

## Standards for the Protection of Minors at the University of Lodz

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## Preamble

The University of Lodz, acting to protect the dignity of minors and respect their rights and upholding the safety of the vulnerable, establishes the Standards for the Protection of Minors at the University of Lodz. Following the guidelines contained in the UL's Strategy, particularly concerning respect for everyone and commitment, the University creates a friendly environment in which minors can feel free and safe and develop their passions and interests in conditions adapted to their individual needs.

The Standards for the Protection of Minors at the University of Lodz have been elaborated in accordance with the Act of 13<sup>th</sup> May 2016 on counteracting the risk of sexual offences and protecting minors (consolidated text, Journal of Laws 2024, item 560) and made available to the public in two versions: the complete one and the abridged one. In particular, the academic and administrative employees of the University of Lodz and students (including doctoral students) are introduced to the document.

## Legal basis

- Constitution of the Republic of Poland of 2<sup>nd</sup> April 1997 (Journal of Laws 1997, No. 78, item 483, as amended);
- Convention on the Rights of the Child, adopted by the United Nations General Assembly on 20<sup>th</sup> November 1989 (Journal of Laws 1991, No. 120, item 526, as amended);
- Family and Guardianship Code Act of 25<sup>th</sup> February 1964 (consolidated text, Journal of Laws 2023, item 2809);
- Act of 28<sup>th</sup> July 2023 amending the Family and Guardianship Code Act and certain other acts (Journal of Laws 2023, item 1606);
- Act of 13<sup>th</sup> May 2016 on counteracting the threat of sexual offences and protecting minors (consolidated text, Journal of Laws 2024, item 560).
- Act of 10<sup>th</sup> May 2018 on the protection of personal data (consolidated text, Journal of Laws 2019, item 1781);
- Criminal Code Act of 6<sup>th</sup> June 1997 (consolidated text, Journal of Laws 2024, item 17).
- Civil Code Act of 23<sup>rd</sup> April 1964 (consolidated text, Journal of Laws 2024, item 1061).

## Chapter I

### Explanation of terms

#### § 1

In this document, terms and definitions with the following meaning are used:

- 1) **UL, University** – University of Lodz;
- 2) **SPM** – this document, Standards for the Protection of Minors at the University of Lodz;
- 3) **minor** – any person under the age of 18 studying at the UL, enrolling in the UL or contacting UL's personnel/staying at the University;
- 4) **minor's guardian** – the person authorised to represent the minor, in particular their parent or any other legal guardian;
- 5) **consent of the minor's guardian** – the consent of at least one guardian of the minor; in the event of disagreement between the guardians on actions concerning the minor's essential matters, the guardians should be informed that the matter has to be decided by the family court;
- 6) **harms to a minor** – the commission of a criminal act to the detriment of a minor by any person, including an employee of the University of Lodz, a student or a doctoral student, or a threat to the welfare of a minor, including their neglect or failure to perform a duty incumbent on the person concerned;
- 7) **employee** – a person employed at the University of Lodz, including a person employed under a civil law contract, as well as a trainee, an apprentice and a volunteer who, as part of their job/position/role, has or may have contact with minors, in particular in connection with the recruitment of candidates for studies, the organisation of fairs, exhibitions, conferences and training sessions, general information activities and the conducting of classes;
- 8) **candidate** – a person applying for the position of employee (as defined above);
- 9) **MPP Officer** – the Minor Protection Policy Officer, a person appointed by the Rector of the UL who is responsible for the implementation of activities arising from this document, excluding the provisions of Chapter II;
- 10) **intervention team** – a group of University's personnel working together to help a minor affected by abuse;
- 11) **Register** – the Register of Sexual Offenders;
- 12) **NCR** – National Criminal Register;

- 13) **off-campus classes** - classes conducted wholly or partly off the premises of the University of Lodz, including incidental trips outside the premises of the University in order to carry out, in particular, education-related tasks.

