

# **STANDARDS FOR THE PROTECTION OF MINORS**

at the Academy of Young Talents Private Kindergarten  
in Warsaw

Child protection standards fulfill the legal obligation to introduce standards for the protection of minors at school (Act of May 13, 2016 on counteracting threats of sexual crime and protection of minors - Journal of Laws of 2024, item 560).

Legal basis:

- 1) Act of July 28, 2023 amending the Act - Family Guardianship Code and certain other acts (Journal of Laws of 2023, item 1606);
- 2) Convention on the Rights of the Child adopted by the United Nations General Assembly of November 20, 1989 (consolidated text: Journal of Laws of 1991, No. 120, item 526, as amended).
- 3) Constitution of the Republic of Poland of April 2, 1997 (Journal of Laws No. 78, item 483, as amended)

This document was created to provide students of the Academy of Young Talents of the Private Kindergarten with harmonious development in an atmosphere of safety, acceptance and respect.

The guiding principle of all activities undertaken by kindergarten employees is to act for the good of the child and in his or her best interest. Guided by the best interests of children, the facility's employees strive for their comprehensive development while respecting their rights. The facility's employee treats the child with respect and takes into account his or her needs. It is unacceptable for an employee to use any form of violence against a child.

In achieving these goals, an employee of the facility operates within the framework of applicable law and internal regulations in force at the facility.

## CHAPTER I

### Basic terms

#### § 1.

#### Glossary of terms/explanation of terms used in the child protection standards document

- 1) **Kindergarten** - this should be understood as the Academy of Young Talents Private Kindergarten located at ul. Cybernetyki 21 in Warsaw;
- 2) **Employee/Staff** - any person employed at the Academy of Young Talents Non-Public Kindergarten on the basis of an employment contract or a civil law contract, as well as performing activities for the kindergarten, e.g. an intern, a volunteer;
- 3) **Director of the kindergarten, Director** - director of the Academy of Young Talents of the Private Kindergarten in Warsaw;
- 4) **Institution** – any institution providing services to children or acting for children;
- 5) **Child/minor** - a child is any person under 18 years of age;
- 6) **Child's guardian** - a child's guardian is a person authorized to represent the child, in particular its parent or legal guardian. Pursuant to this document, the foster parent is also a guardian;
- 7) **Consent of the child's parent** - the consent of the child's parent means the consent of at least one of the child's parents. However, if there is no agreement between the child's parents, the parents should be informed about the need for the case to be resolved by a family court;
- 8) **Harming a child** - harming a child should be understood as committing a prohibited or punishable act to the detriment of a child by any person, including a member of the facility's staff, or threatening the child's well-being, including neglect;
- 9) **Personal data of the child** - this should be understood as any information enabling the identification of the child;
- 11) **Person responsible for the Standards for the Protection of Minors** - this should be understood as an employee appointed by the kindergarten director who supervises the implementation of these Standards;

12) **Person responsible for the Internet** - this should be understood as an employee appointed by the kindergarten director who supervises the use of the Internet by children in the kindergarten and the safety of minors on the Internet.

## **CHAPTER II**

### **Areas of Standards for the Protection of Minors from Harm**

#### **§ 2.**

Standards for the Protection of Minors against Harm create a safe and friendly environment of the Academy of Young Talents of the Private Kindergarten in Warsaw. The standards cover four areas:

#### **1. Standard I. POLITICS**

- Rules for safe staff recruitment
- Principles of reacting in the institution to cases of suspicion that a child is experiencing abuse and principles of keeping a register of interventions
- Principles of safe staff-child relationships
- Rules for safe use of the Internet and electronic media
- Rules for protecting children's image and personal data

#### **2. Standard II. STAFF**

- Rules for recruiting staff working with children in kindergarten, including the obligation to obtain data from the Register of Sexual Offenders about each staff member and, when permitted by applicable law, information from the National Criminal Register, and when the law does not allow it, obtain staff declarations regarding no criminal record or no ongoing criminal or disciplinary proceedings for crimes against sexual freedom and decency and crimes of violence to the detriment of minors
- Rules for safe relationships between kindergarten staff and minors, indicating what behaviors are prohibited in the kindergarten and what are desirable in contact with a child

- Principles of providing employees with basic knowledge on protecting minors against harm and providing assistance to children in dangerous situations, in the scope of:
  - recognizing symptoms of child abuse
  - intervention procedures in case of suspected abuse
  - legal liability of facility employees obliged to intervene
- Principles of preparing staff working with children and their parents/guardians for education:
  - children on protection against violence and abuse
  - guardians of children about raising children without violence and protecting them against violence and abuse
- Rules for the disposal of educational materials for children and parents and their active use.

