

**STANDARDS FOR THE PROTECTION OF MINORS
AT THE INSTITUTE OF MOLECULAR PHYSICS
OF THE POLISH ACADEMY OF SCIENCES**

I. General provisions

§ 1

1. The purpose of the present policy, entitled “Standards for the protection of minors at the Institute of Molecular Physics of the Polish Academy of Sciences” (hereinafter: “Standards”), is to define the principles for the protection of minors (i.e. persons under the age of 18) participating in the activities of the Institute of Molecular Physics of the Polish Academy of Sciences (hereinafter: “Institute”) from all forms of violence, abuse and neglect.
2. These Standards apply to all employees of the Institute, collaborators (including PhD students, interns, trainees, volunteers, etc.), and third parties who interact with minors during the Institute's activities such as lectures, scientific presentations and workshops, conferences, seminars, trips and other events organized or co-organized by the Institute.
3. These Standards are consistent with the applicable provisions of Polish law, including the Act of 13 May 2016 on *Counteracting Threats of Sexual Crime and the Protection of Minors* (Journal of Laws of 2024, item 560).

II. Rules for the protection of minors

§ 2

Safety and well-being of minors

The Institute makes every effort to ensure that the actions taken by the Institute towards minors are carried out with respect for their dignity, rights and physical and mental well-being. Any form of violence, abuse, harassment or neglect is forbidden.

§ 3

Obligation to notify irregularities

1. Every person working or cooperating with the Institute (including third parties referred to in § 1 section 2) who identifies inappropriate behaviour likely to result in the infringement of the Rights of Minors, must report the fact immediately to the Coordinator for the Protection of Minors at the Institute of Molecular Physics of the Polish Academy of Sciences (hereinafter: "Coordinator") and to the relevant state authorities in case of a threat to health or life.
2. The Coordinator, referred to in section 1 above, is appointed and discharged by the Director of the Institute of Molecular Physics of the Polish Academy of Sciences (hereinafter: "Director").

§ 4

Rules for contact with minors

1. All forms of communication and contact with minors should be conducted in a professional manner, understandable to the minor and with due respect.
2. The Institute's employees and collaborators are obliged to act in an open and transparent manner to minimize the risk of misinterpretation about their own behaviour, maintain safe relationships with minors, and always consider whether a given reaction, message or action towards a minor is appropriate to the situation, justified and fair, as well as equal in relation to other minors.
3. Employees and collaborators of the Institute should avoid being alone with a minor, unless this is inevitable due to the duties or activities they perform.
4. Employees and collaborators of the Institute should avoid physical contact with minors. Any physical contact with a minor must be appropriate to the situation, justified and in accordance with ethical principles. Any form of physical, psychological, sexual violence and neglect towards minors is forbidden.

III. Procedures for dealing with suspected violations of the rights of minors

§ 5

Incident report

1. In case of a suspicion that a minor is a victim of violence, harassment, abuse or neglect, employees and collaborators of the Institute are obliged to immediately notify this fact to the Coordinator.
2. In the event of a direct threat to the life or health of a minor, the notifying person should immediately notify the emergency medical services and/or the police.

§ 6

Intervention procedure

1. After receiving the notification in § 5, the Coordinator shall immediately investigate the case and interview all individuals relevant to the case maintaining the principle of confidentiality.
2. At the request of the Coordinator, the Director may appoint a three-person Intervention Team (hereinafter: "Team") that includes the Coordinator to carry out the activities of section 1 above.
3. After considering the case, the Coordinator or the Team must submit to the Director a written explanation of the intervention undertaken following Attachment No. 1 to these Standards.
4. If the suspicion referred to in § 5 proves justified, the Director must notify the matter to relevant law enforcement authorities.

§ 7

Collecting documentation

1. Each case of notifying a violation of the rights of minors is documented by the Coordinator in written form, following Attachment No. 2 to these Standards.
2. Documents mentioned in section 1 above and in § 6 section 3, as well as other documents relevant to a given case, shall be stored ensuring confidentiality of personal data.

IV. Training and awareness raising

§ 8

Training and educational materials

1. The Institute commits to train employees and collaborators who interact with minors to recognize, prevent and notify cases of violence against minors.
2. The Institute will provide educational materials about protection of minors and appropriate attitudes and ethical principles with respect to minors.
3. The materials mentioned in section 2 above are available on the Institute's local website.
4. By submitting a declaration using Attachment No. 3 to these Standards, employees and collaborators of the Institute confirm that they are familiar with the policy of safe relationships with minors and understanding of what behaviours of adults towards minors and between minors are unacceptable.

V. Personal data protection and confidentiality

§ 9

Data processing principles and confidentiality of information

1. All personal data of minors with whom the Institute's employees and collaborators interact, as part of the Institute's activities, are processed in accordance with the provisions of the personal data protection act.
2. Information regarding cases of violation of the rights of minors is treated as confidential and may be made available only to authorized persons and institutions.
3. Employees and collaborators of the Institute are obliged to maintain the confidentiality of information concerning minors with whom they interact, both during employment or cooperation (regardless of the form) and after termination of employment or cooperation.

VI. Final provisions

§ 10

1. The Coordinator supervises the implementation and compliance with these Standards in the Institute.
2. The Coordinator is responsible for updating these Standards and adapting them to changing legal regulations.

3. These Standards shall enter into force on 13 August 2024.

Attachments:

- 1) Intervention form.
- 2) Registry of events.
- 3) Statement of familiarization and compliance with the “Standards for the protection of minors at the IMP PAS”.

INTERVENTION FORM

1. Name and surname of the minor:

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2. Name and surname of the person notifying the suspicion of wrong-doing towards the minor:

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3. Intervention reason (date and description of the event):

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4. Description of actions taken by the Coordinator for the protection of minors at the IPM PAS
or by the Intervention Team:

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5. Adjudication of the Coordinator or the Intervention Team:

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6. The form of solutions proposed to the Director of the IPM PAS:

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7. Date and name of the state authorities to which the incident was notified, as well as the results
of the authorities' intervention:

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(Date and signature/s of the Coordinator/Intervention Team)

REGISTRY OF EVENTS

No.	Date and location of intervention	Name and surname of the minor	Name and surname of the notifying person	Intervention reason	Solutions used	Notified persons and institutions	Coordinator's signature

.....
(miejsowość i data / location and date)

.....
(imię i nazwisko / name and surname)

.....
(komórka organizacyjna / organizational unit)

.....
(stanowisko / position)

O Ś W I A D C Z E N I E
S T A T E M E N T

Ja niżej podpisana/y oświadczam, że zapoznałam/em się ze „Standardami ochrony małoletnich w Instytucie Fizyki Molekularnej Polskiej Akademii Nauk” i zobowiązuję się do ich respektowania i stosowania.

I, the undersigned, declare that I have become familiar with the “Standards for the protection of minors at the Institute of Molecular Physics of the Polish Academy of Sciences” and undertake to comply with and apply them.

.....
(czytelny podpis / signature)