

## **Standards for the Protection of Minors at the V4Sport Foundation**

### **I. Definitions**

1. Personnel refers to any person employed by the Foundation, regardless of the form of employment or cooperation (employment contract, civil law contract, contract for specific work, internship, volunteering, etc.), working or cooperating on behalf of the Foundation.
2. The Board of the Foundation refers to the person who, in accordance with applicable law and/or internal documents, is authorized to make decisions regarding the Foundation's activities.
3. The person responsible for the Standards for the Protection of Minors is designated by the Foundation's Board and is responsible for overseeing the implementation of the Standards for the Protection of Minors within the Foundation, as well as for training the Foundation's staff on how to apply the Standards for the Protection of Minors.
4. The person responsible for the Internet is designated by the Foundation's Board and is responsible for overseeing the use of the Internet by Minors on the Foundation's premises and for ensuring the safety of Minors online.
5. A Minor under Polish law is any human being from conception until reaching full legal age, i.e., until the age of 18.
6. The Guardian of the Minor is a person authorized to represent the Minor, particularly the statutory representative – a parent, legal guardian, or another person authorized to represent the Minor under specific legal provisions or a court ruling, including a foster family.
7. Other person – a person who is neither part of the Personnel nor the Guardian of the Minor.
8. Consent from the Guardian of the Minor means the consent of at least one of the guardians. In case of disagreement between the guardians, they must be informed that the matter needs to be resolved by a court.

9. Harming a Minor is understood as committing an unlawful act that negatively impacts the Minor by any person. Harm includes:
  - 1) Physical abuse – intentional bodily harm, infliction of pain, or the threat of harm. Consequences of physical abuse may include fractures, bruises, cuts, burns, or internal injuries;
  - 2) Emotional abuse – repeated belittling, humiliating, and mocking the Minor, involving the Minor in conflicts between adults, manipulating them, withholding appropriate support, attention, and love, imposing demands and expectations on the Minor that they are unable to meet;
  - 3) Sexual abuse – involving a Minor in sexual activities by an adult. Sexual exploitation refers to behaviors involving physical contact:
    - touching the Minor, engaging in sexual intercourse with the Minor, and behaviors without physical contact,
    - showing pornographic materials to the Minor, voyeurism, exhibitionism. This type of abuse may be a one-time incident or repeated over time.
  - 4) Neglect – failure to meet the Minor’s basic material and emotional needs by the parent or legal guardian, failing to ensure their safety, proper food, clothing, shelter, medical care, lack of supervision during free time, and adequate care during school obligations.
10. Personal data of the Minor refers to any information that allows the identification of the Minor.
11. Intervention Card – a document according to a template established by the Foundation, created in every case of confirmed or suspected harm to a Minor. The Intervention Card can be in written or email form.
12. Intervention Register – a register maintained by a person designated by the Foundation’s Board according to a template established by the Board, where cases of intervention related to confirmed or suspected harm to a Minor are documented.

## **II. General provisions**

1. Every Minor should be treated with the respect and dignity they deserve.
2. It is unacceptable to harm a Minor, particularly through any form of violence.
3. Personnel should react in situations where a Minor is being harmed or when there is a reasonable suspicion that harm is occurring to a Minor.

4. The Foundation applies safe recruitment principles in accordance with legal requirements, particularly by checking the criminal records of individuals who will have contact with Minors in the course of their duties, including the Register of Sexual Offenders.
5. There is a principle of reporting any suspicions regarding the harm of Minors to the appropriate authorities.

### **III. Safe recruitment principles for V4Sport Foundation Personnel**

1. A candidate for employment at the Foundation submits a certificate from the National Criminal Register confirming that they have no criminal record.
2. A candidate for employment at the Foundation submits a certificate (printout) confirming that their data does not appear in the Register of Sexual Offenders (RSPTS). The Foundation may also request information directly from the RSPTS to verify whether the candidate's data appears in the Register.