### **3. Standard III. PROCEDURES**

- Step-by-step procedures specifying what actions to take when a child is being harmed or his or her safety is being threatened by staff, family members, peers and strangers
- Rules for the kindergarten to have contact details of local institutions and organizations that deal with intervention and assistance in situations of child abuse (police, family court, crisis intervention center, social welfare center, health care facilities) and to ensure access to them for all employees
- Rules for presenting information to children about the possibilities of obtaining help in difficult situations, including free telephone numbers for children and young people

### **4. Standard IV. MONITORING**

- Principles of verification of the adopted Standards for the Protection of Minors against Harm - at least once a year, with particular emphasis on the analysis of situations related to threats to children's safety
- Rules for organizing consultations with children and their parents/guardians by the kindergarten.

## CHAPTER III

### Recognizing and responding to risk factors for child abuse

#### § 3.

1. The person responsible for preparing kindergarten staff to apply standards for the protection of minors is the kindergarten director.
2. The Kindergarten Director familiarizes employees with the Standards for the Protection of Minors and receives from each employee a declaration of familiarity with the Standards for the Protection of Minors applicable in the kindergarten. The employee's declaration template is set out in **Appendix 1** to this document.
3. Newly employed employees are acquainted with the standards during the first week of work and during this time they receive the declaration referred to in section 2.
4. The facility's employees have knowledge and, as part of their duties, pay attention to risk factors and symptoms of child abuse.
2. If risk factors are identified, employees start a conversation with parents, providing information about the available support offer and motivating them to seek help for themselves.
3. Employees monitor the child's situation and well-being.
4. Employees know and apply the principles of safe staff-child and child-child relationships established in the facility.
5. Recruitment of facility employees is carried out in accordance with the principles of safe staff recruitment.

#### § 4.

### Rules ensuring safe relationships between minors and the facility staff

1. The employee is obliged to maintain a professional relationship with children and to consider each time whether the reaction, message or action towards the child is adequate to the situation, safe, justified and fair towards other children. You should act openly and transparently to others to minimize the risk of misinterpretation of your behavior.

2. Kindergarten employee in contact with children:

- 1) treats the child with respect, takes into account his or her dignity and individual needs;
  - 2) listens to the child and tries to give them an answer adapted to the situation and their age;
  - 3) maintains patience in communication with children, listens carefully to the child and provides answers appropriate to their age and the situation;
  - 3) does not embarrass the child, does not disrespect, humiliate or insult;
  - 4) does not shout unless a dangerous situation requires it (e.g. warning).
3. Staff do not favor children; treats them equally regardless of their gender, sexual orientation, ability/disability, social, ethnic, cultural, religious status and worldview.
4. Staff may not disclose sensitive information about a child to unauthorized persons, including other children. This includes the child's image, information about his or her family, economic, medical, care and legal situation.
5. The child's image cannot be recorded for private purposes.
6. Any violent behavior towards a child is prohibited. You cannot push, beat, poke or humiliate a child in any verbal or non-verbal way.
7. When working with a minor, an employee must remember to maintain appropriate physical distance and not engage in interactions that could be considered indecent or inappropriate. The employee must not touch the child in a way that could be misinterpreted.
8. Physical contact with a child must never be secret or hidden, involve any gratification or result from a power relationship.
9. An employee who is aware that a child has suffered some harm, e.g. physical abuse, mental abuse or sexual abuse, is obliged to exercise particular caution in contacts with the child, showing understanding and sensitivity.
10. It is also unacceptable for an employee to sleep in the same bed or room with a child during school trips.
11. In justified cases, physical contact between the employee and the child is allowed. Such situations include:
- 1) helping the child with hygiene and care activities, if required and the child/guardian consents, e.g. using the toilet, changing clothes, changing a diaper;

2) helping the child eat meals;

3) helping the child move around the kindergarten.