## **Chapter II**

### **Verification of persons in the Register of Sexual Offenders**

#### **§ 2**

1. A candidate for UL's employee is subject to a mandatory criminal record check for the offences set out in Chapters XIX and XXV of the Criminal Code, in Articles 189a and 207 of the Criminal Code and in the Act of 29<sup>th</sup> July 2005 on counteracting drug addiction (consolidated text, Journal of Laws 2023, item 1939).
2. A person who has been punished for the offences referred to in paragraph 1 may not be employed at the UL as an employee, and if the University becomes aware of such criminal record of UL's current employee, the University has the right to terminate the employment relationship with this employee under the provisions of the Labour Code Act of 26<sup>th</sup> June 1974 (consolidated text, Journal of Laws 2023, item 1465, as amended) and in the Higher Education and Science Law Act of 20<sup>th</sup> July 2018 (consolidated text, Journal of Laws 2023, item 742, as amended).

#### **§ 3**

1. During recruitment for the position of UL's employee, the University of Lodz requires candidates to submit, along with other required documents, a statement for the purpose of verifying the candidate in the Register of Sexual Offenders and a statement of no criminal record and commitment to comply with the Standards for the Protection of Minors at the University of Lodz, the templates of which are attached as Appendixes 1 and 2 to this document. Failure to submit statements during the recruitment period may result in the candidate's application being left unprocessed.
2. A person authorised by the Rector shall obtain information on whether the candidate's data are included in the Register with restricted access or in the Register of persons in respect of whom the State Commission for the Prevention of Sexual Exploitation of Minors under 15 years of age has issued a decision on entry into the Register.
3. The feedback from the Registers is recorded in hard copy by a person authorised by the Rector and attached to the applicant's documentation.

#### **§ 4**

1. A person authorised by the Rector shall collect information from the National Criminal Register from the candidates with regard to the offences indicated in § 2, paragraph 1.
2. In the case of a candidate being a citizen of a country other than the Republic of Poland, a person authorised by the Rector shall also collect information from the criminal records of the country of citizenship obtained for the purposes of professional or voluntary activities involving contact with minors, as well as a statement about the country or countries in which the candidate lived during the last 20 years, other than the Republic of Poland and the country of citizenship, together with information from the criminal records of those countries obtained for the purposes of professional or voluntary activities involving contact with children.
3. Where the law of the countries referred to in paragraph 2 does not provide for the issuing of information for the purposes of professional or voluntary activities involving contact with children, information shall be taken from the criminal records of those countries.
4. Where the law of the countries from which the information referred to in paragraph 2 is to be submitted does not provide for its preparation or where no criminal record is kept in the countries concerned, the candidate shall submit to a person authorised by the Rector a statement to that effect along with a declaration that they have not been validly convicted in that country for prohibited acts corresponding to the offences defined in Chapters XIX and XXV of the Criminal Code, in Articles 189a and 207 of the Criminal Code and in the Act of 29<sup>th</sup> July 2005 on counteracting drug addiction, and no other judgment has been issued against him or her stating that he or she has committed such prohibited acts, and that he or she is not under an obligation arising from a judgment of a court, any other authorised body or the law to comply with the prohibition to hold any or certain positions, to practice any or certain professions or activities related to upbringing, education, recreation, treatment, provision of psychological counselling, spiritual development, the pursuit of sports or other interests by minors, or to the care of minors.
5. The statements referred to in paragraphs 2 and 4 shall be made under pain of penal responsibility for making a false statement. The person making a statement is required to include the following clause: 'I am aware of penal responsibility for making a false statement.' This clause replaces the authority's instruction on penal responsibility for making a false declaration.
6. The information and statements referred to in paragraphs 1-4 shall be attached to the applicant's documentation by a person authorised by the Rector.

