

## STANDARDS FOR THE PROTECTION OF MINORS at the Nicolaus Copernicus University in Toruń

### Chapter 1 General Provisions

#### § 1

The Standards for the Protection of Minors at Nicolaus Copernicus University in Toruń, hereinafter referred to as the "Standards", were introduced in connection with the obligations imposed on:

- 1) the Act of 13 May 2016 on Counteracting Sexual Crime Threats and Protecting Minors (Journal of Laws of 2024, item 560);
- 2) the Act of 28 July 2023 amending the Family and Guardianship Code and certain other acts (Journal of Laws of 2023, item 1606).

#### § 2

Whenever the Standards refer to:

- 1) **Rector** – this should be understood as the Rector of Nicolaus Copernicus University in Toruń or the Vice-Rector or Chancellor designated by him, who supervises the implementation of the Standards;
- 2) **Coordinator** – this should be understood as the person appointed by the Rector to implement and monitor the implementation of the Standards among employees, students, doctoral students and people cooperating with the University;
- 3) **University** – this should be understood as the Nicolaus Copernicus University in Toruń;
- 4) **Employee** – this should be understood as an employee of the University who is an academic teacher or an employee who is not an academic teacher, employed at the University on the basis of an employment contract or a civil law contract, who may have contact with minors through involvement in the activities of the University;
- 5) **Person cooperating with the University** – this should be understood as an instructor, volunteer or other person conducting classes with minors on the premises of the University with the approval of the competent authority;
- 6) **Member of the University community** - this is understood as an employee, student, doctoral student and person cooperating with the University;
- 7) **Minor** – this should be understood as a person under the age of 18 who is a participant in activities organized or co-organized by the University;
- 8) **Harming a minor** – this should be understood as committing a prohibited act or a punishable act to the detriment of a minor by any person, including threatening the well-being of a minor and neglecting him/her;
- 9) **Parents of a minor** – this should be understood to mean the mother and father of the minor or one of the parents under whose permanent care the minor actually remains;
- 10) **Guardian of a minor** – this should be understood as a person authorised to represent a minor and make decisions about him/her, in particular a legal guardian;
- 11) **Student** – this should be understood as a student of the University;

- 12) **Doctoral student** – this should be understood as a doctoral student of the University;
- 13) **Personal data of a minor** should be understood as any information that allows identification of a minor or any information about the person of an identified minor.

### § 3

The standards for the protection of minors specify in particular:

- 1) the principles of safe recruitment of employees;
- 2) the principles ensuring safe relations between minors and employees, students, doctoral students and persons cooperating with the University, in particular indicating prohibited behaviours towards minors;
- 3) the principles and procedures for undertaking interventions in the event of suspicion of harm or having information about harm to a minor;
- 4) indicating the person responsible for receiving reports of events threatening a minor and providing them with support;
- 5) the procedures and persons responsible for submitting notifications of suspicion of committing a crime to the detriment of a minor;
- 6) the principles for preparing employees, students, doctoral students and persons cooperating with the University to apply the standards and the method of documenting this activity;
- 7) the principles for protecting the image and personal data of a minor;
- 8) the principles for using electronic devices with Internet access and responding in the event of detection or suspicion of sexual abuse or cyberbullying;
- 9) the principles for reviewing and updating standards;
- 10) the method of documenting and principles of storing disclosed or reported incidents or events that threaten individual assets or the assets of a minor.

## **Chapter 2 Safe Recruitment Principles**

### § 4

1. As part of the recruitment of employees working with minors, an assessment of the preparation of candidates to work with minors is conducted.
2. The Rector, before establishing an employment relationship with a person or before allowing a certain person to engage in other activities related to the upbringing, education, recreation, treatment or care of minors, shall obtain:
  - 1) data from the Sex Offenders Register, both from the Register with limited access and the Public Register and the Register of persons in respect of whom the State Commission for Combating the Sexual Exploitation of Minors Under the Age of 15 has issued a decision to enter the Register;
  - 2) information from the National Criminal Register;
  - 3) data from criminal records of foreign countries in the scope of specific crimes (or corresponding acts prohibited by foreign law) or in cases specified by law - in the form of a declaration.

3. The procedure for verifying persons in the Sex Offenders Register is specified in a separate order of the Rector.
4. Detailed principles for the recruitment and employment of academic teachers and employees who are not academic teachers are specified in separate orders of the Rector.

