CHILD PROTECTION POLICY

in line with the guidelines Keeping children safe: the International Child Safeguarding Standards

Instytut Zdrowia Psychicznego Masculinum s.c.

Child safeguarding policy

1 Scope and core principles

This policy applies to Instytut Zdrowia Psychicznego Masculinum s.c. (the organisation), including its activities in the “Wzory szacunku” project. The organisation is responsible for its personnel, contractors and processes.

A child is any person under the age of 18. This policy protects all children with whom the organisation has contact or who are affected by its activities, including children outside the pilot group. It covers in-person and online contact, research, events, publications, transport and holiday activities.

The policy applies to employees, associates, management, experts, trainers, instructors, volunteers, students on placements, interns and contractors’ personnel. Visitors and parents attending events must follow the safety rules; their participation does not authorise them to care for other people’s children.

This policy complements and does not replace the child protection standards applicable in participating schools. Before joint activities, the safeguarding coordinator and school head agree reporting and record-keeping arrangements and the allocation of responsibilities. Clarification of differences must never delay protection of a child.

Commitments

The child’s best interests, safety, dignity and rights take precedence over schedules, organisational interests and performance targets. Every adult must act on concerns. Children are not required to provide evidence or recognise for themselves that abuse has occurred.

Every child has an equal right to protection regardless of sex, age, disability, neurodivergence, background, language, religion, sexual orientation, gender identity, financial circumstances or family structure. Support for boys must never demean girls, women or boys who do not conform to stereotypes.

Children receive understandable information about activities, their voluntary nature and ways to raise concerns. They may refuse an exercise, take a break or withdraw without humiliation, penalties or reduced access to ordinary school support. The child’s assent is respected alongside the consent of an authorised parent or guardian.

What constitutes harm

Harm includes acts or omissions that infringe a child’s rights, safety or development: physical and emotional abuse, sexual abuse, grooming, neglect, exploitation, peer violence, cyberbullying and discrimination. It also includes abuse of adult authority, forced disclosure of personal experiences, unsafe sporting practices and breaches of privacy.

Warning signs may include unexplained injuries, fear of a particular person, sudden behavioural changes, withdrawal, marked agitation, avoidance of activities or disclosures of harm. A warning sign is neither a diagnosis nor proof of guilt; it triggers a careful safety assessment and appropriate reporting.

Child participation and accessibility

Facilitators explain the rules at the first meeting and repeat them when the venue or staff changes. They adapt language, pace, materials and communication channels, including allowing children to point to a picture, write or speak with a supporting person. Lack of eye contact or communication difficulties must not be treated as a lack of credibility.

Children help develop group rules and give feedback on safety. Findings are discussed without revealing personal stories; facilitators explain what has changed. Disclosed incidents of abuse must not be discussed with the group.

2 Responsibilities and reporting channels

Role	Responsibility
Authorised representatives of IZP Masculinum	Adopt the policy, appoint the coordinator and deputy, provide safeguarding resources, oversee implementation, handle concerns about the coordinator and take personnel decisions.
Safeguarding coordinator	Receive concerns, assess safety immediately, coordinate interventions and referrals, maintain records, organise training and reviews. The role requires safeguarding competence.
Deputy coordinator	Provide cover during absence or conflicts of interest, with access to the necessary information and equivalent intervention powers.
School head and school contact person — cooperation	Ensure local readiness and compliance with school standards, receive concerns and support the child, and cooperate with authorities and the coordinator.
Project manager / holiday activity manager	Implement organisational safeguards, risk assessments and supervision. The project manager does not replace the safeguarding coordinator or competent authorities.
Every person delivering activities	Protect the child immediately, report concerns, make accurate records, maintain confidentiality and cooperate. Do not conduct an independent investigation.

The safeguarding coordinator understands child development, signs of abuse, reporting procedures and the limits of confidentiality. They are given time and authority to stop unsafe activities. The role may be assigned to an existing post after assessing competence and conflicts of interest.

For activities with partners, the organisation identifies its own safeguarding contact and agrees information exchange and escalation arrangements. Coordination does not transfer responsibility for its personnel or statutory duties to another entity.

