

**Instytut Systematyki i Ewolucji Zwierząt  
Polskiej Akademii Nauk**

**ISEZ PAN**

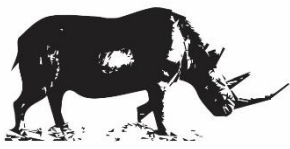


HR EXCELLENCE IN RESEARCH

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# **Standards for the Protection of Minors at the Institute of Systematics and Evolution of Animals Polish Academy of Sciences**

Kraków, September 2024

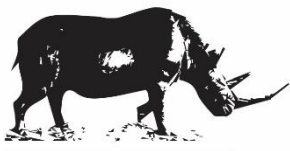


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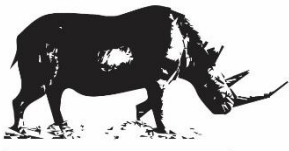
## I. GENERAL PROVISIONS

1. The Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences (hereinafter referred to as ISEA PAS) introduces the Standards for the Protection of Minors (hereinafter referred to as the "Standards") in order to provide minors using its resources and services with a safe environment, organized with respect for their rights and dignity.
2. ISEA PAS ensures minorren and young people free access to educational and cultural offers in a manner that is safe and comfortable for them, free from threats and inappropriate behaviour, and in particular free from any forms of violence and discrimination.
3. The standards specify intervention procedures, preventive and educational activities, principles of preventing harm to minors, and in a situation where harm has occurred – specify the principles of reducing the extent of its effects through proper and effective assistance to the minor and indicate the responsibility of persons employed at ISEA PAS for the safety of minors using the Institute's services.
4. In pursuing these goals, ISEA PAS employees act within the framework of applicable law, internal regulations of a given institution and their own competences.
5. The principles set out in the Standards apply to all employees, collaborators, trainees and volunteers, as well as any adult person having contact with minors under the care of ISEA PAS, if such contact takes place with the consent of ISEA PAS and/or on its premises.
6. Knowledge and acceptance of the principles are confirmed by a signature on a statement, a template of which is attached as Annex 1 to the Standards.

## II. EXPLANATION OF TERMS

The following terminology is used in the Standards:

1. **ISEA PAS** – Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences,
2. **Director** – a person who is authorized to make decisions in the organizational structure of ISEA PAS,
3. **Personal data of a minor** – any information enabling their identification,

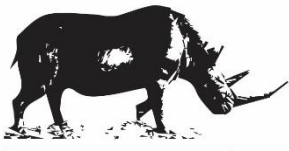


4. **Minor** – any person up to the age of 18,
5. **Harming a minor** – committing a prohibited act or a criminal act to the detriment of a minor, or threatening to their welfare, including their neglect,
6. **Employee** – any employee of ISEA PAS regardless of the form of employment, including a co-worker, intern, volunteer, trainee or other person who, due to their function or tasks, has (even potential) contact with minors,
7. **Guardian of a minor** – a person authorized to represent a minor, in particular their parent or legal guardian, as well as a foster parent,
8. **Standards for the Protection of Minors** – hereinafter referred to as "Standards" is a document with attachments introduced by the order of the Director of ISEA PAS,
9. **Consent of the minor's guardian** - means the consent of at least one of the minor's parents/guardians. In the event of a lack of agreement between the minor's parents, it is necessary to inform the parents of the need to resolve the case by a family court.

### III. PRINCIPLES OF SAFE RELATIONS BETWEEN ISEA PAS EMPLOYEES AND MINORS

#### 3.1. Principles of safe recruitment of employees

1. Before entering into an employment relationship with a person or changing a job position involving contact with minors, the Director is obliged to obtain information as to whether the data of that person is included in the Register of Sexual Offenders (hereinafter referred to as the "Register"), kept by the Minister of Justice.
2. Verification includes the so-called register with limited access. This activity is performed by the Director or another person authorized by him.
3. The feedback received from the Register is printed and placed in the employee's personal file.
4. The Director collects a statement of no criminal record from the job candidate (Appendix no. 2) or a certificate of no criminal record from the National Criminal Register (KRK). At the time of entering into an employment relationship, a certificate from the KRK is required.
5. If the candidate has citizenship other than Polish, he/she should also submit statement from the criminal record of the country of which he/she is a citizen, obtained for the purposes of professional



or volunteer activity related to contacts with minors, or statement from the criminal record, if the law of that country does not provide for the issuance of information for the above-mentioned purposes.

