, blackmailing, publishing or sending shaming or humiliating information, photographs or videos or impersonating someone against their will.
3. Basic actions protecting children against accessing harmful content or online threats:
 - 1) monitoring actions and updating computer software;
 - 2) conducting interventions in each case of disclosing or suspecting cyber-violence or after the disclosure of harmful content.

Chapter XII

Personal data protection

§ 24

The information clause which concerns the processing of personal data in relation to the Standards can be found in the University’s Public Information Bulletin.

https://bip.ukj.edu.pl/odo_klauzule_informacyjne_rodo.html

Chapter XIII
Final provisions

§ 25

1. The Standards come into effect on the day when they are announced.
2. The Standards are published on the University's website in both full and shortened versions meant for the minors. They are also available in all University units which conduct statutory activities.

.....
place and date

**Declaration of the acknowledgment of the Standards of Protection of Minors
at the Jan Kochanowski University in Kielce**

I, the undersigned, hereby declare that I have acknowledged the Standards of Protection of Minors at the Jan Kochanowski University in Kielce and I solemnly swear to use them and to comply with them.

.....
(date and signature)

.....
(place and date)

.....
(name and surname)

Declaration

Based on article 21(5) of the Act on Counteracting the Threat of Sexual Crime and the Protection of Minors of 13 May 2016 I hereby declare that in the last 20 years I have/I have not inhabited* any country other than the Republic of Poland and the country of my citizenship

.....
(countries inhabited)

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

.....
(date and signature)

*delete as appropriate

.....

(place and date)

.....

(name and surname)

Declaration

Based on article 21(7) of the Act on Counteracting the Threat of Sexual Crime and the Protection of Minors of 13 May 2016 I hereby certify that the country of my current citizenship, that is.....or the country/countries which I have inhabited for the last 20 years, that is.....* does not keep criminal records for purposes of professional or voluntary activity related to contact with children or that these countries do not keep criminal records.

Accordingly, I declare that I have not been convicted in this country for the prohibited acts corresponding to crimes defined by:

- Chapter XIX of the Penal Code (articles 148-162 – Offences against life and health);
- Chapter XXV of the Penal Code (articles 197-204 – Offences against sexual freedom and decency);
- article 189a of the Penal Code (human trafficking);
- article 207 of the Penal Code (abuse);
- the act of 29 July 2005 on counteracting drug addiction.

I moreover declare that no other ruling has been issued against me, stating that I have committed such prohibited acts, nor is there any obligation arising from a court ruling or any other authorised body or a legal act to comply with a prohibition on taking general or specific professional positions, engaging in general or specific occupations or professional activities related to upbringing, education, leisure, medical treatment, psychological counselling, spiritual development, doing sports or pursuing different interests by minors as well as taking care of them.

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

.....
(date and signature)

*delete as appropriate

Attachment 4

.....
(place and date)

Intervention report

1. Name and surname of the minor:

.....

2. The person reporting potential abuse:

.....

3. Date and description of the incident:

.....

4. Actions taken in defence of the minor:

.....

5. Establishing the support scheme:

.....

6. Meeting with the minor's guardian:

.....

7. Data regarding the intervention (name and address of the entity, to which the intervention was reported
– if applicable)

.....

8. Outcome of the intervention

.....

9. Comments:

.....

.....
(date and signature of the person filing the Intervention Report)

Attachment 5

.....
(place and date)

The register of incidents endangering minor's well-being					
	Description of the incident	Date of the incident	Actions taken	Has any intervention of external authorities taken place (police/prosecutor's office)? Description of the actions taken by the external authorities	Date and signature of the Responsible Person
1.					
2.					
3.					
4.					
5.					
6.					

The Standards of the protection of minors at the Jan Kochanowski University in Kielce
(shortened version)

1. At the University we care for the safety and comfort of children and youth.
2. The University has introduced the Standards of the Protection of Minors.
3. The University Staff is trained to prevent the abuse of minors.
4. The University has procedures for reporting incidents and intervening when minors are endangered.
5. The actions taken by the University are monitored to be compliant with the Standards of the Protection of Minors.
6. The following University principles shall be abided by adults:
 - 6.1. Respect
Adults cannot scream at, threaten, insult or humiliate you. Your feelings are important and no one is allowed to hurt them.
 - 6.2. Safe jokes
Jokes are nice, but only when everyone is laughing. Adults are not allowed to make jokes in a way which may hurt you or make you feel uncomfortable.
 - 6.3. Safety above all else
No one is allowed to encourage you to do dangerous things. Your safety is the most important.
 - 6.4. Privacy
Your privacy is protected. Adults are not allowed to violate your privacy or to be too obtrusive.
 - 6.5. Appropriate content
The organisers of events or classes must ensure that you only see content which is related to these activities.