Available reporting routes

A child may raise a concern with any staff member, the school head, the school contact person or the safeguarding coordinator. Reports may be made orally, in writing, by telephone or electronically, including anonymously. A person receiving a report must not send the child away to find the “right person”.

The public contact sheet gives the coordinator’s and deputy’s names, work telephone numbers and email addresses, the place for reporting in person and availability times. It is available at each participating school and activity venue and on the organisation’s website. The inbox is checked on every day of activities; a duty contact is available around the clock during residential trips. Email is not an emergency channel.

A concern about the coordinator goes directly to the deputy and the organisation's management. A concern about a member of management goes to a person not implicated, the relevant supervisory body, where one exists, and the appropriate external authority. Anyone may contact the police, prosecutor or court directly without the organisation's permission.

Retaliation, pressure to withdraw a report and making assistance conditional on silence are prohibited. An unsubstantiated concern does not mean that the report was made in bad faith.

3 Safer recruitment and staff preparation

The employer or organiser assigning duties is responsible for authorising a person to work with children. Vetting is based on actual duties and also covers civil-law contracts, volunteering, internships and external services. A contractor's statement that staff have been "checked" is not a substitute for verification.

Checks before authorisation

The responsible person verifies the applicant's identity, qualifications, duties, experience and references and explores their understanding of boundaries and responses to harm during the interview. References are checked lawfully and to the extent relevant to the role. Unexplained discrepancies must be resolved before independent work is authorised.

Before authorisation, the checks required by Article 21 of the Polish Act of 13 May 2016 on counteracting threats of sexual crime and protecting minors are completed: checks against the restricted-access register and the register maintained in connection with decisions of the State Commission; National Criminal Register information within the statutory scope; information on citizenship and countries of residence over the previous 20 years; and the required foreign criminal-record documents. Declarations replacing foreign documents are used only in the circumstances and wording permitted by law, with the required warning concerning liability.

Check results and documents are kept in personnel files or the records of the authorised person, with restricted access. The date, scope of duties, person completing the check and decision are recorded. No person may be authorised before the required procedure is complete or contrary to statutory prohibitions.

For outsourced services, the contract identifies who performs each vetting duty, and the organiser confirms completion before access to children. Criminal-record data are exchanged only where legally permitted. Every replacement staff member must be checked before starting.

Training and ongoing support

Before first contact with children, staff receive induction covering the code of conduct, signs of harm, reporting routes, responses to disclosures, data protection and activity-specific risks. Attendance, scope and understanding are documented through an attendance record, a short scenario exercise and acknowledgement of the policy.

Refresher training takes place at least annually, following significant procedural changes and before the summer activities. The safeguarding coordinator provides advice during delivery and discusses anonymised lessons from incidents. Unprepared personnel must not lead activities independently.

Personnel must report newly disclosed circumstances that could prevent safe or lawful performance of their duties. The organisation repeats necessary checks when duties change or new information arises, in accordance with the law and data minimisation. This policy does not authorise unrestricted collection of criminal-record information.

Contractors and visitors

Contracts require compliance with the policy, staff training, incident reporting, monitoring and the possibility of removing anyone who breaches the rules. Visitors must not be left alone with children

or obtain their data or images without authorisation. These rules also apply to photographers, evaluators and event personnel.

4 Safe relationships between adults and children

Required conduct

Adults speak calmly and respectfully, explain the purpose of activities, listen and respect refusal. Feedback concerns behaviour, not a child's worth. Adults ensure equal treatment, adjustments and predictable rules. Individual conversations take place in conditions that preserve the privacy of their content while limiting isolation: at an agreed place and time known to another authorised adult.

Physical assistance must be explained, accepted by the child, limited to actual need and respectful of privacy. Assistance with personal care is agreed with the child and guardian in advance. Where life or health is at risk, only necessary and proportionate emergency action is taken and documented; this does not authorise punishment or routine restraint.

Prohibited conduct

Hitting, pulling, pushing, corporal punishment, humiliation, ridicule, threats, blackmail, sexualised comments, discriminatory jokes and forced disclosures are prohibited. Sexual or romantic relationships with children, grooming, offering sexual content and exploiting dependency are prohibited, including online.