### **IV. Principles of safe relationships between Minors and Personnel**

1. The Foundation's staff and other individuals are obligated to maintain a professional relationship with Minors and to consider whether their reactions, communication, or actions toward a Minor are appropriate to the situation, safe, justified, and fair towards other Minors.
2. The Foundation's staff and other individuals are obligated to act in an open and transparent manner to others in order to minimize the risk of misinterpretation of their behavior.
3. In communication with Minors, the Foundation's staff and other individuals are obligated to:
  - 1) maintain patience and respect;
  - 2) listen attentively to the Minor and provide age-appropriate and situation-appropriate responses;
  - 3) respect the Minor's right to privacy – if it is necessary to break confidentiality in order to protect the Minor, this should be explained to them as soon as possible. If a private conversation with the Minor is required, the door to the room should be left slightly open, and care should be taken to ensure that the conversation remains in the sight of others. Another member of the Foundation's staff may also be asked to be present during such a conversation;
  - 4) reassure Minors that if they feel uncomfortable in any situation, due to specific behavior or words, they can speak to the Foundation's staff or another person about it;

- 5) always be prepared to explain their actions.
4. The Foundation's staff is obligated to:
    - 1) appreciate and respect the Minor's contribution to the activities, actively engage them, and treat them equally regardless of their gender, sexual orientation, ability/disability, social, ethnic, cultural, religious, and worldview status;
    - 2) avoid favoring specific Minors;
    - 3) exercise special caution with Minors who have experienced abuse and harm, including sexual, physical abuse, or neglect – such experiences may sometimes lead them to seek inappropriate or inappropriate physical contact with adults. In such situations, the Foundation's staff should respond with sensitivity, but firmly, and help the child understand the importance of personal boundaries.
  5. The Foundation's staff and other individuals are prohibited from:
    - 1) establishing any relationships of an inappropriate sexual nature with a Minor – this includes comments, jokes, gestures, touching the Minor in a way that may be considered indecent or inappropriate, and sharing erotic or pornographic content with the child, regardless of its form;
    - 2) recording, photographing, or taking audio recordings of the Minor for private purposes;
    - 3) offering the Minor alcohol, tobacco products, or illegal substances;
    - 4) accepting money, gifts from Minors or their guardians;
    - 5) physical contact with the Minor – there are situations in which physical contact with the Minor may be appropriate and meet the principles of safe contact: it is a response to the Minor's needs at that moment, taking into account their age, developmental stage, gender, cultural context, and situational context. However, it is not possible to establish a universal appropriateness for every such physical contact, as behavior that is appropriate with one Minor may be inappropriate with another. It must also be understood that even with good intentions, such contact may be misinterpreted by third parties. Physical contact with a Minor must be open, not hidden, and should not be associated with any form of reward or stem from a power relationship.
    - 6) hitting, shoving, pushing, or otherwise violating the physical integrity of the Minor in any way;
    - 7) embarrassing, humiliating, threatening, coercing, disregarding, or insulting the Minor;
    - 8) disclosing sensitive information about the Minor to unauthorized individuals, including other Minors – this includes the Minor's image,

information about their family, economic, medical, guardianship, and legal situation;