## **§ 5**

1. The provisions of § 2-4 hereof shall apply accordingly to employees of the University of Lodz employed at the University at the time of the entry into force of Article 7(5) of the Act of 28<sup>th</sup> July 2023 amending the Family and Guardianship Code Act and certain other acts (Journal of Laws 2023, item 1606).
2. In the case of UL's employee, printouts of feedback from the Registers referred to in § 3, paragraph 2 and the information and statements referred to in § 4, paragraphs 1-4 are attached to the employee's personal file by a person authorised by the Rector.

## **§ 6**

The provisions of § 3–4 hereof shall apply accordingly to students of the University of Lodz who come into contact with minors as part of their internships and activities related to the organisation of all kinds of university events, particularly fairs, training courses, workshops and open days, as well as to doctoral students of the University of Lodz who come into contact with minors as part of their classes, consultations, the organisation of all kinds of events and other activities undertaken as part of their training at the doctoral school; however, the requirement to verify and obtain relevant documents from them shall be updated only when there is a need to allow them to carry out activities related to minors.

## **Chapter III**

### **Prohibited conduct towards minors**

## **§ 7**

The use of violence in any form against minors by adults, in particular UL's personnel, students and doctoral students and other minors, is prohibited.

## **§ 8**

1. In particular, employees must not:
  - 1) use physical violence or abuse their physical superiority towards minors, e.g. by hitting, pushing, poking or restraining their freedom of movement;
  - 2) use psychological violence or abuse their position of authority towards minors, e.g. by humiliating, ridiculing, intimidating, threatening, ignoring, isolating, discriminating or name-calling;

- 3) make discriminatory comments or statements that infringe the dignity of a minor, in particular those with sexual overtones;
  - 4) make romantic or sexual propositions to a minor and make others that may be perceived as ambiguous, such as making jokes with sexual overtones or making inappropriate gestures;
  - 5) enter into any romantic or sexual relationship with a minor;
  - 6) withhold information on the actual or suspected establishment of a romantic or sexual relationship between a minor and an adult, in particular an employee of the University, and conceal messages concerning the possibility of one-sided romantic or sexual attraction between a minor and an adult;
  - 7) accept gifts from a minor or their guardians;
  - 8) provide a minor with vulgar, erotic, pornographic or otherwise inappropriate content;
  - 9) say inappropriate or vulgar comments and jokes;
  - 10) disseminate false information about a minor as well as any kind of material that might humiliate, insult or ridicule a minor;
  - 11) disclose sensitive information concerning a minor, e.g. relating to their family, medical or economic situation;
  - 12) publish information about a minor and photos and videos featuring a minor without the minor's and their guardians' consent, except where the minor's image is only a detail of the whole.
2. The provisions of paragraph 1 shall apply accordingly to students of the University of Lodz who come into contact with minors as part of their internships and activities related to the organisation of all kinds of university events, particularly fairs, training courses, workshops and open days, as well as to doctoral students of the University of Lodz who come into contact with minors as part of their classes, consultations, the organisation of all kinds of events and other activities undertaken as part of their training at the doctoral school.

## **Chapter IV**

### **Rules of safe relations with minors**

#### **§ 9**

1. It is the responsibility of UL's employees to ensure the safety of minors during their stay on the premises of the University of Lodz.



2. UL's employees treat minors with due respect and support them in overcoming their difficulties, taking into account their abilities and needs, particularly those arising from their disability.