6.6. Contact with organisers of events or classes

Contact with adults should not go beyond topics related to the classes or events. Adults cannot call you or send you emails without your parents' consent. Your contact details are protected.

6.7. Internet

During classes or other events you may use the Internet only for purposes related to the content of these activities. Adults make sure that you do not access inappropriate content.

7. The principles of the University, which should be abided by children and youth

7.1. Listen to adults

Adults who conduct classes and supervisors are there to help you.

Listen to their instructions to make sure everything runs smoothly and safely.

7.2. Use of devices

Do not use mobile phones or other devices without permission. This way you can pay more attention to the content of classes.

7.3. Respect for others

Treat others with respect. We all want you to remember the University as a safe and a friendly place.

7.4. Do not disturb

Do not disturb others during the classes or other events. Everyone is willing to take advantage of what the University has to offer.

7.5. No violence

Do not use violence or insult others. Every conflict can be solved in a peaceful manner.

7.6. Solving conflicts

Remember that everyone has the right to have their own opinion, thoughts or beliefs as long as they do not violate the well-being of other people. If someone is causing you trouble you should try to solve the problem in a calm and thoughtful manner. You may also ask an adult for help.

7.7. Taking photographs and making videos

Do not take photographs or make videos without permission. The privacy of others is important.

7.8. No use of harmful substances

It is not allowed to smoke cigarettes (including e-cigarettes), drink alcohol or energy drinks. The use of intoxicating substances is forbidden. The above-mentioned substances are dangerous and may pose a serious threat to your health. If you notice the use of such substances among your peers you should notify an adult immediately.

7.9. When you feel threatened

If you ever feel uncomfortable or unsafe, notify an adult immediately. We are there to help you and to ensure your safety.

8. Before the start of classes or other events you will be notified of the member of the University Staff who you may report to in case you feel threatened by another child or an adult.

Information for individuals experiencing violence

The law forbids the use of violence and harming others. If you or someone close to you experiences violence, do not be ashamed to ask for help. Notify the police by calling emergency number 112 or 997.

You have the right to report a crime which involves the use of violence to the police or the prosecutor's office.

You may also reach for help to entities or organisations which take action in order to counteract violence. You can be helped by:

- 1) District Family Assistance Center in Kielce
Wrzosowa 44, 25-211 Kielce
phone: 41 200 17 01
e-mail: sekretariat@pcprkielce.pl
Monday - Friday: 7:15 – 15:15
- 2) Crisis Intervention Center of Caritas Kielce Diocese in Kielce
Urzędnicza Street, 25-729 Kielce
Phone: +48 41 366 48 47
e-mail: cik.kielce@caritas.pl
- 3) National organizations providing assistance:
 - a) Children and Youth Helpline
Phone: 116 111
Open around the clock, seven days a week.

Number 116 111 can be called by children and youth from the entire country of Poland. Keen, patient and kind people will listen to what you want to tell them and will try to come up with a solution to your problem.

- b) Assistance for victims of domestic violence "Blue Line"
e-mail consultation: niebieskalinia@niebieskalinia.info
Phone: 800 120 002
Open around the clock, seven days a week.

By calling 800 120 002 you will receive support, phone assistance and information regarding the possibilities of receiving help closest to your place of residence.

Legal Helpline

Phone: (22) 666 28 50 (paid line, available on Monday and Tuesday from 5:00 PM to 9:00 PM)

Phone: 800 120 002 (free line, available on Wednesday from 6:00 PM to 10:00 PM)

c) National Helpline for Victims

phone: 222 309 900

Open around the clock, seven days a week.

By calling this number you can anonymously receive information regarding the possibilities of getting help, get psychological or legal counseling as well as schedule a meeting with a specialist in any location within Poland. Consultations in foreign languages or in sign language are also available.

d) Police Helpline for Victims of Domestic Violence

phone: 800 120 226 (free line when calling from landline phones, available daily from 9:30 AM to 3:30 PM; an automated system is available from 3:30 PM to 9:30 AM).