

STANDARDS FOR THE PROTECTION OF MINORS AT THE INSTITUTE OF BIOORGANICAL CHEMISTRY OF THE POLISH ACADEMY OF SCIENCES

I. General provisions

§ 1.

1. The purpose of this policy entitled “Standards for the protection of minors at the Institute of Bioorganic Chemistry of the Polish Academy of Sciences” (hereinafter referred to as the “**Standards**”) is to define the principles for the protection of minors - i.e. persons under 18 years of age - participating in the activities of the Institute of Bioorganic Chemistry of the Polish Academy of Sciences (hereinafter referred to as the “**Institute**” or “**IBCH PAS**”) against all forms of violence, abuse and neglect.
2. The scope of these Standards applies to all employees and collaborators of the Institute (including PhD students, interns, trainees, volunteers, etc.), as well as third parties who have contact with minors as part of the Institute’s activities, including in particular during lectures, educational and scientific shows and workshops, conferences, seminars, trips and other events organized or co-organized by the Institute.
3. These Standards were introduced on the basis of the Act of 13 May 2016 on counteracting the threat of sexual offences and protection of minors (consolidated text: Journal of Laws of 2024, item 560).

II. Principles of protection of minors

§ 2.

Safety and well-being of minors

The Institute takes all due care to ensure that actions taken by the Institute towards minors are carried out with respect for their dignity, rights and physical and mental integrity. Any form of violence, abuse, harassment or neglect is prohibited.

§ 3.

Obligation to report irregularities

1. Each employee or collaborator of the Institute and third parties referred to in § 1 section 2 who observe disturbing behaviour aimed at or likely to result in the violation of property or rights of minors are obliged to immediately report this fact to the Coordinator for the Protection of Minors at the Institute (hereinafter: “**Coordinator**”), and in the event of a threat to health or life - also to the competent state authorities and services.
2. The Coordinator referred to in section 1 is appointed and dismissed by the Director of the Institute.

§ 4.

Principles for contact with minors

1. All forms of communication and contact with minors should be conducted in a professional

manner, understandable to minors and with due respect.

2. The Coordinator informs minors about the Standards in force at IBCH PAS and makes them available for viewing and familiarisation with their content on the website provided in § 10 section 3 of these Standards and each time on the IBCH PAS website informing about the activities organised by the Institute with the participation of minors.
3. Employees and collaborators of the Institute are obliged to act in an open and transparent manner to minimise the risk of misinterpretation of their behaviour, maintain safe relations with minors and each time consider whether a given reaction, message or action towards minors is appropriate to the situation, justified and fair.
4. Employees and collaborators of the Institute should avoid situations in which they may find themselves alone with a minor, unless it is necessary due to the duties performed or the activities carried out.
5. Employees and collaborators of the Institute should avoid physical contact with minors. Any physical contact with minors must be appropriate, justified and in accordance with the principles of ethics. Any form of physical, psychological, sexual violence or neglect towards minors is prohibited.

§ 5.

Principles for using electronic devices

1. Access by minors to the Internet in connection with classes organized by the Institute shall be supervised by an Institute employee. The employee is obliged to inform minors about the principles of safe use of the Internet. The information shall in particular concern harmful content and threats on the Internet.
2. In cases other than those specified in section 1, the principles of using electronic devices with Internet access shall be determined by minors' legal representatives or persons under whose care minors participates in the Institute's activities.
3. Sections 1 and 2 shall apply to the procedure for protecting children from harmful content and threats on the Internet and recorded in another form.

§ 6.

Requirements for safe relations between minors

1. Legal representatives of minors or persons under whose care minors participate in the activities are primarily responsible for safe relations between minors participating in the activities conducted by the Institute.
2. In terms of requirements for safe relations between minors, these Standards shall apply accordingly, including § 4.

III. Procedures for dealing with suspected violations of minors' rights

§ 7.

Reporting incidents

1. In the event of suspicion or obtaining information about harm to a minor, in particular when a minor is a victim of violence, harassment, abuse or neglect, each employee or collaborator of the Institute is obliged to immediately provide support to them and report this fact to the Coordinator.
2. In the event of a direct threat to life or health of a minor, the reporting person should immediately notify the emergency medical service and/or the police.

§ 8.