## **§ 10**

1. In particular, each employee of the UL:
  - 1) is guided by a minor's best interests and, as far as possible, acts in the minor's interests in matters concerning the minor and in their relations with the minor;
  - 2) maintains a professional relationship with a minor, using activities and communication adapted to the situation and the minor's cognitive abilities;
  - 3) keeps in touch with a minor only within the limits of their work/position/role, contacting the minor directly on the premises of the University of Lodz or outside them only in the case of classes held outside the UL's premises by means of the University's e-mail or the USOSWeb system. Any other type of contact between an employee and a minor is prohibited unless it is justified by special circumstances related to the activities performed by the employee for the University of Lodz and the employee's immediate supervisor and the minor's legal guardians have given their consent to such contact;
  - 4) addresses a minor in a respectful and calm manner, showing understanding and patience; does not address a minor in a raised voice, unless this results from a threat to the safety, health or life of the minor, an employee or a third person;
  - 5) does not abuse his position of authority in his relations with a minor;
  - 6) does not differentiate between the situation of a minor and other persons in the same legal and factual situation, unless a difference in treatment is justified by the provisions of law or by special non-discriminatory circumstances;
  - 7) does not offend, humiliate, disrespect or embarrass a minor;
  - 8) always strives to fully listen to a minor and give them a comprehensive answer adapted to the situation and their cognitive abilities;
  - 9) does not ridicule a minor and does not speak in a way that is derogatory to the minor's dignity and self-esteem;
  - 10) does not infringe upon the physical integrity of a minor, in particular by not touching the minor in an ambiguous or inappropriate manner, stroking or patting the minor;
  - 11) does not allow inappropriate, ambiguous physical contact with a minor, even with the minor's consent; if they become aware of or has suspicions about the minor's emotional involvement with any staff member or other adult, they shall immediately report the situation to the MPP Officer;

- 12) does not stay alone with a minor in one room and, in the case of interviews that need to take place in isolation, tries to remain within others' sight; when the situation so requires, an employee may also ask another person to be present during such an interview;
  - 13) in justified cases, particularly in order to provide necessary assistance to a minor with a disability, physical contact between an employee and the minor is allowed with the consent of the minor's guardians but only within the limits necessary to fulfil a specific purpose and in accordance with the principles of decency and professionalism;
  - 14) when participating in the conflict resolution process between a minor and another person, an employee allows the minor to express their opinion in an emotionally secure environment and strives to remain objective;
  - 15) if an employee becomes aware of the occurrence of unlawful behaviours towards minors, they are obliged to inform the MPP Officer of this fact and to follow the intervention procedure described in Chapter V of this document.
  - 16) in relation to minors who suffered various forms of abuse in the past, an employee having knowledge of the abuse in question strives to act with particular sensitivity, while remaining firm and attempting to make the minor aware of the need and manner in which personal boundaries should be set;
  - 17) does not disclose information about a minor to unauthorised persons;
  - 18) respects a minor's right to privacy and, where it is necessary to derogate from the principle of confidentiality, provides the minor with information about the current situation and explains the reason for doing so.
2. The provisions of paragraph 1 shall apply accordingly to students of the University of Lodz who come into contact with minors as part of their internships and activities related to the organisation of all kinds of university events, particularly fairs, training courses, workshops and open days, as well as to doctoral students of the University of Lodz who come into contact with minors as part of their classes, consultations, the organisation of all kinds of events and other activities undertaken as part of their training at the doctoral school.

## **§ 11**

1. In carrying out the tasks arising from this document, employees act within the framework of the applicable law, intra-university regulations and their competences.
2. All employees are required to become familiar with and accept the rules set out in this document by submitting a statement to the Human Resources Department, the template of which is attached as Appendix 3.

3. In the event of a reasonable suspicion that an employee has violated the principles set out in this document, they shall immediately provide an explanation of their own conduct to the MPP Officer or to the head of the relevant organisational unit and, if necessary, to other persons whose participation in the hearing of the explanation is deemed advisable. If explanations are given orally, a note is prepared.

## **§ 12**

A minor in contact with another minor:

- 1) does not use violence in any form;
- 2) treats the minor with respect and does not undermine their sense of dignity;
- 3) respects the rights and freedoms of another minor within the framework of socially accepted norms and values;
- 4) maintains kindness and personal culture;
- 5) controls their behaviour in terms of expressing their views and opinions;
- 6) speaks in a way that does not hurt, stigmatise or offend anyone;
- 7) responds to the violence which they witness or about which they have information, in particular by informing UL's employee.

