Łukasiewicz
Instytut
Materiałów
Polimerowych

STANDARDS FOR THE PROTECTION OF MINORS

at the Łukasiewicz Research Network - Institute of Polymer Materials

(full version)

Preamble

The Director of the Łukasiewicz Research Network - Institute of Polymer Materials in the utmost care for minors, guided by the principle of the best interests of the child, striving to ensure the safety of all minors, as well as to provide them with protection against harm in the scope of all activities and initiatives undertaken by the Institute, including those related to the popularization of science and knowledge about new technologies, in which the Institute is the organizer of workshops and meetings related to the development of interests by minors, fulfilling its statutory obligation, introduces these Standards to be applied and disseminated among minors, their parents, legal or actual guardians, as well as employees and persons involved in the Institute's activities.
The Standards for the Protection of Minors is a set of rules and procedures that constitute a framework for all employees and persons involved in the Institute's activities.

Our policies towards minors are:

- the guiding principle of all actions is to act for the good of the child and in his or her best interest,
- in the Institute's activities, we create a friendly and safe environment for children in which they are respected and appreciated,
- we do not tolerate violence against a child in any form,
- we feel responsible for children and are attentive to recognise children who should be protected, helped and supported;
- all employees and persons involved in the activities of the Institute comply with the applicable law, internal regulations and undertake actions within the limits of their competences and in accordance with the adopted Standards for the Protection of Minors.

The basic and most important legal acts determining the protection of children are:

- Constitution of the Republic of Poland
  of 2 April 1997
- Convention on the Rights of the Child
  adopted by the United Nations General Assembly
  On 20 November 1989.
- Act on the Ombudsman for Children
  of 6 January 2000
- Act on Counteracting Domestic Violence
  of 29 July 2005
- Uof the Act on Counteracting the Threat of Sexual Crime and the Protection of Minors
  of 13 May 2016

For the purposes of these Standards:

The Institute – is the Łukasiewicz Research Network - Institute of Polymer Materials, 87-100 Toruń, 55 Marii Skłodowska-Curie Street, using the abbreviated name "Łukasiewicz-IMPIB";

The Managing Person of the Institute – is the Director of the Institute, the Deputy Director of the Institute for Research, the Proxy or another person authorized in writing by the Director of the Institute to replace him during his absence;

Staff of the Institute – are natural persons performing work for the Institute, regardless of the form of employment (on the basis of an employment contract, temporary employment contract, mandate contract, contract for specific work or contract for the provision of services, to which, in accordance with the Civil Code, the provisions on mandate apply), including interns, volunteers and apprentices;

A child is any minor;

A minor is a person who is under 18 years of age;

Guardian of the child - the child's legal representative: parent or legal guardian;

Child abuse – these are behaviours prohibited by law, undertaken or attempted by any person, directed against the child's well-being.

Chapter 1

Rules to ensure safe relations between minors and the staff of the Institute and behaviour prohibited towards minors.

When making decisions about a child, we are always guided by their safety, well-being and needs. We are aware of all prohibited behaviors. We do not tolerate, we do not accept them in any form.

In relations with a child:

- we remain patient, open and respectful;
- we listen carefully, and if a question is asked, we give an answer adequate to the child's age and specific situation;
- we remain sensitive and respectful of the child's differences, linguistic, cultural, religious or ethnic conditions;
- if there is a need for an individual conversation with the child, we plan and conduct it in such a way that we do not stay with the child in private without the possibility of controlling other people;
- We respect your child's right to privacy.

Staff of the Institute:

- does not consume or make available to children alcohol, tobacco products, other stimulants or illegal substances;
- does not watch erotic and pornographic content, regardless of its form, while working with children and on the premises of the Institute;
- does not record the image of the child (filming, voice recording, photography) for purposes not related to the Institute's activities;
- does not touch the child in a way that could be considered indecent or inappropriate;
- does not use vulgar words, gestures or jokes in the presence of children;
- does not use any form of violence against the child;
- does not disrespect the child, does not insult him, does not yell at the child;
- does not disclose sensitive information concerning the child, related to the child's image, family, economic, medical, guardianship and legal situation, to unauthorized persons (including other children).