No child may be forced to accept touch, hugs, photographs or participation in an exercise. "Proving masculinity", initiation rituals, deprivation of sleep, food, water or toilet access, exercise as punishment, encouraging fighting and deliberately exposing a child to pain or fear are prohibited.

Adults must not create secrets with children against their guardians, promise absolute confidentiality, single children out with personal gifts or arrange private meetings or transport outside the agreed activity arrangements. Pre-existing family or social relationships with participants must be disclosed to a supervisor so that boundaries and conflicts of interest can be managed.

Private chats, disappearing messages and contact through personal social-media accounts are prohibited. Project communication uses official channels, normally through a parent or guardian. Urgent safety-related contact is passed to the responsible person and documented. Personnel must not publish children's images or data on personal accounts.

Peer relationships

Children learn to respect "stop", boundaries concerning unwanted touch, privacy and differences of opinion. Violence, threats, extortion of money or favours, exclusion, humiliation based on personal characteristics, sexual harassment, recording without consent and sharing harmful content are prohibited.

Adults stop harmful behaviour immediately, secure children's safety and speak to them separately. Collective punishment and public identification of a "perpetrator" are prohibited. The child who has been harmed receives protection; the child displaying harmful behaviour receives appropriate support and boundaries. Mediation does not replace intervention in sexual abuse, serious violence or situations with a significant power imbalance.

5 Safe activities and holiday provision

Before each activity, the facilitator and coordinator assess physical, psychological, digital and organisational risks. The assessment identifies safeguards, the responsible person, residual risk and the decision to proceed. It is updated following changes in venue, personnel or group composition, or after an incident. Uncontrolled high risk requires suspension of the activity.

Activity	Required safeguards
Circles and evaluation	No forced disclosure; children may skip questions, take breaks or speak individually. Use fictional scenarios rather than reenacting violence. Explain confidentiality limits.
Preventive judo	Qualified staff, safe mats and clothing, progressive difficulty, suitable pairing and respect for stop signals. No techniques inappropriate to age or ability. Provide a non-contact alternative.
Makers workshops	Age-appropriate tools and materials, instruction, direct supervision of risky tasks, safe storage and protective equipment.
Reading and adult role models	Content without humiliation or stereotyping; supervised visitors. Participation is not conditional on reading ability or a father's presence.
Agoge Junior and day camps	Assess venues, qualifications and staffing levels; complete required notifications and holiday records, care plans, first-aid access, hygiene and safe transport arrangements. No initiation rituals or tests of endurance of suffering.

Staffing levels comply with applicable rules and reflect children's ages, needs and activity risks; statutory minima do not replace an individual assessment. The organiser defines cover arrangements, group allocation and handovers of responsibility. A parent's presence at an event does not automatically transfer responsibility for the group to that parent.

Trips require participant lists, authorised collection persons, emergency contacts, transport rules and meeting points. Children are counted at every change of location and handover. If a child goes missing, the search plan and contact with the police are activated immediately according to the risk, without leaving the rest of the group unsupervised.

Accommodation protects privacy when changing, washing and resting. Staff must not share a bed with a child or a room with a single child. An exception concerning presence in the room is permitted only for a documented emergency or an agreed special care need with additional safeguards. Night-time interventions are transparent and notified to another adult. Photography in bathrooms, changing rooms and intimate situations is prohibited.

The organiser collects only necessary health, allergy and adjustment information. A health-response plan, first-aid access and medication arrangements are established; medication is administered by authorised or appropriately prepared persons within the law and agreed documentation. Activity personnel do not diagnose conditions or make independent treatment decisions.

6 Reporting and initial response

Emergencies

Where life or health is in immediate danger, stop the activity, protect the child and the rest of the group, call 112 and provide first aid within your competence. Do not wait for a supervisor's approval, a team meeting or completion of a form. Notify the coordinator and school head when doing so will not delay assistance.

Listening to a child

Listen calmly. Say: "Thank you for telling me. This is not your fault. I will do what I can to keep you safe." Do not promise secrecy; explain that information will be shared only with people needed to protect the child. Ask only what is necessary for safety. Do not suggest answers, interrogate the child,

require repeated accounts to multiple people or confront the child with the person named in the concern.