## **Chapter V**

### **Procedure for intervening in cases of suspected abuse of a minor, rules of establishing a plan for supporting a minor after the disclosure of abuse, and the manner of documenting and the rules of retaining disclosed or reported incidents or events threatening the welfare of a minor**

## **§ 13**

1. Any person who becomes aware of or suspects the abuse of a minor, in particular the UL's employee, is obliged to notify this fact to the MPP Officer.
2. Where it is impossible or considerably difficult for a person other than the UL's employee to inform the MPP Officer, particularly in the event of an emergency threat to the life or health of a minor, it can be sufficient to inform any employee of the UL. This employee is required to pass on the acquired information to the MPP Officer without delay and to take other necessary actions, in particular, where necessary, to notify relevant services.

3. Prior to the notification referred to in paragraph 1, UL's employee makes an official note describing the circumstances in which they became aware of or suspected the abuse of a minor, along with a description of the symptoms of the abuse, and any other relevant information. In the situation referred to in paragraph 2, UL's employee may make a note within 3 days after informing the MPP Officer.
4. If there is a suspicion that the MPP Officer may be involved in the abuse of a minor, information about the suspicion has to be communicated directly to the Rector or Vice-Rector.
5. A person who becomes aware of or suspects the abuse of a minor keeps the acquired information confidential and passes it on only to the person responsible for receiving reports or to the competent services (e.g. the police/prosecutor's office).
6. Persons who become aware of the abuse or suspected abuse of a minor in the course of their official duties are obliged to keep this information confidential, excluding the transmission of information to authorised institutions as part of intervention activities.

#### **§ 14**

1. The MPP Officer may be informed about the incident referred to in § 13 paragraph 1 through a notification made:
  - 1) in person in the workplace;
  - 2) by telephone;
  - 3) by e-mail.
2. The MPP Officer is obliged to consider all submissions, including those made anonymously, within a reasonable time.
3. It is unacceptable for the identity of the person reporting a case anonymously to be established by the MPP Officer, the intervention team or other employees of the UL, except when the reporting person is suspected of harming a minor or when their identity is established upon the order of services.

#### **§ 15**

1. Upon receiving information about the actual or suspected abuse of a minor, the MPP Officer undertakes an intervention under which they:
  - 1) summon the guardians of the minor concerned and tells them about the acquired information and other known circumstances of the case;
  - 2) draw up an intervention sheet, the template of which is attached as Appendix 4;
  - 3) inform the Rector about each notification and provides them with a copy of the intervention card;

- 4) thoroughly examine the case, gathering all necessary information, also by interviewing persons who may have such information, in particular the notifying person, if their identity is known, provided that, if an intervention team is convened, the MPP Officer co-operates with the team in this respect;
  - 5) convene an intervention team upon receipt of the above information from the minor's guardians or in any other case in which they consider it necessary to do so, in particular where it is not possible to obtain individually all necessary information for creating a support plan, where there is a suspicion of sexual abuse of the minor, physical or psychological maltreatment of the minor and in other complex cases;
  - 6) create a support plan according to the template attached as Appendix 5 and presents it to the minor's guardians with a recommendation to co-operate in its implementation, except in the case of convening an intervention team, in which case the support plan is drawn up and presented to the guardians by this team;
  - 7) maintain and keeps the documentation until the case is concluded, protecting it from unauthorised access;
  - 8) submit a report on the findings to the Rector after examining the case and, if the case needs to be brought to the attention of the relevant services, provides the Rector with full documentation of the case;
  - 9) in the event of a reasonable suspicion that an abuse of a minor has occurred, they inform the minor's guardians about the University's obligation to notify relevant services;
  - 10) maintain a Register of incidents endangering the welfare of a minor, the template of which is attached as Appendix 6 hereto.
2. The support plan should be written out in a concrete understandable way and contain measurable and feasible objectives. The plan should also indicate which entities have to be involved in helping the minor.