Chapter 2
Rules and procedure for intervening in the event of suspected abuse or information about abuse of a minor.

In the event of suspicion of abuse of a minor or information about the abuse of a minor, the Staff of the Institute is obliged to undertake interventions according to the following rules and procedures.

As a rule, intervention is undertaken immediately in the event of suspicion of harm to a minor or information about harm to a minor.

As a rule, if the Institute Staff suspects that a minor has been harmed or that the Staff of the Institute has information about harm, the minor is immediately removed from working with children until the matter is clarified.

The intervention is undertaken by the person responsible for receiving reports. If the suspicion of harm or the information in our possession indicates a threat on the part of the person responsible for receiving reports or if there are other urgent circumstances hindering or delaying its undertaking, the intervention is undertaken by another person indicated by the Person Managing the Institute.

The staff of the Institute is obliged to prepare an official note in the event of a situation of suspicion of harm to a minor or in possession of information about harm to a minor in order to pass it on to the person responsible for receiving reports or to another person indicated by the Managing Person of the Institute. The note may take the form of a letter or e-mail. In urgent situations, such information may first be provided orally using available communication channels.

When the situation directly threatens the life or health of the child:

- the appropriate services (e.g. police, ambulance - by calling the emergency number 112) are immediately notified of such a situation;
- The following shall also be notified:
  - Guardian of an abused child;
  - if such a circumstance occurs, also the Guardian of a child who has harmed another child.

The guardian of a child who is reasonably suspected of having been or is being harmed shall be informed in detail about the suspicions or information in possession. If the notification of the child's guardian is contrary to the child's best interests or impossible, this obligation is waived.

In the event of disclosure of an event of abuse of a minor, it is necessary to:

- isolate the child from the source of danger as soon as possible;
- provide him with safe and comfortable conditions;
- initiate intervention activities in cooperation with other institutions, if necessary;
- inform the child's guardian about the next actions that will be taken in connection with the revealed abuse;
- provide the child's guardian or child with the helpline number 116 111, if he/she considers it justified in the given circumstances;
- allow the child to be with a close person in whose presence he feels safe.

The person managing the Institute submits a report of a suspected crime to the prosecutor's office or the police, or a request for access to the situation of the family to the district court, the family and juvenile department and the social welfare centre.
Further actions are taken by the relevant institutions, in accordance with their competences.

In the event that it is obvious that the Institute Staff has committed any form of harm against the child other than committing a crime to the child's detriment and there is no need to immediately notify the relevant institutions, the person responsible for receiving reports determines all the circumstances of the case, in particular with the Institute Staff or other witnesses of the event and, if necessary, with the person suspected of harm. If justified necessary, he/she may talk to the child with the prior consent of the Child's Guardian and in his/her presence.

In the event that the conversation with the child's guardian shows that he/she is not interested in helping the child, ignores the incident or otherwise does not support the child who has experienced abuse, the Person managing the Institute prepares a request for insight into the situation of the family, which is referred to the family court competent for the child's place of residence.
If the findings show that the child's guardian neglects the child's needs or the family is inefficient in terms of upbringing or uses violence against the child, the social welfare centre should be informed of this fact and the need to provide assistance to the family or the need to initiate the "Blue Card" procedure.

A service note is made of the course of each intervention. The note is attached to the register of interventions kept by the person responsible for receiving reports.

Chapter 3
Procedure and persons responsible for filing reports of suspected crime against a minor.

The Persons Managing Persons of the Institute are responsible for filing reports on suspicion of committing a crime to the detriment of a minor.

The rules for filing a crime report are carried out in compliance with the obligations of reporting a crime, in particular Article 304 § 2 of the Code of Criminal Procedure and other relevant acts.

Article 304 § 2 of the Code of Criminal Procedure:
"State and local government institutions which, in connection with their activities, have become aware of the commission of a crime prosecuted ex officio, are obliged to immediately notify the prosecutor or the Police thereof and to take the necessary actions until the arrival of the authority appointed to prosecute the offences or until such authority issues an appropriate order in order to prevent the obliteration of traces and evidence of the crime"

When implementing the procedure of reporting a suspected crime, the child's guardian should be informed of this fact, respecting the principle of the child's best interests and acting in the child's best interests to ensure his/her protection.