12. There are situations in which physical contact with a child may be appropriate and meets the principles of safe contact: it is a response to the child's needs at a given moment, takes into account the child's age, developmental stage, gender, cultural and situational context. However, it is not possible to determine the universal appropriateness of all such physical contact because behavior that is appropriate for one child may be inappropriate for another. Always use your professional judgment by listening, observing and noting the child's reaction, asking for consent to physical contact (e.g. a hug when the child needs or asks for it), being aware that even if the employee has good intentions, such contact may be misinterpreted by the child or third parties.

13. Contact with a minor should take place only during working hours and should only concern educational or upbringing purposes. Contact with a child outside working hours is generally prohibited.

14. You must not invite children to your place of residence. Meetings with the child or his/her guardian should take place at the kindergarten.

15. If it is necessary to contact a child, guardian or teacher outside kindergarten opening hours, the following measures are permitted:

1) work telephone;

2) work e-mail;

3) work messenger – LiveKid application;

4) electronic journal.

16. If an employee needs to meet a child outside the kindergarten's working hours (or its guardian), the management must be informed about this fact, and the guardian must consent to such contact.

17. If an employee has a family or social relationship with a child or his or her guardian, he or she is obliged to maintain full confidentiality, in particular to keep secret matters relating to other children, guardians and employees.

18. The employee is obliged to ensure that children who feel uncomfortable will receive appropriate help in accordance with the instructions.



19. The kindergarten pays special attention to disabled children in cooperation with specialists and institutions that have tools and competences to support children with disabilities and their families.

20. Teachers are obliged to present to children the Standards for the Protection of Minors that apply in the kindergarten and to assure them that they will receive appropriate help.

21. If an employee notices disturbing behavior or a situation, he or she is obliged to follow the instructions, and in the case of sensitive matters where there is a suspicion of non-compliance with the Standards, he or she must inform the management.

## **§ 5.**

### **Rules for safe employee recruitment**

1. Before employing an employee in the kindergarten, the director learns the personal data and qualifications of the candidate, including the attitude to the values shared by the kindergarten, such as protection of children's rights and respect for their dignity.

2. The director ensures that the people he employs have appropriate qualifications to work with children and are safe for them. In order to check the above, including the attitude of the employed person towards children and the sharing of values related to respect for them and respect for their rights, the kindergarten director may request data (including documents) regarding: education, professional qualifications, and the candidate's previous employment history.

3. The Kindergarten Director, before establishing an employment relationship with the candidate or before admitting the candidate to other activities related to upbringing, education, recreation, treatment of students or care for them, is obliged to obtain information whether the data of this person are included in the *Register of Perpetrators on Sexual Offenses* - a register with limited access in relation to which the State Commission for Counteracting the Sexual Exploitation of Minors under 15 years of age has issued a decision on entry in the Register. A printout from the Register is kept in the employee's personal file.

4. The director obtains information from the National Criminal Register about the candidate's criminal record.

5. If the candidate has citizenship other than Polish, he should also submit information from the criminal register of the country of his citizenship, obtained for the purposes of professional or voluntary activity related to contacts with minors, or information from the criminal register if the law of that country does not provide for the issuance of information for the above-mentioned purposes.
6. The director collects from the candidate a declaration about the country/countries (other than the Republic of Poland) in which he has resided in the last 20 years under pain of criminal liability.
7. If the law of the country from which the criminal record information is to be submitted does not provide for the issuance of such information or does not keep a criminal record, then the candidate shall submit, under pain of criminal liability, a declaration of this fact along with a statement that he has not been legally convicted and no criminal record has been issued. another judgment against him, which states that he has committed such prohibited acts, and that there is no obligation arising from the judgment of a court, other authorized body or statute to comply with the ban on holding any or specific positions, performing any or specific professions or activities, related to upbringing, education, recreation, treatment, providing psychological advice, spiritual development, practicing sports or pursuing other interests by minors, or caring for them.
8. Declarations submitted under pain of criminal liability include the following declaration: I am aware of criminal liability for submitting a false declaration. This declaration replaces the authority's instruction on criminal liability for submitting a false declaration.
9. A template of the declaration of no criminal record is attached as **Appendix 2** to this document.