## **§ 16**

1. The intervention team is convened in the case referred to in § 15 paragraph 1 pt 5 and shall operate until the case is concluded. The intervention team is made up of at least 3 persons selected by the MPP Officer to examine a particular case from among UL's employees appointed as members of the intervention team by the Rector in a separate order.
2. Members of the intervention team should enjoy a good reputation and stand out for their empathy among the academic community.
3. At least one member of the team should have a background in psychology and at least one should have a background in law.

4. If such an intervention team is convened, its tasks shall include, in particular:
  - 1) thorough examination of the case in co-operation with the MPP Officer, including interviews with persons who may have relevant information, in particular the notifying person if their identity is known;
  - 2) creating a support plan and presenting it to the minor's guardians with a recommendation to co-operate in its implementation.
5. If the intervention team is convened due to the receipt of information from the minor's guardians about the actual /suspected abuse of the minor, the intervention team summons the guardians to a clarification meeting, during which it presents a support plan and may propose additional reporting of the case to relevant external agencies.
6. If suspected abuse is reported by the minor's guardians and the suspicion is not confirmed, the reporting persons shall be informed in writing.

#### **§ 17**

1. Upon receipt of the documentation of the case and a report on the results of undertaken actions from the PMM Officer, the Rector submits an appropriate notification to the relevant services in the event of a reasonable suspicion that an offence was committed.
2. Further investigation of the case is the responsibility of these services.

#### **§ 18**

1. Any disclosed or reported incident of abuse of minors shall be recorded in the register of incidents threatening the welfare of a minor maintained by the MPP Officer.
2. Records are kept in paper form in a place that is protected against unauthorised access.

### **Chapter VI**

#### **MPP Officer and rules of reviewing and updating standards**

#### **§ 19**

1. The MPP Officer is appointed by the Rector from among UL's employees for a 4-year term.
2. The MPP Officer should:
  - 1) enjoy a good reputation among the academic community;
  - 2) stand out for empathy and understanding of others' problems;

- 3) be able to communicate in a precise manner adapted to the cognitive conditions of the interlocutor;
  - 4) be characterised by calmness and meticulousness;
  - 5) have a degree in administrative law or psychology;
  - 6) be very well organised.
3. The MPP Officer may be recalled from their function in the event of:
- 1) resignation;
  - 2) redundancies at the UL;
  - 3) ceasing to meet any of the requirements set out in paragraph 2;
  - 4) a serious health condition that prevents him from performing his duties reliably;
  - 5) prolonged or recurrent absences from work that prevent them from performing their duties reliably;
  - 6) a legally binding conviction for an intentional crime or an intentional fiscal crime;
  - 7) proven harm done to a minor.
4. In the event of any hindrances to the performance of the MPP Officer's duties, the Rector shall designate a person to replace the MPP Officer in their duties until the hindrance ceases or until a new person is appointed to perform this function. The substituting person should meet the requirements set out in paragraph 2.
5. The powers of the MPP Officer include, in particular:
- 1) preparing U£ staff for the application of the SPMs and providing ongoing information when difficulties arise in relation to the protection of minors;
  - 2) monitoring of the implementation of and compliance with the SPMs;
  - 3) responding to any signals of breach of the SPMs;
  - 4) intervening in accordance with the procedures set out in Chapter V;
  - 5) reviewing and updating the SPMs in accordance with disclosed factual and legal needs.

## **§ 20**

1. Within the scope of the powers referred to in § 19 paragraph 5 pt 1, the MPP Officer contacts the heads of the organisational units of the UL where there is a likelihood of contact with minors and the persons exercising care over students and doctoral students of the UL referred to in § 6, and provides them with information on the validity of the SPMs and, at a later stage, with ongoing information on the application of the SPMs, including advice to UL's employees in the event of difficulties related to the protection of minors.
2. Heads of organisational units and persons exercising care who are referred to in paragraph 1 are obliged to inform the personnel employed in these units or the students and doctoral students of

the UL referred to in § 6 about the obligations arising from this document, with particular regard to the provisions concerning the obligation to obtain certificates from the NCR.