Internal procedure and deadlines

Every concern is reported to the coordinator or deputy immediately, on the same day. If neither is reachable, inform the school head or an organisational representative not implicated; where there is danger or a statutory duty, contact the relevant authorities directly. Do not defer reporting until the next team meeting.

The person receiving the report makes a record within 24 hours: date, place, source, the child's words as accurately as possible, observations and actions taken. Facts are distinguished from assumptions; no diagnosis or determination of guilt is made. Lack of a form must never prevent reporting.

The coordinator assesses safety immediately and identifies a case lead and initial protective measures on the same day. Internal deadlines are maximum documentation periods, not permission to delay assistance or legally required notifications.

Records and protection of information

A case number is assigned and access to records restricted. Received messages and the circumstances are preserved lawfully, without independently searching devices or asking the child to collect evidence. Child sexual abuse material must not be downloaded or circulated; its discovery is reported to the police with available information about its location.

Internal assessment does not replace police, prosecutorial, court or medical action. Personnel must not examine a child's body to confirm abuse or routinely photograph injuries as an organisational measure.

Contact with a parent or guardian

A safe parent or guardian is informed about the situation and support. If the concern involves that person, or notification could increase danger, cause retaliation or obstruct protection, the coordinator agrees further contact with the relevant authorities. The suspected person must not be independently informed in a way that places the child at risk.

7 Intervention and support planning

Situation	Action and responsibility
Suspected criminal offence	The coordinator or authorised representative promptly notifies the police or prosecutor where circumstances and law require. The personal duty under Article 240 of the Polish Criminal Code does not depend on the organisation's decision. Proof of guilt or parental consent is not required.
Threat to a child's welfare or neglect	The coordinator and school head activate support and, as appropriate, notify the guardianship court and contact social services. Talking to the family does not replace a required notification.
Suspected domestic violence	A person legally authorised initiates the Polish Blue Cards procedure in accordance with the law, without making it conditional on the consent of those involved. Others pass information to an authorised institution; a project role alone confers no authority to initiate the procedure.

Situation	Action and responsibility
Concern involving personnel	A supervisor not implicated immediately removes the person from contact with children pending risk assessment, without prejudging guilt. Maintain child support and an independent reporting route; never offer a settlement in exchange for silence.
Peer harm	Stop the behaviour and separate the children, assess their needs individually, contact safe guardians, implement support and monitor. Refer suspected prohibited acts or threats to welfare to the competent authorities, taking age and circumstances into account.
Cyberbullying or data breach	Stop further sharing, support the child, report to the platform and, where appropriate, authorities. The data controller assesses GDPR duties, including notification to the supervisory authority.

Notifications are recorded with the date, recipient, person submitting and confirmation of transmission. The coordinator verifies follow-through; referring a case to another organisation does not end responsibility for safety during the organisation's activities.

Support plan

Following disclosure, the coordinator works with a psychologist or educational specialist and a safe guardian to agree a support plan, taking the child's views into account. Initial protective measures are implemented immediately; the written plan is normally completed within three working days. It covers safe contact, adjustments to activities, psychological and educational support, referrals and protection from retaliation.

Every action has an owner and deadline. The first review takes place within seven days, with further reviews based on risk until the situation stabilises. The child receives age-appropriate information about what will happen. They are not made responsible for an adult's punishment or the success of the intervention.

Closure of the internal case requires a record of actions completed, a safety assessment and the continuing support pathway. It does not end proceedings by external authorities. Organisational causes and safeguards are reviewed afterwards without public disclosure of the child's story.

8 Privacy and digital safety

Personal data

The organisation determines controller and processor roles according to actual decision-making responsibilities, documents purposes and legal bases and provides understandable information to children and guardians. Consent to activities is not a blanket legal basis for all data processing. Health and criminal-record data require a separate legal assessment.

Intervention records are stored separately from evaluation and publicity records, in a locked cabinet or access-controlled system. Access is limited to persons who need the information for a defined task. The project Steering Committee receives aggregated data, not children's complete case histories.