Chapter 4
Standards review and update policy.

The Staff of the Institute, designated by internal regulations, is obliged to evaluate the Standards at least once every two years in order to ensure their adaptation to current needs and compliance with applicable regulations.

The conclusions of such an assessment will always be documented in writing and presented for approval to the Director of the Institute.

The Director of the Institute, acting for the benefit of all children and striving to ensure their safety, encourages all persons to submit proposals/applications that can be used for such an assessment.

Chapter 5
The scope of competence of the person responsible for preparing the Staff of the Institute or the organizer for the application of the standards, the rules of preparing this staff for their application and the method of documenting this activity.

The obligation to ensure that the Institute's Staff is prepared for the application of the Standards, in particular before being admitted to the activities specified in the Act, is carried out in accordance with the principle of due diligence and in the manner specified below.

Preparation of the Institute's staff for the application of the standards will consist in deepening knowledge and skills, identifying the risk of harming minors, recognizing abuse and its symptoms, taking lawful actions to protect and support minors.

Each supervisor within the meaning of internal regulations is obliged to ensure that the Institute's Staff is prepared for the application of the Standards.

In order to prepare the Institute's Staff for the application of the Standards, other additional materials (recommended by the Ministry of Justice and other relevant Institutions) may also be made available.

Depending on the reported or emerging needs, the Institute may also organize training in order to deepen knowledge and skills for the application of the Standards.

The organization of trainings and familiarization with the Standards by the Staff of the Institute is always documented in writing in accordance with the fulfilment of this obligation.

Chapter 6
The rules and manner of making available to the Guardian of the child and minors the standards for familiarization with them and their application.

The standards are public.

The staff of the Institute, in the scope of all initiatives undertaken related to the development of interests by minors, ensures that the Standards are made available and the opportunity to familiarize themselves with the Standards to those interested in the activities of the Institute of Child Guardians and minors, in such a way that persons have the opportunity to familiarize themselves with their content.

The Institute ensures that the Standards are made available on the website of https://impib.lukasiewicz.gov.pl/ .

In the Institute and its R+D Centres, the Standards are displayed in a visible place in order to make them available in full and abbreviated versions.

The child's guardian and minors shall be provided with the standards at their request at the secretariat of the Director of the Institute.

Chapter 7
Persons responsible for receiving reports about events that threaten the minor and providing him with support.

The persons responsible for receiving reports of events threatening a minor and providing support to them at the Institute are:

employees of the Organisational and Legal and Audit Department,

who can be contacted directly
at the Institute's headquarters at:
87-100 Toruń, 55 M.C. Skłodowska Street
or by phone:
+48 56 650 00 44 ext. **143**.

In urgent situations, all members of the Staff of the Institute are entitled to receive information and reports about events that threaten the life and health of the minor and to provide support within the limits of their duties and powers, cooperating with the Child's Guardian.

A person who receives information about an incident that threatens a minor shall keep this information confidential and shall only pass it on to the person responsible for receiving reports or to the Person Managing the Institute. This does not apply to the circumstances of notifying the services responsible for ensuring the protection of minors (e.g. the public prosecutor's office, the police, the ambulance service) if such a circumstance arises urgently.

Chapter 8
Rules for the use of electronic devices with Internet access.

Minors do not have access to the Institute's network infrastructure.

The Institute does not make computers or other portable devices with free access to the Internet available to persons other than the Staff of the Institute, including minors.

A wifi network is available on the premises of the Institute, secured with an access password.

The staff of the Institute has an individual login and password enabling the use of the computer on the premises of the Institute and keeps them secret.

On the premises of the Institute, minors can use their own electronic devices with Internet access with the consent of their Guardian of the child.

Chapter 9
The method of documentation and the rules for storing disclosed or reported incidents or events that threaten the minor's welfare.

Documenting reports, disclosed incidents or events is done in writing.

Documentation of reports, incidents or events is kept by the Head of the Organizational, Legal and Audit Department in compliance with the Institute's Personal Data Protection and Information Security Policy.