3. The MPP Officer conducts a survey among the UL's employees to monitor the level of implementation of the SPMs at least every two years, the template of which is attached as Appendix 7 to this document, and then prepares a report on the review, which is submitted to the Rector.
4. In the survey referred to in paragraph 3, the UL's employees have an opportunity to propose changes to the SPMs and to indicate violations of procedures resulting from the SPMs. The MPP Officer keeps a register of notifications and proposed changes to the SPMs, the template of which is attached as Appendix 8 to this document.
5. The MPP Officer draws up a proposal for updating the SPMs on the basis of disclosed factual and legal needs and submits it to the Rector. The Rector makes necessary changes to the SPMs in the form of an ordinance and informs the public about them by publishing them in the Public Information Bulletin of the UL.

## **Chapter VII**

### **Rules and manner of making standards available to minors and their guardians**

#### **§ 21**

1. The Standards for the Protection of Minors at the University of Lodz are public and available to all interested parties.
2. An abridged version of the SPMs has been prepared for minors.
3. The complete and abridged versions of the SPMs are made available in the Public Information Bulletin of the University of Lodz and on the UL's website and displayed in a prominent place, in particular at the Rector's Office of the University of Lodz and in the UL's faculties.
4. Paper versions of the SPMs are also accessible in the UL's Library.
5. The information required by 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) for persons whose personal data are processed in connection with the introduced Standards for the Protection of Minors at the University of Lodz and is available in the Public Information Bulletin of the UL.



## **Chapter VIII**

### **Final provisions**

#### **§ 22**

1. The Standards for the Protection of Minors at the University of Lodz have been drawn up in accordance with the accessibility rules valid at the University of Lodz.
2. The Standards for the Protection of Minors shall enter into force on the date of their promulgation. The announcement of the SPMs is carried out as indicated in § 21 paragraph 3.

### **List of appendixes**

- Appendix 1 – Statement for the purpose of verification of the applicant in the Register of Sexual Offenders;
- Appendix 2 – Statement of no criminal record and commitment to comply with the Standards for the Protection of Minors;
- Appendix 3 – Statement of familiarity with and acceptance of the rules set out in the Standards for the Protection of Minors;
- Appendix 4 – Intervention Sheet;
- Appendix 5 – Support Plan;
- Appendix 6 – Register of incidents threatening the welfare of a minor;
- Appendix 7 – Survey monitoring the level of implementation of the Standards for the Protection of Minors;
- Appendix 8 – Register of notifications and proposed changes to the Standards for the Protection of Minors.

**Statement for the purpose of verification in the Register of Sexual Offenders**

.....

(place and date)

University of Lodz

Narutowicza 68, 90-136 Łódź

<b>Personal data necessary for verification in the Register of Sexual Offenders</b>	
<b>First name</b>	
<b>Surname</b>	
<b>Maiden name</b>	
<b>PESEL [Polish Resident Identification Number]</b>	
<b>Father's name</b>	
<b>Mother's name</b>	
<b>Date of birth</b>	

I state that the above personal data are valid and I undertake to inform the University of Lodz about any change to the personal data indicated above.

I state that I am aware of penal responsibility for making a false statement.

I state that I have read the information on the processing of personal data at the UL.

.....

(date and legible signature)

**Statement of no criminal record and commitment to comply with the Standards for the  
Protection of Minors at the UL**

.....

(place and date)

University of Lodz

Narutowicza 68, 90-136 Łódź

I .....

(full name)

PESEL no.

.....

state that I have not been convicted of an offence against sexual freedom and morals and a violent offence against a minor and that there are no criminal or disciplinary proceedings pending against me in this respect.

I further state that I have become familiar with the Standards for the Protection of Minors at the University of Lodz and undertake to comply with them.

I am aware of penal responsibility for making a false statement.

.....

(date and legible signature)

**Statement of familiarity with and acceptance of the rules set out in the Standards for the Protection of Minors at the UL**

.....

(place and date)

I .....

