

Policy of the children, young people and vulnerable adults protection from abuse.

Preamble

The most important principle of all actions taken by the staff and volunteers of The Entrepreneurship and Family Foundation is to act for the good of the children and young people at their best interests. It is unacceptable use of violence against children in any form, we must treat children with respect, taking into account their needs. Foundation employees and volunteers implement these objectives within the framework of internal rules defining the procedures for reporting any suspicions and intervene, the protection of personal data and the image of children and young people and secure relations staff-child.

We value diversity and we recognize that different people bring different perspectives, ideas, knowledge and culture, and that this difference brings great strength.

Our foundation believe that discrimination or exclusion based on individual characteristics and circumstances, such as age; disability; gender or gender identity; marriage and civil partnership status; political opinion; pregnancy and maternity; race, colour, nationality, ethnic or national origin; religion or belief; sexual orientation; socio-economic background; or other distinctions, is unacceptable and represents a waste of talent and a denial of opportunity for self-fulfilment.

We respect the rights of individuals, including the right to hold different views and beliefs. We will not allow these differences to be manifested in a way that is hostile or degrading to others.

The procedure was created on January 2017 and updated on February 2017.

Chapter I. Explanation of terms.

1. Foundation's employee is any person employed under an employment contract, civil law contract or performing the tasks assigned in the foundation as a volunteer or trainee.
2. A child is any person under 18 years of age, as young people we understand people aged 17- 25 years.
3. The guardian of a child is a person authorized to represent him (parent, legal guardian, foster parent).
4. The damages to the child should be understood as committing a criminal act or offense against a child by any person or as a suspected risk of threat to child's welfare (including negligence).

5. The person responsible for the policy to protect children and youth from abuse, is a person appointed by the vice-president of the Foundation for the supervision of its correct implementation.
6. Personal data of children and adolescents, is all information that could help identify them.

Chapter II.

Monitoring of employees in order to prevent child and young people abuse and provide them with education in emergencies.

1. Recruitment of the employees is carried out according to the rules, which include an assessment of the candidates' preparation to work with children and checking their references.
2. All staff, including volunteers and interns made statements concerning the criminal record or ongoing criminal or disciplinary procedure against them (including crimes against sexual freedom and violent crimes to the detriment of a minor – see appendix 3).
3. All employees of the foundation, including volunteers and trainees undergo training regarding the protection of children, the symptoms of abuse and are familiar with the current foundation's *policy of the children, young people and vulnerable adults protection from abuse*. Every Foundation's new employee, volunteer or trainee, will participate in training during his/her first week of employment. Each employee, volunteer or trainee after a year from the first training will participate in training to refresh the issues. Training will be conducted by psychologist working with The Entrepreneurship and Family Foundation.
4. Employees have access to contact information for local institutions dealing with the protection of children in emergencies (social workers, police, Crisis Intervention Centre). There is document on the Foundation's notice board, where are listed all necessary contact details.

Chapter III.

Procedures for intervention in case of abuse of children, young people and vulnerable adults.

1. If an employee suspect that a child is abused, he/she is obliged to establish the Intervention Card (Appendix no 1) and pass it to psychologist working with The Entrepreneurship and Family Foundation. The psychologist examine the issue and takes the final decision about what to do.

2. All Intervention Cards will be kept in the lockable cabinet in the Foundation office. The key to this cabinet only have the psychologist and vice-president of Foundation.
3. Psychologist informs child's legal guardians about suspected abuse. If a child made an allegation against a legal guardian or an employee of the Foundation, the psychologist is obliged to inform the proper authorities immediately.
4. Psychologist provide a description of the situation on the basis of conversations with the child, other colleagues, and creates a support plan that includes measures to provide support and security to a minor. Psychologist fill in the Intervention Card.
5. In more complicated cases (sexual abuse, physical and mental abuse of high intensity) psychologist organizes a meeting with the guardians to inform them of their obligation to report suspicions of child abuse to the appropriate institutions (public prosecutor, the police, the family court). Psychologist is obliged to report suspicions of child abuse to the appropriate authorities anyway.
6. After informing child's guardian (in accordance with the previous paragraph), psychologist reports the notification of suspected crime to the authorities.
7. The further course of action is the responsibility of the authorities referred to in section 4.
8. From all meetings shall be drawn up protocols and interventions card.