Before collecting data, the controller determines and records retention periods according to purpose, law and grant obligations. On expiry, records are securely deleted or anonymised; records needed for proceedings are protected from deletion. A single indefinite retention period must not be applied to all data. Data incidents are reported immediately to the controller or data protection officer.

Evaluation uses codes, with the identification key kept separately from results. Public reports must not enable identification of a child in a small group. Before a new tool is used, risks, providers and the need for a data protection impact assessment are considered. Identifying child data and intervention accounts must not be entered into publicly available generative AI tools.

Images of children

Recording and publishing identifiable images require a separate assessment of the legal basis. Project communications require prior, voluntary and specific consent from an authorised guardian and respect the child's objection. Consent identifies the organisation, purpose, channels and period of use; refusal does not limit participation. The person organising photography knows the scope of consent and enables participation without photographs.

Accounts of abuse, health information, intimate images, full identifying details, geolocation and live information enabling a child to be located must not be published. Materials must not reinforce stereotypes or stigma. Children must not be asked to reenact violence for a campaign. Withdrawal of consent triggers assessment and lawful removal from channels under the organisation's control.

Devices and the Internet

Children use devices during activities only for a justified educational purpose and under supervision. The person responsible for IT ensures updates, access control, appropriate filters and content checks before use. Rules for personal devices are explained to children and guardians; recording other participants without authorisation is prohibited.

If harmful content is discovered, the facilitator stops exposure and provides calm support without blaming the child. They inform the coordinator, who assesses the risk and activates the appropriate procedure. Material must not be shown to the group "as a warning". Device checks must not breach privacy beyond the organisation's lawful authority.

9 Monitoring and accountability

The coordinator maintains a concerns register and implementation checks. Before the pilot and holiday activities, the school head or organiser confirms readiness: responsible persons, contacts, vetting, training, risk assessment, consent and adjustments. Gaps have assigned owners and deadlines; significant safeguarding gaps suspend the activity.

During the pilot, safeguards, channel availability, response times and feedback from children are checked monthly. The organisation's management receives a quarterly aggregated summary and approves an annual safeguarding assessment and corrective actions. The public activity report includes information about the system and lessons learned without identifying individuals.

Control indicator	Required standard
Staff authorisation	100% of relevant persons vetted before authorisation.
Staff preparation	100% inducted and acknowledging the rules.
Venue and activity readiness	Documented risk assessment and contact sheet before commencement.
Response to a concern	Immediate protection, same-day reporting and a record within 24 hours.
Accessibility for children	Rules explained to every group; a reporting route that bypasses the facilitator.
Corrective actions	Named owner, deadline and evidence of completion; effectiveness checked.

The number of reports is not in itself a measure of fault or quality: an increase may reflect greater trust. A “zero reports” target must not be set. Assessment also covers overlooked barriers, retaliation and accessibility for children with additional needs.

The policy is formally reviewed at least every two years and earlier following a serious incident or changes in law, organisation or risks. Findings record the date, responsible person and new version number. Reviews include safely gathered views of children, guardians and staff. External review of policy and practice takes place at least every three years; in the project, safeguarding review is included in the independent evaluation within its budget.

Publication and implementation

The organisation publishes the adopted policy and child-friendly version on its website and makes them available at activity venues. Current versions are shared with staff, contractors, parents and children in accessible formats. The contact sheet is updated immediately following changes in personnel, and contacts are tested before each new activity cycle.

Implementation of the four KCS areas is checked as follows: Policy — sections 1 and 9 and the adoption record; People — sections 2–4; Procedures — sections 5–8 and the forms; Accountability — section 9.

Annex 1 Information for children

You have the right to feel safe

Everyone at our activities has the right to respect. Your feelings and boundaries matter. You can like different things and be yourself.

You can say STOP

You do not have to accept touch, hugs, photographs or an exercise you do not want. You can ask for a break or a different task. Nobody may ridicule or punish you for this.

You do not have to share private experiences

You can say “I do not want to talk about it”. An adult should not ask you to keep secrets about things that make you feel afraid or ashamed.

When something worries you

Tell the facilitator, teacher, school counsellor, school head or another adult you trust. You can also write or draw what happened. If the concern is about that person, tell someone else. If the first adult does not help, tell another.