### **Chapter 3**

#### **Rules for ensuring safe relationships between minors and members of the University community and prohibited behaviours towards minors**

##### § 5

1. The fundamental principle of actions taken by members of the University community in contacts with minors is to act for their good.
2. Members of the University community are obliged to act in an open and transparent manner for others, in order to minimize the risk of misinterpretation of the behaviour undertaken.
3. Members of the University community are obliged to maintain a professional relationship with minors and to consider each time whether the reaction, message or action towards the minor is appropriate to the situation, legitimate and safe.
4. In the event of observing situations of violence between minors, each member of the University community is obliged to immediately react and appropriately intervene to stop the escalation of the conflict and prohibited behaviour. Reactions and interventions concerning a specific minor should also take into account the safety of other minors.
5. Employees who have contact with minors through their involvement in the University's activities monitor the situation and well-being of minors and pay attention to the propriety and correctness of the relationships between minors.
6. In the event of receiving information about the initiation of criminal proceedings against a member of the University community for a crime directed against sexual freedom or other personal rights of a minor, the Rector immediately removes them from all forms of contact with minors.

##### § 6

1. Members of the University community in contact with minors:
  - 1) treat minors with respect, listen to them and try to provide them with an answer that is appropriate to the situation and their age, and when giving any instructions, formulate them factually, clearly and specifically;
  - 2) do not embarrass minors, do not disrespect or insult them;
  - 3) do not shout, unless the dangerous situation requires it (*e.g.*, warning in the event of a threat, announcing an evacuation alarm);
  - 4) treat every minor equally regardless of their origin, appearance, beliefs, religion, skin colour;
  - 5) treat with respect their beliefs, views, convictions, experiences and other perspectives resulting from being a minor;
  - 6) use language that is free from judgments, labels, and is adapted to the minor's level of development;
  - 7) create a culture of openness and mutual responsibility that encourages reporting and discussing all issues and problems related to the need to protect minors.
2. It is unacceptable to use violence against minors in any form.
3. A minor has the right to bodily inviolability, intimacy and privacy. Physical contact with a minor must never be secret or concealed, involve with any gratification, or result from the use of a relationship of dependence or subordination.

4. In justified cases, physical contact between an employee and a minor is permissible with a minor. Such situations include, in particular:
  - 1) a threat to the health or life of a minor;
  - 2) assistance to a disabled minor in medical, hygiene, eating, moving around, if the type of disability requires it, and the minor or their guardian consents to the assistance offered;
  - 3) participation in legally permissible activities in which such contact is common, *e.g.*, greetings, sports competitions.
5. This right should be respected in particular in places such as changing rooms, swimming pools, bathrooms and toilets.

#### **Chapter 4**

#### **Policies and procedures for intervening in situations of suspected abuse or having information about abuse of a minor**

##### § 7

1. If a member of the University community suspects that a minor is being abused, he or she is obliged to inform the coordinator of these suspicions.
2. The coordinator, having identified the risk of abuse or harm to the minor, shall immediately intervene and take steps to stop the abuse.
3. The coordinator, in the case of suspected abuse of a minor, immediately isolates the minor from the potential perpetrator, notifies the Rector, the police and takes other necessary measures, including notifying the minor's parents or guardian of the incident and informing them of the minor's condition.
4. In any case of suspected abuse, the minor is immediately provided with the care and support of a psychologist and, if necessary, other specialists.
5. If it is determined that the problem of abuse does not require legal intervention and there is no threat to the health or life of the minor, the coordinator arranges a meeting with the parents or guardian of the minor in the presence of the psychologist and the employee who reported the incident. During the meeting, ways of support are determined and possible response according to the situation of the minor. A note is made of the meeting.

##### § 8

1. An intervention card shall be drawn up from the course of each intervention.
2. Members of the University community who have information about abuse of a minor or information related to it, are obliged to keep this information confidential, excluding information provided to the coordinator and authorized institutions as part of intervention activities.
3. If a suspicion of a threat to the safety of a minor has been reported by the minor's parents or guardian, and this suspicion has not been confirmed, they must be informed of this fact in writing and an intervention card must be drawn up.