- 9) behaving inappropriately in the presence of Minors – this includes using vulgar words, gestures, and jokes, making offensive comments, referring to sexual activities or attractiveness in speech, and exploiting the power relationship or physical advantage over the Minor.
  6. In situations requiring caregiving and hygienic tasks for a Minor, the Foundation's staff and other individuals are required to avoid any physical contact with the Minor other than what is strictly necessary. In every caregiving and hygienic activity, such as assisting the Minor with dressing and undressing, eating, washing, changing, or using the toilet, another staff member from the Foundation should be present to assist.
  7. It is required that contact with Minors occurs only during work hours and is related to educational or developmental purposes.
  8. The Foundation's staff and other individuals are prohibited from inviting Minors to their place of residence or meeting with them outside of work hours – this also includes private communications with Minors through personal channels, such as private phones, emails, messaging apps, or social media profiles.
  9. The proper form of communication with Minors and their guardians outside of work hours is through official channels – parents' emails or parents' phones.
  10. Maintaining family or social relationships, if the Minor and their guardians are close to the staff member, requires maintaining the confidentiality of all information about other Minors and their guardians.
  11. The Foundation's staff and other individuals should be aware of digital threats and the risks arising from recording their personal online activity via apps, as well as their own actions on the Internet. This includes liking certain pages, using dating apps where Minors may be encountered, following specific people/pages on social media, and adjusting privacy settings on accounts they use – if the profile is publicly accessible, Minors and their guardians also have insight into the staff member's digital activity.
  12. The Foundation's staff and other individuals are prohibited from establishing contact with Minors by accepting or sending invitations on social media.
- V. Protection of personal data, including the image of Minors

1. The personal data of Minors may be processed by the Foundation only in accordance with applicable regulations, particularly in compliance with Regulation (EU) 2016/679 of the European Parliament and the Council of 27 April 2016 on the protection of individuals 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, GDPR).
2. The Foundation protects the personal data of Minors from unauthorized access and disclosure.
3. The staff are obligated to inform the Foundation of any instances of violations of the protection of Minors' personal data.
4. The image of a Minor may be used in the Foundation's promotional materials only based on written consent from the legal guardian.
5. If the image of a Minor is merely a detail of a whole, such as a gathering, landscape, or public event, consent from the Minor's guardians for the recording of the image is not required.
6. It is prohibited to provide media representatives with contact details of the Minor's guardian without their written consent.
7. Before recording the image of a Minor, both the Minor and the guardian must be informed about where the recorded image will be placed and in what context it will be used.

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

1. The Foundation, by providing access to the Internet, is obligated to take actions that protect Minors from access to content that may pose a threat to their proper development.
2. On the premises of the Foundation, a Minor's access to the Internet is possible under the supervision of a Foundation employee.
3. The Foundation staff ensure the safety of Minors using the Internet during organized activities. They are obligated to inform Minors about the rules for safe internet usage.
4. Rules for the use of electronic devices with Internet access:
  - 1) The Foundation, during the forms of leisure activities it organizes for children and youth, does not provide access to the Internet or

electronic devices, nor does it allow the use of open wireless networks available on the premises of the Foundation.

- 2) The Manager and Employees do not provide any of their electronic devices for use by the Participant (Minor).

5. Rules for the use of mobile phones and other electronic devices:

- 1) Minors have the right to use their mobile phones and other electronic devices in accordance with the rules established for the leisure activity, which are introduced on the first day. These rules are signed by all participants of the leisure activity.
- 2) The term “mobile phone” also refers to smartphones, smartwatches, etc.
- 3) The term “other electronic devices” refers to tablets, music players, voice recorders, cameras, digital cameras, headphones, etc.
- 4) Minors are responsible for their mobile phones and other electronic devices at their own risk.
- 5) The organizer of the leisure activity is not responsible for the loss, destruction, or theft of any equipment that the minor brings to the event.
- 6) Phones and other electronic devices (e.g., tablets) may be used during activities with the permission of the activity leader. A minor may use a phone or other electronic devices to search for information necessary to complete tasks during the activity, after obtaining the leader’s consent or explicit instruction.
- 7) If a minor is expecting an important message (e.g., a call, SMS, etc.), they must inform the activity leader, request permission to use the phone, and agree on the method of receiving the message. This also applies when there is an urgent need to contact, for example, parents or legal guardians, or in other important matters.
- 8) Filming, photographing, and recording sound on any digital media are prohibited on the premises of the leisure activity.
- 9) Recording sound and video with a phone or other devices is allowed only with the consent of the person being recorded or photographed. It is unacceptable to record or photograph situations that are inconsistent with commonly accepted ethical and social norms, or to share content that insults other people.

