

STANDARDS FOR THE PROTECTION OF MINORS

as of 15 August 2024

in force at the Fundacja British Council

(**“Fundacja”**)

(An abridged version, intended for minors)

WHAT DO THE STANDARDS REFER TO?

1. The Standards lay down the rules for:

- a) safe relations between a minor and the staff of the entity or an organizer,
- b) procedure for intervening,
- c) preparing the staff,
- d) making the Standards available.

They also regulate the scope of powers of the Officer/Coordinator for the Standards for the Protection of Minors and the manner of recording reported incidents.

WHO OR WHAT IS HIDDEN UNDER DIFFERENT TERMS?

- 2. **Minor** – means any person under 18 years of age, benefiting from educational, artistic, recreational, sporting activities or an activity connected with developing interests by minors, organized by Fundacja, in particular by participating in educational courses organised by Fundacja and examinations conducted via Fundacja.
- 3. **Guardian of a minor** – means the person authorised to represent the minor, in particular their parent, legal guardian or foster parent;
- 4. **Person admitted to pursue an activity involving minors** – means a person employed with Fundacja, being in contact with a minor within the frames of performing their work;
- 5. **Support Plan** – means a plan implemented within the organisation and providing assistance to the minor;
- 6. **Employer** – means the Fundacja British Council.

WHAT TYPE OF STAFF'S CONDUCT TOWARDS MINORS IS PROHIBITED?

7. Taking care of the safety of minors is the obligation of all employees of Fundacja.
8. Employees are obliged to equally treat minors and to approach them with respect.
9. All employees are obliged to become familiar and accept the rules set out in these Standards.
10. In particular, employees must not :
 - a. use any form of psychological violence towards a minor, such as e.g. isolating, discrediting, deliberate overlooking, lowering the minor's status in a group or using any form of discrimination;
 - b. use of any form of physical violence towards a minor, in particular hitting, restricting their freedom of movement, pushing, poking, inflicting corporal penalties, restricting their liberty;
 - c. facilitate a minor access to stimulants and encourage them to use them;
 - d. make statements infringing the dignity of a minor, in particular statements discriminating in nature, those with sexual overtone, and make jokes and jests which negatively relate to a minor;
 - e. make available to minors of any content that is hateful and drastic in nature;
 - f. violate the right to protect the image and privacy by disseminating information concerning a minor without their consent or publishing a minor's photos without their consent;
 - g. make proposals to a minor being sexual in nature and share pornographic content and/or enter into any romantic or sexual relationship with them;
 - h. humiliate, lower the mark or evaluate their learning outcomes with violation of the minor's dignity and good name.

WHAT TYPE OF MINORS' CONDUCT IS PROHIBITED?

11. A minor is obliged to respect other minors.

12. The prohibited type of conduct in contacts between minors shall be in particular:
- a. using physical or psychological violence;
 - b. making statements discriminating in nature, those with sexual overtone, and making jokes and jests which negatively relate to a minor;
 - c. disseminating content that is hateful and drastic in nature;
 - d. disseminating information relating to a minor without their consent, in particular any sensitive personal data;
 - e. publishing photographs of a minor without their consent;
 - f. facilitating other minors the access to stimulants and encouraging them to use them.

WHAT IS THE PROCEDURE IN THE EVENT OF A BREACH OF THE STANDARDS FOR THE PROTECTION OF MINORS?

13. Each event of an abuse of a minor, violation of their inviolability, use of force and other negative acts towards a minor should be reported to the person responsible for receiving notifications.
14. The person responsible for receiving notifications about any events that threaten a minor and providing support to them shall be: Agnieszka Lewandowicz-Krawczyk and Neil Evans (Teaching Centre), Alicja Dobrowolska (Exams) and Patrycja Koelner (Cultural Engagement).
15. In the event the minor's life and/or health is in danger, any employee of Fundacja shall be notified of the breach of the rules ensuing from the Standards.
16. The person notified about an incident keeps the information in absolute secrecy and passes it only to the person responsible for receiving notifications.
17. Notifications about an event threatening a minor may be made by any and all persons, including a minor, the minor's guardian, as well as by the minor's relatives and/or non-relatives.
18. If the notification refers to the person responsible for receiving notifications, such notification shall be made without delay to other persons responsible for receiving notifications, and where there are no such persons – to the SPM Coordinator for the Standards for the Protection of Minors.

19. Notifications may be made orally or in a written form (including by mail).
20. If one wants to make an anonymous notification, they may do it by leaving information in a (letter)box specially prepared for such purposes which is in a place accessible to each minor. Such box shall be checked by persons responsible for receiving notifications at least once a week.

HOW DO WE ACT WHERE AN ABUSE OF A MINOR IS SUSPECTED OR REPORTED?

21. The person responsible for receiving notifications shall undertake intervention upon receiving information about the abuse or suspected abuse of a minor.
22. The person responsible for receiving notifications shall draw up an intervention sheet for each notification of abuse of a minor.
23. On the basis of collected information, the person responsible for receiving notifications shall create the Support Plan in agreement with the minor's guardian.
24. The person responsible for receiving notifications shall communicate Fundacja British Council Director each event of suspicion of a minor's abuse at home environment.

WHO REPORTS ON THE SUSPICION TO COMMIT AN OFFENCE TO THE DETRIMENT OF A MINOR AND NOTIFIES THE GUARDIANSHIP COURT ABOUT IT?

25. When needed, Employer shall inform the minor's guardians on the obligation to report the suspicion of abuse of the minor to respective institutions, i.e. law enforcement authorities (Police, Public Prosecutor's Office) or guardianship court.
26. Where harm has been inflicted to a minor by their guardians, Employer shall inform the minor's guardians on reporting the suspicion of abuse upon the intervention of the Police.

WHAT ARE THE POWERS OF THE OFFICER/COORDINATOR FOR THE STANDARDS FOR THE PROTECTION OF MINORS?

27. The Employer designates Agnieszka Lewandowicz-Krawczyk to be the Coordinator for the Standards for the Protection of Minors.
28. The Coordinator is responsible for the observance of the provisions of the Standards for the Protection of Minors and for preparing the staff to adhere to the Standards.
29. Preparing the staff to adhere to the Standards shall consist in deepening their knowledge and skills of identification of the risk of abuse of a minor, recognition of abuse and its symptoms, undertaking actions compliant with the law in order to protect and support minors.

HOW IS THE MINOR'S IMAGE PROTECTED?

30. Recognising the minor's right to privacy and protection of personal rights, Employer ensures the protection of the minor's image.
31. The employee must not enable third parties to record the minor's image (film, photograph, record the minor's voice) without the consent of the minor's legal guardian and notifying Employer about such fact.

WHAT ARE THE RULES FOR THE PROTECTION OF MINOR'S PERSONAL DATA?

32. Employer observes the provisions of the Regulation GDPR and national acts and the guidelines of the supervisory body while conducting their activities, with particular regard to the protection of personal data of minors and their guardians.

**HOW ARE THE STANDARDS FOR THE PROTECTION OF MINORS MADE AVAILABLE?
WHEN DO THEY ENTER INTO FORCE?**

33. The Standards for the Protection of Minors are public and made available for guardians of minors and employees.
34. The Standards in complete and abridged versions are displayed on the noticeboard, and also made available on the Employer's website, in the section specially created for that purpose <https://www.britishcouncil.pl/o-nas/polityka-ochrony-praw-dziecka>.
35. These Standards for the Protection of Minors enter into force on the date of their announcement.