##### § 9

1. If a minor is reported to have been abused by a member of the University community, that person is immediately removed from all forms of contact with minors until the matter is clarified.

2. The coordinator interviews the minor and those who have or may have knowledge of the incident and determines the course of the incident and its impact on the minor's mental and physical health. The findings are recorded in the intervention sheet.
3. The coordinator arranges a meeting with the minor's parents or guardian, who are informed of the need for specialized support.
4. In the event that a member of the University community has committed a form of harm to a minor other than committing a crime to their detriment, the Rector shall examine all the circumstances of the case, in particular, shall hear the employee suspected of harming the minor and other persons with knowledge of the event.
5. In the event of a significant violation of the minor's welfare, in particular when discrimination or violation of their dignity has occurred, the Rector shall consider the justification for taking disciplinary measures against the employee.

#### § 10

1. If the source of abuse or suspected abuse is the parents or guardian of the minor or a person from the home environment, the coordinator, after assessing the situation, shall initiate the Blue Card procedure (card A) and immediately notify the relevant institutions and organizations.
2. If the parents or guardian of the minor refuse to cooperate or refuse to take the actions proposed by the coordinator, he or she shall immediately file a notice of suspicion of a crime to the police, prosecutor's office or a request to inspect the into the situation of the child to the family court, establish cooperation with the social welfare unit and include the minor in psychological assistance.

#### § 11

1. In the case of reported abuse of a minor by a person cooperating with the University, the coordinator shall interview the minor and other persons who have or may have knowledge of the incident and the personal (family, health) situation of the minor, including, in particular, the minor's parents or guardian. The coordinator determines the course of the incident and its impact on the minor's mental and physical health. The findings are recorded in the intervention card.
2. The coordinator arranges a meeting with the minor's parents or guardian, to whom he provides information about the incident and the need for specialized support.

#### § 12

1. In the event of a suspicion of harm to a minor by another minor, the coordinator conducts a conversation with the minor suspected of harm and their parents or guardian, as well as separately with the minor subjected to harm and their parents or guardian. During the conversations, the course of the incident and its impact on the mental and physical health of the minor being harmed are determined. The findings are recorded in the intervention card.
2. Together with the parents or guardian of the minor being harmed, the coordinator develops an action plan to eliminate undesirable behaviours and ensure their safety, including ways of isolating them from sources of danger.
3. In the case of peer violence, other risky behaviours on the part of minors, psychological help and support are also provided to minors who are its initiators, taking into account the

need to cooperate in this area with external institutions, as well as minors who were potential witnesses to the incident.

### § 13

1. In the event that a crime has been committed against a minor, the coordinator prepares a report of the possibility of a crime being committed and forwards it to the appropriate local police or prosecutor's office.
2. In the event that a conversation with the parents or guardian shows that they are not interested in providing assistance to the minor, ignore the event or do not support the minor who has experienced harm in any other way, the coordinator prepares an application to the family court for insight into the situation of the minor's family.
3. The further course of the proceedings depends on the actions of the appropriate institutions referred to in Articles 1 and 2.

## **Chapter 5**

### **Persons responsible for receiving reports of incidents endangering a minor and providing support to them**

### § 14

1. The person responsible for receiving reports of incidents threatening the welfare of a minor is the coordinator.
2. The person responsible for providing support to the minor in case of abuse in urgent situations is any employee.
3. If an employee receives information or notices that a minor is being harmed, the employee is obliged to provide assistance to the minor, and then make a memo and report it to the coordinator and immediate supervisor.
4. In special situations, the Rector may appoint an intervention team that includes persons who may have knowledge of the minor's situation and have the ability to support and ensure his/her safety. The team may also include persons from outside the University.

## **Chapter 6**

### **Procedures and persons responsible for filing notices of suspected crimes against a minor, notifying the guardianship court**

### § 15

1. If the person suspected of harming a minor is a minor between the ages of 13 and 17, and this behaviour constitutes a criminal act, the coordinator, on behalf of the Rector, shall inform the locally competent family court or the police by written notification.
2. If the person suspected of harming a minor is a person who is at least 17 years of age, and this behaviour constitutes a criminal act, the coordinator, on behalf of the Rector, shall inform the locally competent police or prosecutor's office by written notification.

### § 16

In cases where the welfare of a minor is at risk - the person responsible for notifying the guardianship court through a request for family insight is the coordinator acting on behalf of the Rector.