## CHAPTER IV

### Intervention procedures in case of suspected child abuse

#### § 7.

If a kindergarten employee suspects that a minor is being harmed, the employee is obliged to prepare an official note and forward the information obtained to a psychologist or the kindergarten director.

## § 8.

1. The psychologist calls the guardians of the minor he suspects of harming him and informs them about the suspected harm.
2. The psychologist should prepare a description of the child's situation in the kindergarten and the minor's family situation based on conversations with the child, teachers, educator and parents, and prepare a plan to help the minor.
3. The assistance plan should include indications regarding:
  - a) the kindergarten takes action to ensure the minor's safety, including reporting suspected abuse to the appropriate institution;
  - b) wsparcia jakie przedszkole zapewni małoletniemu;
  - c) refer the minor to a specialist child support facility, if necessary.

## § 9.

1. In more complicated cases (concerning sexual abuse and physical and mental abuse), the kindergarten director appoints an *Intervention Team*, which includes a psychologist, educator, director and other employees with knowledge about child abuse or child abuse (hereinafter referred to as the *Intervention Team*).
2. The Intervention Team prepares a plan to help the child that meets the requirements specified on the basis of the description prepared by the school pedagogue and other information obtained by the team members.
3. If the suspicion of abuse is reported by the child's guardians, the establishment of the Team is obligatory. The *Intervention Team* calls the child's guardians for an explanatory meeting, during which they may suggest that the reported suspicion be diagnosed by an external, impartial institution. Minutes are drawn up from the meeting.

## § 10.

1. The plan to help the minor is presented by the psychologist to the guardians with a recommendation to cooperate in its implementation.
2. The special educator/psychologist informs the guardians about the institution's obligation to report suspected child abuse to the appropriate institution (prosecutor's office/police or family court, social welfare center or chairman of the interdisciplinary

team - "Blue Card" procedure - depending on the type of abuse diagnosed and the type of abuse correlated with it). intervention).

3. After informing the guardians by the special educator/psychologist - in accordance with the preceding point - the director of the facility submits a report on the suspicion of a crime to the prosecutor's office/police or an application for insight into the family's situation to the district court, the family and minors department, the social welfare center or sends the form "Blue Card – A" to the chairman of the interdisciplinary team.

4. The further course of proceedings falls within the competence of the institutions indicated in the preceding point.

5. If the suspicion of abuse was reported by the child's guardians and the suspicion was not confirmed, the minor's guardians should be informed of this fact in writing.

### **§ 11.**

1. In each case of noticing child abuse, an Intervention Card should be completed, the template of which is attached as **Appendix 3**.

2. The card is attached to the minor's file located in the child's documentation in the kindergarten office,

## **CHAPTER V**

### **Rules for establishing a support plan for a minor after disclosing harm**

### **§ 12.**

1. Despite the intervention procedure, the kindergarten director creates a support group for the injured child.

2. The group always includes department teachers and a kindergarten psychologist.

3. The support group meets to determine what help the child will need immediately and in the long run.

4. The support group creates an IPD (Individual Action Plan), which is a document recorded and stored in the child's files.

5. The IPD mainly contains information about the actions taken, a plan of meetings with specialists/guardians/teachers and the expected duration of support.
6. Conclusions from meetings with a preschool psychologist constitute sensitive data of children and are not attached to the IPD, the exception is a situation where the child's life or health is at risk.