Chapter IV. Children and Young people privacy policy.

1. Personal data is protected under the terms of the Act of 29 August 1997 on the protection of personal data.
2. Every foundation's employee is required to maintain the confidentiality of personal data which processes and methods for their protection.
3. The foundation's employee may use information about child for the purposes of training or education only in the way which prevents identification of the person.

Chapter V. The rules of protection of children and young people images.

1. The Foundation's employee may provide the image of a child that is fixed in any form (photography, audio video) only after prior written consent of the legal guardian of the child.

2. If the image of a child is only an element of a whole, such as landscape, a public event; consent of the legal guardian to consolidate the image of a child is not required.
3. Written consent referred to in the previous paragraphs should contain information on where and for what purpose will be placed registered image of a person.

Chapter VI.

Monitoring of the *policy of the children and young people protection from abuse* application.

1. Vice President of the Foundation appoints a foundation's employee - MA psychologist Marta Makowiec as the person responsible for the *policy of the children, young people and vulnerable adults protection from abuse* in The Entrepreneurship and Family Foundation (the psychologist's contact details are available on the Foundation's notice board). When there isn't possibility to contact with psychologist, employee have to contact Foundation's vice-president.
2. The person referred to in the preceding paragraph is responsible for monitoring the implementation of policies, responding to signals of violations of *Policy* and for proposing changes.
3. The person referred to in the first paragraph of this chapter organizes an annual meeting to inform and provide report of the *Policy* monitoring. During that meeting there will be conducted training for all employees, volunteers and trainees to update issues.
4. After the participation in training, every employee, volunteer and trainee is obliged to reply to the questionnaire (Appendix no 2). If there is answer "NO" to the questions from 1 to 4, the psychologists will meet with the person to clarify the doubts.

Chapter VII.

Final provisions.

1. The policy comes into force on 1 February 2017. The Policy will be reviewed each year on February. The document will be signed off by the Foundation's board.
2. Announcement of the *Policy* will take place at the foundation's staff meeting on 30 January 2017. On that meeting will be presented a schedule of *Policy* trainings.

Appendix no 1 to Policy of the children, young people and vulnerable adults protection from abuse:

Intervention Card

1. Child's name		
2. Reason for intervention (form of abuse)		
3. The person notifying of suspicion of abuse		
4. A description of actions taken by the pedagogue / psychologist	Date	Action
5. Meetings with the child's guardians	Date	Meeting description
6. Form taken intervention (tick as appropriate)	<ul style="list-style-type: none"> • notification of the suspected crime, • a request for insight into the situation of the child / family, • a different kind of intervention. What? 	
	
	
7. Data on intervention (name of the authority to which intervention was reported) and date of intervention		
8. Results of intervention: the operation of the judicial authorities, if the institution has obtained information of the results of / facility operations / activities of parents	Date	Action

Appendix no 2 to *Policy of the children, young people and vulnerable adults protection from abuse*:

Monitoring – questionnaire

1. Do you know the standards for the protection of children and young people from abuse in the foundation, in which you work?

- YES NO

2. Are you familiar with the document *Policy of the children and young people protection from abuse*?

- YES NO

3. Can you recognize the symptoms of child and youth abuse?

- YES NO

4. Do you know how to react to the signs of child and youth abuse?

- YES NO

5. Have you ever seen a breach of the principles contained in the *Policy of the children and young people protection from abuse* by another employee?

- YES NO

6. Do you have any comments / corrections / suggestions on *Policy of the children and young people protection from abuse*?

- YES, what?

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- YES, what?

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Appendix no 3 to Policy of the children, young people and vulnerable adults protection from abuse:

Statement of good conduct

Wrocław,

Statement

I, the undersigned.....proving his identity with the ID card no..... I declare that I have not been convicted nor I am not the subject of any criminal or disciplinary proceedings, especially against sexual liberty or violent intentional crime detrimental to the interests of minor.

.....
SIGNATURE