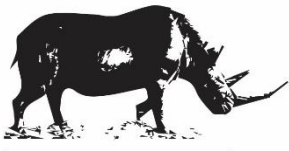
6. The Director collects from the candidate a statement (Appendix No. 3) under penalty of criminal liability about the countries (other than the Republic of Poland) in which he/she has resided in the last 20 years. If the law of the country from which the information on no criminal record is to be submitted does not provide for the issuance of such information or does not maintain a criminal record, then the candidate submits, under penalty of criminal liability, a statement of this fact, the template of which is provided in Appendix No. 2 to the Standards.

### **3.2. Principles of safe relations between employees and minors**

1. The guiding principle of all actions taken by ISEA PAS employees is to act for the good of the minor and in their best interest.
2. ISEA PAS employees treat minors with respect and take into account their needs.
3. Every ISEA PAS employee is obliged to maintain professional relations with minors, take actions that are appropriate to the situation, safe, justified and fair.
4. Every ISEA PAS employee is obliged to act in an open and transparent manner for others, in order to minimize the risk of misinterpretation of their behavior.
5. Employees are obliged to treat minors equally regardless of gender, sexual orientation, religion, worldview, social, ethnic, cultural status or disability.
6. It is unacceptable for employees to use violence against minors in any form.

### **3.3. Principles of communication between employees and minors**

1. Communication between an employee and a minor should be conducted with respect, patience, attentiveness and understanding. Responses and information provided to minors should be appropriate to their age and situation.
2. Communication with a minor should be conducted in a way that does not embarrass, disrespect or offend them.
3. An employee may not shout at a minor except in special cases resulting from their safety.
4. The employee is obliged to inform the minor about decisions concerning them, taking into account respect for their dignity and expectations.



5. The employee should assure minors that if they feel uncomfortable in a given situation, with regard to specific behaviour or words, they can tell this to an ISEA PAS employee or an indicated person and can expect an appropriate reaction and/or assistance.

### **3.4. Right to privacy of a minor (data and image protection)**

1. A minor has the right to respect for privacy and protection of personal rights in accordance with applicable law. Departure from the principle of confidentiality must be justified, and the minor should be informed of such fact as soon as possible.

2. Personal data of minors processed for the purposes of using ISEA PAS services are subject to protection under the principles specified in the Act of 10 May 2018 on the protection of personal data and the Regulation 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 (GDPR).

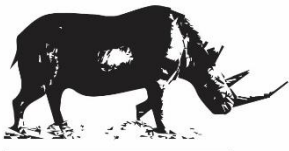
3. Employees are obliged not to disclose information about participants in classes or events organized by ISEA PAS and to maintain secrecy regarding the methods of their storage.

4. Personal data of minors may be made available by ISEA PAS only to persons or entities authorized under separate regulations.

5. An employee may not disclose sensitive information concerning a minor to unauthorized persons. Sensitive information includes: the image of a minor, information on family, economic, medical, care and legal situation.

6. Recording the image of minors (filming, voice recording, photographing), with the exception of video monitoring of ISEA PAS premises in order to ensure the safety of employees, protect property and keep confidential information, the disclosure of which could expose the Institute to damage, is possible only for the needs of ISEA PAS and with the consent of the guardian, which is provided in writing. The employee is obliged to inform the guardian and the minor each time about the purpose of recording the image.

7. An employee may not record the image of minors for private purposes. This also applies to enabling the recording of the image by third parties if the Director has not been informed thereof, has not given consent thereto and has not obtained the consent of the guardians and minors.

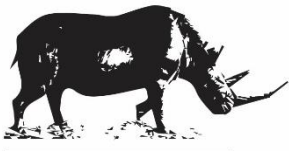


### **3.5. Prohibited conduct towards minors**

1. Any inappropriate behavior is prohibited in the presence of minors, in particular: using vulgar words, gestures or jokes, embarrassing, humiliating, disrespecting, making offensive remarks, abusing power and physical advantage.
2. An employee is not allowed to establish any romantic or sexual relationships with a minor, or to make them proposals of an inappropriate nature. This also includes sexual comments, jokes, gestures and making erotic and pornographic content available to minors regardless of their form.
3. An employee is not allowed to offer alcohol, tobacco products or illegal substances to minors, or to use them in the presence of minors.
4. An employee is not allowed to accept money or gifts from minors or their guardians.
5. An employee is not allowed to enter into relationships or any dependence on a minor or his/her guardian(s) that could lead to accusations of unequal treatment or deriving material or other benefits.