## **CHAPTER VI**

### **Procedures for establishing a "Blue Card"**

#### **§ 13.**

1. The main goal of the "Blue Card" is to improve the assistance offered by the kindergarten, but also to create conditions for a systemic, interdisciplinary model of work with the family.
2. If a minor comes to any kindergarten employee and reports that violence is being used against him, the employee should initiate the "Blue Card" procedure. Each time we receive information about the occurrence of violence, we must take action.
3. The "Blue Card" procedure is used every time an intervention is undertaken in the event of suspicion of harm to a minor.
4. The "Blue Card" procedure is a separate document.

## **CHAPTER VII**

### **Rules for protecting a child's image**

#### **§ 14.**

1. The facility ensures the highest standards of protection of children's personal data in accordance with applicable law.

The minor's personal data is protected under the principles set out in the Act of 10 May 2018 on the protection of personal data and the 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 data processing personal data and on the free movement of

such data and repealing Directive 95/46/EC (General Data Protection Regulation, hereinafter GDPR) and in internal Data and Information Security Policies.

2. The facility, recognizing the child's right to privacy and protection of personal rights, ensures the protection of the child's image.

3. Kindergarten employees, recognizing the child's right to privacy and protection of personal rights, ensure the protection of the child's image.

### **§ 15.**

1. A kindergarten employee is not allowed to allow media representatives to record the child's image (i.e. filming, photographing) on the kindergarten premises without the written consent of the minor's guardian.

2. In order to obtain the consent of the minor's guardian to record the child's image, the kindergarten employee may contact the minor's guardian and establish the procedure for obtaining consent.

3. It is unacceptable to provide a media representative with the contact details of a minor's guardian without the knowledge and consent of the guardian.

4. If the image of a minor is only a detail of a whole, such as a gathering, landscape, or public event, the consent of the guardians to record the image of the minor is not required.

### **§ 16.**

1. Publication by a kindergarten employee of a child's image recorded in any form (i.e. photography, audio-video recording) requires the written consent of the child's guardian.

2. Before recording the image of a minor, the child and guardian should be informed about where the registered image will be placed and in what context it will be used (e.g. that it will be placed on the website [www.youtube.pl](http://www.youtube.pl)) for promotional purposes.

## **CHAPTER VIII**

### **Rules for safe use of the Internet and electronic media**

#### **§ 17.**

1. The kindergarten provides children with access to the Internet and takes steps to protect children from access to content that may pose a threat to their proper development.
2. Rules for safe use of the Internet and electronic media at the Academy of Young Talents Private Kindergarten in Warsaw:
  - 1) The kindergarten provides employees and children with the opportunity to use the Internet during and outside classes;
  - 2) the kindergarten network is secured in accordance with the applicable Minors Protection Standards. A person designated by the Director is responsible for security. This person's duties include, among others:
    - a) securing the kindergarten network against dangerous content;
    - b) software installation and update.
3. On the premises of the facility, a child's access to the Internet is possible only under the supervision of a kindergarten employee.
5. In the case of access carried out under the supervision of a kindergarten employee, he or she is obliged to inform minors about the principles of safe use of the Internet. The kindergarten employee also ensures that children use the Internet safely during classes.
6. Teachers conduct conversations/talks with children regarding safe use of the Internet.

## **CHAPTER IX**

### **Monitoring. Rules for reviewing and updating standards**

#### **§ 18.**

1. The procedure for updating the Standard takes place at least once every 2 years.

2. The kindergarten director appoints a person responsible for the Minors' Protection Standards.
3. A person designated by the Kindergarten Director monitors the implementation of the Standards, responds to their violation and coordinates changes in the Standards, while maintaining a register of notifications and proposed changes.
4. The person responsible for the implementation of the Standard is obliged to conduct a survey among kindergarten employees (at least once a year), the template of which is attached as **Appendix 4** to this document.
5. After the survey, the responsible person prepares the completed surveys and prepares a report which is presented to the kindergarten director.
6. In the survey, kindergarten employees may propose changes to the Standards and indicate violations of the Standards in the kindergarten.
7. The person responsible for the implementation of the Standard may appoint a coordinating team if he or she considers that such a team will contribute to better implementation of the Standards or will allow for a faster response in a situation when the Standards for the Protection of Minors require updating.
8. If necessary, prepares changes to the applicable Standard and submits them to the kindergarten director for approval.
9. The director introduces the necessary changes to the Standards and announces the new wording of the document to the kindergarten employees.