## **Chapter 7**

### **Principles of preparation of employees, students, doctoral students and persons cooperating with the University for the application of standards and how to document this activity**

#### **§ 17**

1. The draft of the Standards for the Protection of Minors in the complete version and the abbreviated version for minors shall be developed by the Rector.
2. The Rector is responsible for the substantive preparation of employees for the application of the Standards, including the organization of training meetings on their application.
3. Of the training meetings referred to in Article 17.2, a note shall be drawn up together with a with a list of the participants in the meeting, which shall be kept in the University's records kept in the relevant employee affairs department.
4. The Rector, as necessary and possible, organizes training meetings for employees with representatives of the police, family court, family probation officers, employees of social welfare units, as well as organizations and associations dealing with issues of protection of minors.

## **Chapter 8**

### **Principles of protection of image and personal data of a minor**

#### **§ 18**

1. Employees, recognizing the minor's right to privacy and protection of personal property, shall ensure the protection of the minor's image and personal data.
2. Publicizing by an employee the image of a minor recorded in any form requires the written consent of the minor's parents or guardian.
3. If the image of a minor is only a detail of a whole, such as a gathering, landscape, public event, the consent of the parents or guardian to record the image of a minor is not required.
4. In case of suspicion of improper dissemination of image, personal data of a minor, including in particular sensitive data, the Rector or coordinator shall immediately report the incident to the Data Protection Officer.

## **Chapter 9**

### **Rules for the use of Internet-enabled electronic devices and how to respond if sexual abuse or cyberbullying is identified or suspected**

#### **§ 19**

1. The University, providing access to the Internet, takes measures to protect minors from accessing content that may pose a threat to their proper development; in particular, anti-malware and content filtering software is installed and updated on University computers.

2. The University shall, as far as possible, provide permanent access to educational materials on safe use of the Internet.
3. Members of the University's community shall respond immediately if they detect instances of pornographic content, sexual exploitation or cyberbullying being made available to minors, including, in particular, hate, blackmail and intimidation, and dissemination of offensive content on the Internet.
4. In the event that cyberbullying or sexual abuse is detected or becomes known, members of the University community shall immediately report the problem to the coordinator, who, in consultation with the director of the University Information Technology Centre, shall take the necessary action in this regard.

## **Chapter 10**

### **Rules for reviewing and updating the Standards**

#### § 20

1. The adopted Standards are subject to review once every two years, with particular attention to the analysis of situations involving threats to the safety of minors and information resulting from surveys, and the conclusions of the assessment are documented.
2. Members of the University community may provide their comments, propose changes to the regulations contained in the Standards, and report incidents of violation of the Standards to the coordinator, who keeps a register of notifications and proposed changes.
3. All comments, proposed changes and incidents of violations of the Standards are forwarded by the coordinator to the Rector, who adjusts the Standards to current needs and verifies their compliance with current regulations.

## **Chapter 11**

### **Method of documenting and rules for storing disclosed or reported incidents or events threatening the welfare of a minor**

#### § 21

1. Documentation of disclosed or reported incidents or events threatening the welfare of a minor consists of:
  - 1) an intervention card concerning a given incident;
  - 2) notes prepared by employees on the occasion of a given incident;
  - 3) a copy of an application to the family court for insight into the family situation;
  - 4) a copy of the notification of a crime committed against a minor;
  - 5) a register of conducted interventions;
  - 6) surveys monitoring the level of implementation of the Standards;
  - 7) reports from monitoring the Standards.
2. The principles for storing disclosed or reported incidents or events threatening the well-being of a minor and interventions in the event of suspected child abuse are specified in the office instructions.
3. Documentation concerning disclosed or reported incidents or events threatening the well-being of a minor, documentation concerning interventions in the event of suspected child abuse is stored in the administration unit serving the coordinator and is made available in any way and in any form only with the consent of the Rector.
4. The coordinator is responsible for properly storing and making available documentation relating to disclosed or reported incidents or events that threaten the well-being of a minor and for interventions in the event of suspected harm to a minor.



**Chapter 12**  
**Final provisions**

§ 22

Specimens of applications, declarations, forms and other documents used to implement the Standards are available on the University's website in the Minor Protection Coordinator tab.