6. Rules for protecting minors from harmful content and online threats:

- 1) The organizer of the leisure activity takes measures to protect minors from easy access to online content that may endanger their proper development, including informing them about the dangers associated with using open wireless networks.

- 2) The term “harmful content and online threats” refers to: harmful, prohibited, illegal, and dangerous content for health (pornography, content depicting violence, promoting actions harmful to the health and life of children, popularizing fascist ideology and illegal activities, incitement to self-harm and suicide, drug use, content posing a risk of recruiting children into illegal and terrorist organizations, various forms of cyberbullying, e.g., harassment, intimidation, blackmail via the internet, publishing or spreading humiliating, compromising information, photos, videos using the internet, and impersonating someone online against their will).
- 3) Basic measures to protect Minors from access to harmful content and online threats:
  - a) in exceptional situations, when access to the internet is provided by the Foundation, it will be preceded by monitoring activities and updating antivirus programs, firewalls; using anti-spam filters;
  - b) conducting systematic educational activities (group integration, building good relationships among group members, establishing group norms; teaching minors to distinguish between good and evil);
  - c) promoting safe internet usage rules and raising awareness of the dangers associated with using various communication technologies.
7. The goal of these actions is: to expand knowledge about various forms of cyberbullying, prevention, and how to respond in case of emerging threats; to demonstrate safe ways of using the internet, including warnings about the dangers arising from the improper use of multimedia devices.

## **VII. Procedure in case of suspected or confirmed harm to a Minor**

1. In the event of confirmed harm to a Minor or a justified suspicion of its occurrence, the staff is required to immediately notify the Management Board of the Foundation.
2. The Management Board of the Foundation will take immediate actions to protect the Minor and investigate the circumstances of the incident.
3. Actions are conducted by the Management Board of the Foundation, which may appoint another person permanently for this task. In the case of such an appointment, their details (name, surname, email, phone number) will be shared with the staff, Minors, and their guardians.



4. Each case of harm or suspicion of harm to a Minor is documented by completing an Intervention Card and entering the event into the Intervention Register.
5. If necessary, the Foundation will notify the relevant authorities, including the Police, family court, or prosecutor's office, in accordance with applicable legal regulations.
6. Further proceedings are within the competence of the institutions mentioned in the previous point.
7. The Foundation may request psychological support from specialists for the Minor to ensure their protection and well-being.

### **VIII. Final provisions**


1. These Standards apply to all members of the Foundation's staff from the moment they are introduced.
2. The Management Board of the Foundation is responsible for informing the Staff about the content of the Standards.
3. The Foundation's Staff is required to familiarize themselves with the content of the Standards and adhere to them.
4. The Management Board of the Foundation reserves the right to make changes to these Standards, in accordance with applicable legal regulations and in response to changing circumstances.
5. The President of the Foundation, Jakub Kalinowski (j.kalinowski@v4sport.eu), is responsible for the introduction and supervision of the implementation of the standards in the V4SPORT Foundation.

**Annex No. 1**  
**Intervention Card (*Karta Interwencji*)**

1. Minor's first and last name		
2. Reason for intervention (form of harm)		
3. Person reporting the suspicion of harm		
4. Description of actions taken, other than the intervention	Date	Action
5. Meetings with the parents/legal guardians of the Minor	Date	Description of the meeting
6. Form of intervention taken (tick the appropriate one)	Notification of suspected crime, request for insight into the Minor's situation/family, other type of intervention. What?	

7. Details of the intervention (name of the authority to which the intervention was reported) and the date of intervention		
8. Results of the intervention: actions taken by law enforcement authorities, if the organization received information about the outcomes of actions taken by its own staff/parents/legal guardians	Date	Action

Jakub Kalinowski  
President of the Board



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