## CHAPTER X

### Rules for reviewing and updating standards

#### § 19.

1. The "Standards for the Protection of Minors" document is a kindergarten document publicly available to kindergarten staff, children and their guardians.
2. The document is published on the kindergarten's website, posted on the notice board in the facility's hall and is also available in the kindergarten's office.
3. Guardians are informed about the content of the document and the possibility of unlimited access to the document during the first meeting with guardians in a given



school year. If the document is updated, guardians are also informed at the first meeting held after the changes are introduced.

## **CHAPTER XI**

### **Final provisions**

#### **§ 20.**

1. The Standards for the Protection of Minors enter into force on the day of their announcement.
2. The announcement is made in a manner accessible to kindergarten employees, children and their guardians, in particular by making it available on the kindergarten's website and posting it on the notice board in the kindergarten's hall.

*Appendix No. 1*  
*to the Standards for the Protection of Minors*  
*at the Academy of Young Talents Private Kindergarten*  
*in Warsaw*

.....  
place, date

**STATEMENT OF KNOWLEDGE AND COMPLIANCE WITH THE RULES  
CONTAINED IN THE STANDARDS FOR THE PROTECTION OF MINORS**

**AT THE ACADEMY OF YOUNG TALENTS OF A NON-PUBLIC KINDERGARTEN  
IN WARSAW**

I, the undersigned,

.....  
I declare that I have read the Standards for the Protection of Minors applied at the Academy of Young Talents Private Kindergarten located at Cybernetyki 21 in Warsaw and I undertake to comply with them.

.....  
signature

*Appendix No. 2*  
*to the Standards for the Protection of Minors*  
*at the Academy of Young Talents Private Kindergarten*  
*in Warsaw*

.....  
place, date

**DECLARATION OF CRIMINAL BACKGROUND**

I, the undersigned,  
.....

I declare that I have not been convicted of a crime against sexual freedom and decency, or a crime involving violence to the detriment of a minor, and there are no criminal or disciplinary proceedings pending against me in this regard.

I am aware of criminal liability for submitting a false statement. This declaration replaces the authority's instruction on criminal liability for submitting a false declaration.

.....  
signature

*Appendix No. 3*  
*to the Standards for the Protection of Minors*  
*at the Academy of Young Talents Private Kindergarten*  
*in Warsaw*

### INTERVENTION CARD

Child's name:		
Reason for intervention (form of harm):		
Person reporting the intervention:		
Description of actions taken by staff/psychologist	Date	Action:
Meetings with the minor's guardians	Date	Action:

<p>The form of the intervention undertaken</p>	<p>Notify the police</p> <p>Notification of suspected crime. Request for insight into the family's situation</p> <p>A different type of intervention. What?</p>	
<p>Data regarding the intervention (name of the authority to which the intervention was reported) and date of the intervention</p>		
<p>Results of the intervention: actions of justice bodies, actions of kindergartens, actions of parents</p>	<p>Date:</p>	<p>Action:</p>

*Appendix No. 4*  
*to the Standards for the Protection of Minors*  
*at the Academy of Young Talents Private Kindergarten*  
*in Warsaw*

## MONITORING OF STANDARDS – SURVEY FOR EMPLOYEES

No.	Answer the questions below	Yes	No
1.	Do you know the child protection standards applicable in our kindergarten?		
2.	Do you know the content of the document "Standards for the Protection of Minors"		
3.	Do you think you can recognize abused child syndromes?		
4.	Do you know how to respond to the symptoms of child abuse?		
5.	Have you observed a violation of the principles set out in the Standards and other regulations and procedures by another employee?		
6.	Do you have any comments/suggestions/thoughts related to the "Standards for the Protection of Minors" functioning in the kindergarten? (If so, describe them in the table below)		
7.	Is any activity related to the adoption of the Standards perceived as difficult or are you reluctant to implement it for other reasons?		
WRITE: What rules were violated?			
WRITE: What actions did you take?			
WRITE: Do you have any suggestions or suggestions for improving the current standards?			