Intervention procedure

1. After receiving the notification referred to in § 7, the Coordinator shall immediately begin to investigate the case, including conducting interviews with persons associated with or involved in the case, while maintaining confidentiality.
2. To carry out the activities referred to in section 1 above, at the request of the Coordinator, the Director may appoint a 3-person Intervention Team (hereinafter: “**Team**”), which includes the Coordinator.
3. After examining the case, the Coordinator or the Team shall submit to the Director, in accordance with the template constituting Annex No. 1 to these Standards, a written explanation regarding the intervention undertaken.
4. If the suspicion referred to in § 7 section 1 proves justified, the Director is obliged to report the case to the appropriate law enforcement authorities and to the guardianship court.

§ 9.

Gathering documentation

1. Each case of reporting a violation of the rights of minors is documented by the Coordinator in writing, in accordance with the template constituting Annex No. 2 to these Standards.
2. The documentation referred to in section 1 above and in § 8 section 3, as well as other documentation collected in a given case is stored in a manner that ensures confidentiality of personal data.

IV. Training and awareness raising

§ 10.

Training and educational materials

1. The Institute undertakes to organize training for employees and collaborators who have contact with minors in the field of recognizing, preventing and reporting violence against minors.
2. The Institute provides access to educational materials on the protection of minors and the promotion of appropriate attitudes and ethical principles in contacts with minors.
3. The materials referred to in section 2 are available on the Institute’s website at <https://portal.ichb.pl>, in the tab “Home Page” -> “Standards of Protection” in the catalogue “Protection of minors” and with the Coordinator.
4. Employees and collaborators of the Institute taking part in activities organized by the Institute with the

participation of minors submit a declaration, in accordance with the template constituting Annex No. 3 to these Standards, confirming that they are familiar with the principles of safe relations with minors and what behaviours are unacceptable on the part of adults towards minors and between minors.

V. Personal data protection and confidentiality

§ 11.

Data processing principles and confidentiality of information

1. All personal data of minors with whom employees and collaborators of the Institute have contact as part of the Institute's activities is processed in accordance with the provisions of law on the protection of personal data.
2. Information regarding cases of violation of the rights of minors is treated as confidential and may be made available only to authorized persons and institutions.
3. Employees and collaborators of the Institute are obliged to maintain the confidentiality of information regarding minors with whom they have contact - both during employment or cooperation (regardless of the form) and after their termination.

VI. Final provisions

§ 12.

1. The Coordinator supervises the implementation and compliance with these Standards at the Institute.
2. The Coordinator is responsible for updating the Standards and adapting them to changing legal regulations. The review is carried out at least once every two years.
3. The Coordinator is authorized by the Institute and is obliged to fulfil the Institute's obligations resulting from Article 21 sections 2-8 of the Act of 13 May 2016 on counteracting the threats of sexual offences and protection of minors.
4. These Standards shall enter into force on 25 September 2024.

Annexes:

- 1) Intervention form
- 2) Register of events
- 3) Declaration of familiarization with and respect for "Standards for the protection of minors at the Institute of Bioorganic Chemistry of the Polish Academy of Sciences".

INTERVENTION FORM

1. Minor's full name:
2. Full name of the person reporting the suspicion of harm to a minor:
3. Reason for intervention (date and description of the event):
4. Description of actions taken by the Coordinator for the Protection of Minors at IBCH PAS or by the Intervention Team:
5. Findings of the Coordinator for the Protection of Minors at IBCH PAS or the Intervention Team:
6. The form of solutions proposed to the Director of IBCH PAS:
7. Date and name of the state authorities to which the incident was reported. Results of the authorities' intervention (if already known):

(date and signature(s) of the Coordinator/Intervention Team)

Annex No. 2
to "Standards for the Protection of Minors
at the Institute of Bioorganic Chemistry of the Polish Academy of Sciences"

REGISTER OF EVENTS

No.	Date and place of intervention	Minor's full name	Full name of the person reporting	Reason for intervention	Solutions used	Notified persons and institutions	Coordinator's signature

Annex No. 3
to "Standards for the Protection of Minors
at the Institute of Bioorganic Chemistry of the Polish Academy of Sciences"

(place and date)

(full name)

(organizational unit)

(position)

DECLARATION

I, the undersigned, declare that I have become familiar with "Standards for the protection of minors at the Institute of Bioorganic Chemistry of the Polish Academy of Sciences" and undertake to respect and apply them.

(legible signature)