(full name)

state that I have become familiar with the Standards for the Protection of Minors at the University of Lodz and undertake to comply with them, in particular to refrain from any form of violence against minors and, in the event of gaining information about or suspicion of such abuse, to immediately inform the relevant persons about the incident.

.....

(date and legible signature)

**Intervention Sheet**

INTERVENTION SHEET		
<b>Date of preparation</b>		
<b>Prepared by</b>		
<b>Full name of the minor</b>		
<b>Person reporting suspected abuse</b>		
<b>Reason for intervention</b> <i>(form of abuse)</i>		
<b>Description of actions taken</b>	<b>Date and place</b>	<b>Description</b>
<b>Interviews conducted with the minor's guardians</b>	<b>Date and place</b>	<b>Description</b>
<b>Details of the report of suspected abuse to external services</b> <i>(name of the unit and date of report, information received)</i>		
<b>Information from external services/institutions about the results of the report</b>		
<b>Comments and summary</b>		

**Support Plan**

<b>SUPPORT PLAN</b>	
<b>Date of preparation</b>	
<b>Person(s) drawing up the Support Plan</b>	
<b>Full name of the minor</b>	
<b>Reason for preparation of the support plan</b>	
<b>Diagnosis of the situation of the minor after the disclosure of abuse</b> <i>(e.g. characteristics of the harm suffered, analysis of available documentation, perceived impact of the harm on the minor, identification of risk factors)</i>	
<b>Aim of support for the minor</b>	
<b>Scope and forms of support planned to be provided to the minor by the University of Lodz</b> <i>(e.g. provision of legal aid, referral to a specialist therapeutic clinic, provision of free meetings for the minor and their guardians with the Academic Support Centre)</i>	
<b>Signatures of the person(s) preparing the Support Plan</b>	
<b>Assessment of the functioning of the Support Plan</b>	
<b>Signatures of the person(s) preparing the assessment of the functioning of the Support Plan</b>	

**Register of incidents endangering the welfare of a minor**

<b>REGISTER OF INCIDENTS ENDANGERING THE WELFARE OF A MINOR</b>						
No.	Date of the incident:	Notifying person	Description of the incident	Actions taken <i>(including date of reporting the incident to external authorities, if applicable)</i>	Description of actions taken by external authorities	Signature of the person accepting the notification

**Survey monitoring the level of implementation of the Standards for the Protection of  
Minors at the UL**

No.		YES	NO
1.	Are you familiar with the Standards for the Protection of Minors in force at the UL?		
2.	Do you come into contact with minors as part of your job/role/position?		
3.	Have you submitted a certificate from the National Criminal Register to an authorised person?		
4.	Do you know what behaviours are not allowed towards minors?		
5.	How would you report any prohibited behaviour towards minors that you have seen?		
6.	Have you seen any cases of unlawful behaviour towards minors at the UL? <i>(if yes, which?)</i>		
<b>If the answer to question 6 is YES:</b>			
6a.	Have you reported the prohibited behaviour that you have seen? <i>(if yes, to whom and at what time?)</i>		
<b>If the answer to question 6a is YES:</b>			
6b.	Did the notification prove to be valid?		
6c.	Do you think that the UL responded properly to your notification?		
7.	Have you seen / become aware of any other breach of the SPMs? <i>(if yes, describe the breach and how it could be reported)</i>		
8.	Have you submitted comments on the currently valid SPMs?		
9.	Do you think the currently valid SPMs need to be updated? <i>(if yes, describe which one)</i>		
10.	Do you have any other comments? <i>(if yes, which?)</i>		



**Register of notifications and proposed changes to the Standards for the Protection of Minors at the UL**

<b>REGISTER OF NOTIFICATIONS AND PROPOSED CHANGES IN THE STANDARDS FOR THE PROTECTION OF MINORS IN THE EU</b>				
<b>No.</b>	<b>Date of notification</b>	<b>Notifying person</b>	<b>Description of the notification / proposed change</b>	<b>Status of notification / proposed change</b>