### **3.6. Rules for maintaining physical contact with minors**

1. Physical contact (such as a customary handshake, etc.) between an employee and a minor is permissible if it is appropriate and meets the principles of safe contact, i.e.: it is a response to the needs of the minor at a given moment, takes into account the minor's age, developmental stage, gender, cultural and situational context.
2. When assessing the appropriateness of physical contact with a minor, the employee always uses their professional judgment, listening, observing and recording the minor's reaction, asking for their consent to physical contact. It should also be remembered that behavior that is appropriate towards one minor may be inappropriate towards another. The employee must be prepared to explain their actions towards a minor.
3. Physical contact with a minor must be open, not hidden and may not involve any reward or result from a power relationship.
4. The employee may not hit, poke, push or in any way violate the physical integrity of a minor. An employee may not touch a minor in a manner that may be considered indecent or inappropriate.
5. An employee may not engage in activities such as tickling, pretend fighting with minors, or rough physical play.



### **3.7. Rules for maintaining contact outside of working hours**

1. Contact between employees and minor participants in classes or events organized by ISEA PAS should take place only during working hours and should concern purposes that are within the scope of their duties.
2. It is forbidden to invite minors to the employee's place of residence, meet with them outside of working hours, maintain contact with minors through private communication channels.
3. If it is necessary to establish contact outside of ISEA PAS working hours, the appropriate form of communication is official channels (telephone, e-mail). The employee is obliged to inform the Director of this fact, and the minor's guardians must consent to such contact.

## **IV. RECOGNIZING AND RESPONDING TO SYMPTOMS OF MINORS' ABUSE**

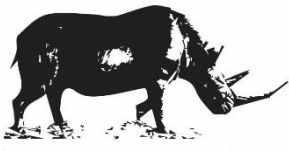
### **4.1. Employees' obligations**

1. ISEA PAS employees have knowledge and, as part of their duties, pay attention to risk factors and symptoms of minors' abuse.
2. If risk factors are identified, ISEA PAS employees enter into conversation with guardians, providing information on available support offer and motivating them to seek help for themselves.
3. Employees monitor the situation and welfare of the minor.
4. Employees are familiar with and apply the principles of safe relationships.
5. Each person who has or may have even indirect contact with minors as part of cooperation with ISEA PAS is required to submit a statement of familiarization with this document (Appendix no. 1) to the Employee Affairs and Payroll Department.

### **4.2. Intervention procedure in the event of abuse of a minor by strangers or family members**

1. Intervention procedures specify the actions to be taken in the event of suspicion of abuse of a minor or a threat to their safety in a situation where the minor is a participant in classes organized at ISEA PAS, the employee immediately informs the educator or guardian of the minor about their observations.
2. In this situation, the employee is obliged to prepare an official note and immediately forward the obtained information to the Director. The note may be in written or e-mail form.

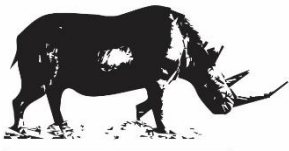




3. The intervention is carried out by the Director or another person designated for this task. In the event of the permanent designation of such a person, their data: first name, last name, e-mail and telephone number, will be communicated to employees, minors and guardians.
4. Specialists, in particular psychologists and pedagogues, may be invited to participate in the intervention in order to use their help when talking to the minor about difficult experiences.
5. After obtaining information about the incident, the Director calls the minor's guardians and informs them of the obligation to report the suspicion of harm to the appropriate institution (prosecutor's office/police, family and guardianship court or the nearest social welfare center).
6. After informing the guardians, the Director shall file a notification of a suspected crime to the prosecutor's office/police or a request for insight into the family's situation to the district court, the family and juvenile department, the social welfare centre. Further proceedings are within the competence of the institutions indicated in the preceding point. If the person suspected of harming a minor may be the guardian, the Director shall file a notification of a suspected crime, in which case the provisions of paragraph 5 and the first sentence of this paragraph shall not apply.
7. An intervention card shall be drawn up for each intervention, the template of which is provided in Annex No. 4.
8. In a situation where a minor participates in classes or events organised at ISEA PAS, not under the care of an adult, and an ISEA PAS employee suspects that the minor is being harmed, the person shall report their suspicions:
  - a) to the Representative for the Protection of Minors at ISEA PAS. In turn, this person shall then inform the appropriate services, e.g. the social welfare centre according to the principles specified in paragraph 4.,
  - b) or when he/she is unable to contact the Representative for the Protection of Minors at ISEA PAS, he/she calls the "Blue Line".