You do not need proof. You can also report something that happened to a friend. Being hurt is not your fault. You will not be punished for asking for help.

What the adult will do

They will listen and help keep you safe. They will explain what happens next. Sometimes they need help from other people. They will not tell your story to everyone.

We also look after one another

We do not hit, ridicule or force others. When someone says “stop”, we stop. We do not take or share other people’s photographs without permission. If you see something frightening online, show a trusted adult; do not forward harmful material.

Who can help here

Contact person	Completed by the organiser before activities
Person receiving concerns	Name: .....
Where to find them / work telephone	.....
Another person if the first cannot help	Name: .....
Where to find them / work telephone	.....

If someone is in immediate danger, call an adult. The emergency number is 112.

Facilitator’s instruction: read and explain this information to the group. Show children the named people and reporting place. Use pictures or another communication method where needed. Simply displaying the information is not enough.

Annex 2 Organisational forms

A Responsible persons and services

Field	Complete before activities commence
Organisation / school / venue	.....
Coordinator and deputy	Name, role, work telephone and email:
On-site contact and availability	Name, location, hours; trip duty arrangements:
Alternative for a conflict of interest	Contact for a representative not implicated:
Police / prosecutor / guardianship court	Local jurisdiction, address, telephone and reporting channel:
Social services / interdisciplinary team	Address and current contact details:
Medical / psychological assistance	Contact, availability and referral route:
Contact verification	Date, person checking and next update:

The public sheet contains work contacts needed by people reporting concerns, without private numbers or children's data. Full service mapping is available to staff. The emergency number 112 operates independently of the sheet.

B Authorisation checklist

Person and role: ..... Organiser: .....
Identity and qualifications checked by: ..... Date: .....

Confirm completion and dates: statutory registers .....; National Criminal Register .....; citizenship and countries of residence .....; required foreign records or permitted declarations .....; references / competence assessment .....; training .....; signed conduct rules .....; authorisation decision ..... .

Records stored at: ..... Authorised access: .....
Signature of person authorising work: .....

C Acknowledgement of the policy

I confirm that I have read policy version ..... and attended induction on ..... . I know the reporting contact and alternative route. I undertake to respect boundaries, report concerns immediately and maintain confidentiality. I understand that statutory duties do not depend on a supervisor's approval.

Name: ..... Role: .....
Date and signature: .....

Annex 3 Intervention and risk forms

A Concern and intervention record

Case number: ..... Date and time received: ..... Received by: .....
Child / identification code and safe guardian's contact: .....

Source and factual account, the child's words and observations (separate from assumptions):
.....
.....

Immediate danger and emergency action: .....
Coordinator / deputy notified, date and time: .....
Authorities notified, date, person and confirmation: .....
Guardian contacted or reason for deferral: .....
Protection from contact with the person named: .....
Case lead and next review date: .....
Secure record storage location: .....

B Child support plan

Need and agreement with the child	Action and responsible person	Deadline and review
Safety and contact with a trusted adult	.....	.....
Psychological / educational support or referral	.....	.....
Participation adjustments and protection from retaliation	.....	.....
Contact with a safe guardian	.....	.....

First review within seven days: ..... Effectiveness assessment: .....
Next steps / closure conditions: ..... Approved by: .....

C Activity risk assessment

Activity, venue, group, date and facilitator: .....

Hazard and persons at risk	Risk before / after safeguards	Safeguard and responsible person
.....	Likelihood × impact:	.....
.....	Likelihood × impact:	.....

Scale: likelihood 1–3, impact 1–3; a score of 6–9 indicates high risk requiring additional safeguards and reassessment. A serious danger must not be accepted solely because it is considered unlikely. Decision: proceed / suspend. Date, organiser's signature and review date: .....

The case register contains only the number, date, type of concern, case lead, safeguards, notifications, review dates and status. Details are kept in the protected case file, not a public register.

Adoption of the policy

Adopted by the authorised representatives of Instytut Zdrowia Psychicznego Masculinum s.c. on 4 November 2026.

Effective from 4 November 2026.

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Names, roles and signatures of authorised representatives