

PROCEDURES FOR CHILD SAFETY

AT MIGRANT INFO POINT

I. Prevention and risk assessment

1. Those responsible for recruiting staff/volunteers are required to exercise due diligence in assessing the qualifications and competence of those recruited to work with children, as well as carrying out a check of the person on the Sexual Offenders Registry and is obliged to collect the documentation provided for in the regulations of the Law of May 13, 2016 on Prevention of the Risk of Sexual Crime and Protection of Minors. The person is obliged allow the employee/volunteer to review the documents referred to in p. 2.
2. Each employee, associate and volunteer of the Foundation shall read and sign the Code of Conduct and the Policy for Child Safety, adopted by separate resolutions of the Board. Where possible and appropriate, the Board decides to refer a particular staff member/volunteer for additional training on children's rights and/or child safety.
3. Information about the Safeguarding Policy and its principles shall be communicated to partners with whom joint activities for children are implemented. Each new partnership agreement involving working with children will be accompanied by an annex setting out the standards for contact with children. In the work correspondence or partnership agreement there should be precise regulations regarding what activities the individual partners are responsible for. In the event that the Foundation receives a complaint about a partner's actions, it will take all necessary actions to clarify the situation and ensure an adequate response.
4. When planning activities for children, their coordinators are required to assess the risks to the children's safety, of which an official note should be prepared. It is drawn up on the 'Risk Assessment Sheet' form. Each person planning activities for children is required to send the completed Sheet (parts 1 and 2) to a member of the Board no later than 7 days before the planned activity. The Board member is obliged to approve it or agree to make changes. The approved Risk Assessment Card should then be printed out by the coordinator, signed, and attached to the appropriate file, kept in the Foundation's office. After completing the activity, the coordinator should complete part 3 of the Risk Assessment Card and attach it to the file.
5. "Child Safety Policy" and "Child Safety Procedures" are available to parents / legal guardians, employees, volunteers and other interested parties on the organization's website, in at least 2 language versions. The organization ensures that paper versions are made available at the organization's headquarters upon request.

II. Standards of contact with children and their parents/guardians

1. In order for a child to be supported by the Foundation and receive any services, it is necessary for their parent/legal guardian to declare their need.
2. All application forms should include the following information:
 - (a) data of the parent/legal guardian - name, surname, Polish residence address, e-mail address, telephone number, (e-mail address and telephone number of the parent/legal guardian cannot be

the same as the e-mail address and telephone number of the child), specification of the legal relation - parent/legal guardian,

(b) data on the child - first name, surname, Polish address of residence, telephone number (compulsory only for children over the age of 10), date of birth, PESEL number, information on the child's health relevant for the implementation of support (e.g.: food allergies, chronic diseases and other health problems that may be a contraindication to their participation in the event).

(c) in the case of applications for online classes, consent to the recording and information on how and when the recording will be stored.

(d) information on the time and place of the meeting(s), timetable, programme, presenter(s) (first and last name, occupation – if needed),

(e) information about the language in which the activity will be conducted (with the exception of the activities that concern learning Polish),

(f) information about the fact that the instructor is responsible for the child only during these activities,

(g) information on the rules for conducting the activities, as described in point 5 below.

3. Employees, associates, volunteers are prohibited from:

(a) sexual contact with persons under the age of 18,

(b) using foul language, showing disrespect when dealing with children, ridiculing, discriminating, intimidating, bullying

(c) any private contact with minors supported by the organisation,

(d) informing minors and their parents/legal guardians, without the consent of the coordinator, about any activities provided for this group of recipients, which are not implemented by the Foundation,

(e) the use of the child's image without the consent of the child and parent, and the Foundation,

(f) the administration of medication to a child by a member of staff/volunteer, even at the request of a parent/legal guardian. If such a request is made by a parent/guardian - they need to be informed that it is not possible to comply with the request,

(g) the use of private means of transportation to transport the child,

4. Adults during activities:

a) at least 1 guardian/facilitator (an adult) per 16 children must be provided. In case of larger groups or more guardians/facilitators, each guardian/facilitator should know which children are under their care,

b) the organization has the right to require the presence of a parent / legal guardian during the activities if the child, due to their illness, may require support /specialized assistance,

c) for children under 6 years of age, the presence of a parent / legal guardian in the room where the classes are held, is mandatory. As for the children aged 7-10 years, it is obligatory for a parent/legal guardian to stay in the building where the activities take place, for the entire time of its duration.