#### **4.3. Procedure for reporting suspicions and taking interventions in the event of minor abuse by ISEA PAS employees:**

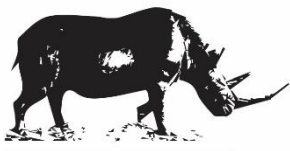
1. A person suspecting that a minor has been abused by an ISEA PAS employee makes a note and reports the problem to the ISEA PAS Director or the ISEA PAS Representative for the Protection of Minors.
2. The Director immediately removes the employee from direct work with minors until the events are clarified, then a conversation is held with ISEA PAS employees about the incident.



3. The next stage is a conversation between the Director and the employee about the suspicion of abuse: providing comments, learning his version of events, analyzing the collected data, planning further actions together with the suspected employee to protect minors from the risk of the problem recurring.
4. If the suspicions are confirmed through the procedure undertaken and the employee is suspected of physical, psychological, sexual abuse or other crime to the detriment of a minor, the Director reports the crime to the police or the prosecutor's office.
5. The Director shall immediately dismiss the employee from the workplace.

## V. MONITORING THE APPLICATION OF STANDARDS FOR THE PROTECTION OF MINORS

1. The adopted minors' protection policy is subject to verification with particular emphasis on the analysis of situations related to the occurrence of a threat to minors safety.
2. The Director appoints **the Representative for the Protection of Minors at ISEA PAS** as the person responsible for monitoring the implementation of the *Standards for the Protection of Minors at ISEA PAS*.
3. The person appointed by the Director monitors the implementation of the Standards, responds to their violation and coordinates changes to the Standards while maintaining a register of reports and proposed changes.
4. The procedure for updating the Standards takes place at least once every 2 years. For this purpose, a survey is conducted to monitor the level of their implementation (Appendix no. 5). If necessary, the responsible person develops changes to the applicable Standards and submits them to the Director for approval.
5. As part of the verification of the Standards, ISEA PAS may consult with minors and their guardians and educators.



**VI. FINAL PROVISIONS**

1. The document *Standards for the Protection of Minors at the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences* is a publicly available document for ISEA PAS employees, minors and their guardians.
2. The document is published on the ISEA PAS website.
3. The document *Standards for the Protection of Minors at the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences* enters into force on the date of its promulgation.

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**Director of the Institute**

**dr hab. Beata Grzywacz**

**Email:**

*Appendix No. 1 to the Standards for the Protection of Minors*

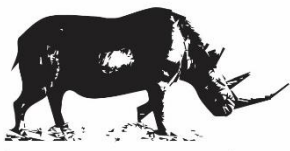
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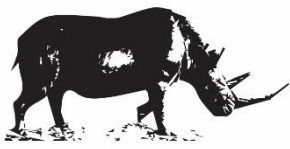
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**STATEMENT OF BEING FAMILIAR  
WITH THE STANDARDS FOR THE PROTECTION OF MINORS**

I state that I have become familiar with the *Standards for the Protection of Minors applicable at the Institute of Systematics and Evolution of Animals of the Polish Academy of Sciences* and I undertake to apply them.

.....

signature



*Appendix No. 2 to the Standards for the Protection of Minors*

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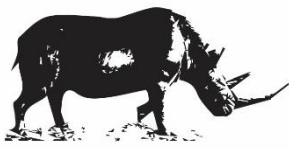
name and surname

**STATEMENT OF NO CRIMINAL RECORD**

I state that I have full legal capacity, I enjoy full public rights, I have not been convicted of a crime against sexual freedom and decency, 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 have not been convicted by a valid sentence for intentional crimes. I am aware of criminal liability for making a false statement.