This information should be provided in the material made available to parents at the stage of enrolment.

5. The following rules apply during classes:

(a) Children are not allowed to use mobile phones during activities unless it is necessary for the activity, or to contact a parent/legal guardian. Mobile phones, which should be turned off, are to be given to the person in charge at the beginning of the class and collected from them at the end of the class.

(b) Children wait for the facilitator at the entrance to the building where the activity is scheduled; they do not enter the room on their own.

(c) During the break, the child stays in the same room as the class teacher, which he/she may leave only to use the restroom.

(d) If a child does not cooperate with the person running the class, is rude, disrupts the activity or prevents other participants from fully participating in the class, the facilitator can call the parent/legal guardian and request they talk to the child on the phone. Lack of improvement may result in the child being asked to leave the class, of which the parent / legal guardian must be effectively informed and agree to. In case a child's behaviour threatens their safety or the safety of others, and the action taken is unsuccessful, the tutor will notify the Police.

(e) When a child is not willing to actively participate in an activity or does not agree to perform certain tasks, the facilitator should gradually encourage the child to join in. If this does not bring any improvement, the facilitator should talk to the child's parent/legal guardian.

(f) In the event that a child fails to attend a class, the person in charge of the class shall inform the parent/legal guardian with a text message within one hour of the start of the class.

6. A parent/legal guardian who has registered their child for regular classes and who has been provided with the schedule and the programme of the classes and information on where the classes are held must be informed by email each time there is a change in this regard.

7. If a series of meetings is planned as part of the support for the children, their parents should be given the opportunity to meet with the facilitator after the group has been running for about three weeks.

8. The Foundation ensures that materials used for art activities have the required attestations and are intended for children in the appropriate age range.

9. If it is planned to serve drinks and/or food to children during the activity, the coordinator is required to receive a clear declaration from the parent/legal guardian, that the child can consume these items (email, text message, separate declaration).

10. The organisation's office has hygiene products (e.g., sanitary pads) available to the public, which can be used by children if necessary.

11. Responsibility for the safety of children supported by the organisation rests with all staff, associates, and volunteers of the Foundation. When a parent/legal guardian or other adult is on the organisation's premises with a child, the child's safety is the responsibility of the parent/legal guardian or another adult who is taking care of the child at that time. In cases when a parent/legal guardian/other adult comes to a place of receiving support with a child and chooses to leave the

child in a room where they cannot take care of the child, they must be informed that the staff/volunteers present do not take responsibility for the child's safety.

12. All digital material shared with children must be reviewed in advance by the facilitator for undesirable content.

13. All classes delivered online will be recorded. Recorded material will be kept at least until feedback in the form of evaluation questionnaires about the classes is received and verified. Parents/legal guardians and the tutor must give their consent to the recording (parents on the application form, tutor by signing the relevant statement).

14. The collection, storage and the use of the child's image and online forms containing their data takes place with the consent of the parents/legal guardians and is conducted using only official digital tools (e-mail address, cloud, social media). The Foundation ensures the security of the processing of this data by applying appropriate data protection procedures.

15. The volunteer/employee should inform their activity coordinator or Board member about any unsafe situation that has occurred during the activities for children under the realization of the Foundation's offer.

16. It is forbidden for the volunteer to take photographs of the activities carried out, on which its participants are visible. The employee, after photographically documenting the activity and sending the photos to the coordinator, is obliged to remove them from the medium not owned by the Foundation. At the same time, the photographic documentation should be made so that it is impossible to recognize the faces of the participants.

17. The volunteer/employee is required to read the Foundation's operating standards (MIP Code of Conduct, PSEAH MIP, Child Safety Policy, Child Safety Procedures), available on the website, and act in accordance with them when performing tasks under this agreement.