.....

(date, signature)



*Appendix No. 3 to the Standards for the Protection of Minors*

Krakow, .....

**STATEMENT OF NO CRIMINAL RECORD IN THIRD COUNTRIES**

Pursuant to art. 21 of the Act of 13 May 2016 on Counteracting Threats of Sexual Crime, I state that:

1. **I have / do not have\*** citizenship of a country other than the Republic of Poland, i.e.

.....

2. **I have resided / have not resided\*** for the last 20 years in a country or countries other than the Republic of Poland and the country of citizenship, i.e.

.....

*In the event of an affirmative answer to point 1 or 2:*

3. I state that the law of the country in which I resided and/or of which I am a citizen **provides/does not provide\*** for the preparation of information from the criminal record or does not maintain a criminal record;

*In the event of a negative answer to point 3:*

4. I state that **I have been / have not been\*** validly convicted in a third country for prohibited acts corresponding to the offences specified in Chapter XIX and XXV of the Penal Code, in Article 189a and Article 207 of the Penal Code and the Act of 29 July 2005 on Counteracting Drug Addiction,

5. I state that another judgment **has been issued/has not been issued\*** against me, stating that I have committed the prohibited acts referred to in point 4,

6. I state that there **is/is no\*** obligation resulting from the judgment of a court, other authorized body or the Act to comply with the ban on occupying any or specific positions, performing any or specific professions or activities related to the upbringing, education, recreation, treatment, provision of psychological counseling, spiritual development, practicing sports or pursuing other interests by minors, or with caring for them.

**I am aware of criminal liability for making a false statement.**

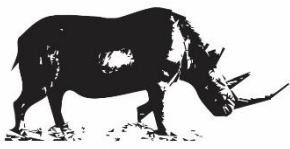
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signature of the person submitting the statement

*I am attaching (applies to persons who have responded affirmatively to point 1 or 2):*

– information from the criminal record of the country of citizenship or the criminal record of the country in which the person has resided for the last 20 years, other than the Republic of Poland and the country of citizenship, obtained for the purposes of professional or volunteer activities related to contacts with minors,

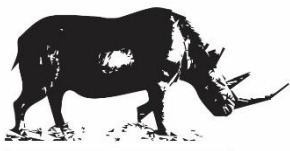
– information from the criminal record of a third country (applies to countries that do not provide for the issuance of information from the criminal record for the purposes of professional or volunteer activities related to contacts with minors).

\* *Delete where not applicable*



**INTERVENTION CARD**

<b>Minor's name and surname:</b>		
<b>Reason for intervention (form of abuse)</b>		
<b>Person reporting the intervention</b>		
<b>Description of actions taken by staff</b>	<b>Date</b>	<b>Action</b>
<b>Meetings with the minor's guardians</b>	<b>Date</b>	<b>Action</b>
<b>Form of legal intervention undertaken (circle the appropriate)</b>	<p>a) Notification of police  b) Notification of a suspected crime  c) Request for insight into the family's situation  d) Other type of intervention. What type?  .....</p>	
<b>Intervention data (name of the body to which the intervention was reported) and date of intervention</b>		
<b>Intervention results: actions of justice bodies, actions of XXX, actions of parents</b>	<b>Date</b>	<b>Action</b>



**SURVEY ON THE APPLICATION OF  
STANDARDS FOR THE PROTECTION OF MINORS**

	Question	YES	NO
1.	Do you know the standards for protecting minors from harm that apply at ISEA PAS?		
2.	Do you know the content of the document <i>Standards for the Protection of Minors</i> ?		
3.	Can you recognize the symptoms of minor abuse?		
4.	Do you know how to respond to the symptoms of minor abuse?		
5.	Have you ever observed another person violating the principles contained in the <i>Standards for the Protection of Minors</i> ?		
6.	If so, what rules were violated? (descriptive answer)		
7.	Have you taken any action:		
	• if yes – what? (descriptive answer)		
	• if no – why (descriptive answer)		
8.	Do you have any other comments, corrections or suggestions regarding the standards for the protection of minors from abuse? (descriptive answer)		