III. Dealing with threats and violations of the welfare of the child

1. A system is established to enable anonymous or named notification of undesirable behaviour, threats or breaches of the Policy and the welfare of the child. The email inbox alert@migrant.poznan.pl is a component of the system.

2. The Board shall appoint a Safeguarding Trustee, who may be a member of staff of good repute and trust. The Trustee oversees the alert@migrant.poznan.pl mailbox and postal correspondence / handwritten reports on matters related to jeopardy or violation of a child's welfare can be dropped into a dedicated box available at the organization's headquarters. All reports are archived. Upon receiving a report, the Trustee interviews the persons concerned and makes a note of the interviews along with his/her opinion on the matter, and immediately forwards the matter to the Foundation Board. If the report concerns a member of the Board, the Trustee refers the matter to the Founders. If it is justified, the Board of Trustees (or the Founders) takes the appropriate action described in Section 4. The Board supervises the Trustee's activities. Disputes arising in connection with this supervision are resolved by the Founders.

3. All persons working at the Foundation or cooperating with it are obliged to immediately notify the authority responsible for criminal prosecution in situations of having credible information on a criminal preparation, attempt or commission of a criminal act defined in Article 240 par. 1 of the Penal Code (in particular causing grievous bodily harm, rape or committing another sexual act

against a minor under 15 years of age, rape together with another person or with particular cruelty, deprivation of liberty, sexual exploitation of the helplessness or insanity of another person, sexual intercourse with a minor under 15 years of age or leading them to submit to sexual acts). The notifier shall also inform the Board of the Foundation of the occurrence of such a situation.

4. If, as a result of actions of which the Foundation's employees, associates or volunteers have become aware, it may be necessary to place a child in foster care or to take other actions due to a threat to the child's welfare, they shall immediately notify the Board. The Board shall decide to notify the guardianship court pursuant to Article 572 of the Code of Civil Procedure. In cases of direct threat to the life or health of the child, the person who has received such information shall immediately notify the Police.

5. Where it is suspected that a child is or may be the victim of other offences other than those listed under III.3, or of neglect other than that which would justify the intervention of the guardianship court, the Board shall be notified, who shall contact the child's parents / legal guardians.

6. If a child is injured or in need of medical attention while using the Foundation's services, the ambulance service must be called immediately and the child's parents effectively informed. A service note should then be drawn up and forwarded to the Board.

7. Appropriate interventions will be made in any of the following situations:


- (a) if a report of child endangerment is received at the designated e-mail address,
- (b) if a child has reported to a member of staff/co-worker/volunteer of the organisation that they feel threatened,
- (c) if the child's parent/legal guardian has reported to a member of staff/co-worker/volunteer of the organisation that the child feels at risk,
- (d) if an employee/co-worker/volunteer of the organisation, has realised that a child is at risk,
- (e) if the child themselves exposes themselves to situations endangering their safety, and if there is a suspicion that they are under the influence of alcohol or other drugs.

8. At the request of the parent/legal guardian, a plan is drawn up in order to support the minor after the disclosure of abuse.

9. If a minor with disabilities or special needs participates in activities implemented by the organization, the coordinator, in consultation with the parents / legal guardians, ensures that his needs are taken into account. If this is not possible, the coordinator shall inform the parent/legal guardian.

IV. Monitoring and evaluation

1. The Education Area Coordinator is responsible for monitoring and evaluation of compliance with this Policy.
2. The process will involve all staff and adult volunteers of the organisation who have contact with children or are responsible for planning and coordinating the offer of support for them. Will be used for this for example, the following tools:



(a) surveys

(b) qualitative interviews

(c) analysis of emergency calls:

- what the interventions were about,
- how the organisation was notified of them,
- what measures have been implemented,
- what effects have been achieved,
- whether a revision of this document is required.

(d) risk evaluation sheet

3. Evaluation questionnaires completed by children after they have received support will include questions about feelings of safety and the occurrence of situations that threaten their sense of safety.

4. The evaluation report shall be forwarded to the Management Board, which shall take the necessary action if necessary.

5. The evaluation shall be conducted at least once a year, so that the report is presented to the Management Board no later than 1 April.