



UNIWERSYTET JAGIELLOŃSKI
W KRAKOWIE

75.020.117.2024

**Ordinance No. 83
by the Jagiellonian University Rector
of 30 August 2024**

on: The Standards for the Protection of Minors at the Jagiellonian University

Pursuant to Article 23(1) in conjunction with Article 52(1) of the Act of 20 July 2018 – Law on Higher Education and Science (Journal of Laws of 2023, item 742, as amended), in conjunction with Article 22b of the Act of 13 May 2016 on Counteracting the Threat of Sexual Offences and the Protection of Minors (Journal of Laws of 2024, item 560), I hereby order as follows:

§ 1

The Standards for the Protection of Minors at the Jagiellonian University shall be implemented in the wording specified in the appendix to the ordinance.

§ 2

The principles outlined in Announcement No. 8 of the Jagiellonian University Rector, dated 18 April 2024, concerning the obligation to verify persons employed or engaged in activities covered by the protection of minors – in accordance with the Act of 13 May 2016 on Counteracting the Threat of Sexual Offences and the Protection of Minors (Journal of Laws of 2023, item 1304, as amended) – shall cease to apply (excluding Collegium Medicum).

§ 3

This Ordinance shall come into force on the date of its signing.

Rector

Prof. dr hab. Jacek Popiel

Applicable to:

– all organisational units of the Jagiellonian University (excluding Collegium Medicum)

THE STANDARDS FOR THE PROTECTION OF MINORS AT THE JAGIELLONIAN UNIVERSITY

The *Standards for the Protection of Minors at the Jagiellonian University*, hereinafter referred to as the “Standards for the Protection of Minors at the JU”, are designed to ensure the safety of minors participating in activities at the Jagiellonian University.

Definitions

§ 1

Whenever this Ordinance refers to:

- 1) a minor – this shall be understood as a person under the age of 18;
- 2) a guardian – this shall be understood as a parent or legal guardian of a minor;
- 3) JU staff – this shall be understood to include employees of the Jagiellonian University, students of the Jagiellonian University, doctoral students of the Jagiellonian University, participants in postgraduate studies at the Jagiellonian University, as well as interns, volunteers, and natural persons performing activities on behalf of or for the benefit of the Jagiellonian University based on contracts between these persons and the University, including contracts for specific work, contracts of mandate, contracts for the provision of services, and other civil law contracts, experts preparing opinions or expert reports as part of the activities of the Jagiellonian University, project managers who are not employees of the Jagiellonian University but carry out projects based on contracts between the Jagiellonian University and project managers who are not University employees, and persons involved in the implementation of activities funded by the IDUJ (Excellence Initiative) programme based on civil law contracts, who are not employees of the Jagiellonian University;
- 4) activities covered by the protection of minors – this shall be understood as activities related to the upbringing, education, recreation, treatment, provision of psychological counselling, spiritual development, practising sports, or pursuing other interests by minors, or caring for them;
- 5) harm – this shall be understood as intentional or unintentional action or omission, and any result of such action or inaction, that violates the equal rights and freedoms of a minor and/or interferes with their optimal development, in particular by committing a prohibited or punishable act to the detriment of a minor or endangering the welfare of a minor, including neglect;
- 6) university – this shall be understood as the Jagiellonian University in Kraków, including the JU Student Government, the JU Association of Doctoral Students, and university student and doctoral organisations;
- 7) Act – this shall be understood as the Act of 13 May 2016 on Counteracting the Threat of Sexual Offences and the Protection of Minors (Journal of Laws of 2024, item 560).

Coordinator for the Protection of Minors

§ 2

1. The JU Rector shall appoint a Coordinator for the Protection of Minors from among the university's employees.
2. The tasks of the Coordinator for the Protection of Minors shall include, in particular:

- 1) popularising the Standards for the Protection of Minors at the JU among the JU staff, including preparing them to apply and comply with these standards;
 - 2) supervising the safe recruitment of JU staff who conduct activities within the university covered by the protection of minors;
 - 3) receiving notifications and undertaking interventions in the event of suspected harm to a minor;
 - 4) reviewing and assessing the Standards for the Protection of Minors at the JU;
 - 5) supervising compliance with the Standards for the Protection of Minors at the JU, including by formulating recommendations for the JU staff and for the university's organisational units.
3. At the request of the Coordinator for the Protection of Minors, the JU staff shall provide him with the necessary information, including making documents available, to the extent necessary to clarify the circumstances of the case.
 4. At the request of the Coordinator for the Protection of Minors, the JU Rector shall appoint a Deputy Coordinator for the Protection of Minors from among the university staff. The Deputy Coordinator supports the Coordinator in the performance of the assigned tasks and, if necessary, substitutes them in their duties.
 5. Administrative support for the Coordinator for the Protection of Minors is provided by the Department of Security, Safety and Equal Treatment – Safe JU.

Rules for safe recruitment and admission of JU staff to perform tasks related to activities covered by the protection of minors

§ 3

1. Candidates for positions related to activities covered by the protection of minors and JU staff performing tasks related to activities covered by the protection of minors within the university are subject to the following provisions of the Act:
 - 1) verification in the Register of Sexual Offenders;
 - 2) the obligation to obtain and submit information from the National Criminal Register.
2. The rules for safe recruitment and admission of JU staff to perform tasks related to activities covered by the protection of minors are specified in Appendix No. 1 to the Standards for the Protection of Minors at the JU.

Principles of safe relations between JU staff and minors

§ 4

1. The guiding principle of all actions taken by JU staff in relation to minors is to act in their best interests and for their benefit.
2. JU staff shall treat minors with due respect, taking their needs into account and refraining from using any form of violence.
3. JU staff shall maintain professional relations with minors, ensuring that their actions, including any communications, are safe and friendly towards minors, appropriate to the situation, justified, and fair.
4. To minimise the risk of misinterpretation of actions taken by JU staff by third parties, they shall adhere to the principles of openness and transparency in their interactions with minors.

§ 5

1. JU staff are obliged to:
 - 1) communicate with minors with patience and respect;

- 2) listen carefully to minors and provide answers appropriate to their age and situation;
 - 3) take into account minors' legitimate expectations when making decisions concerning them;
 - 4) respect minors' right to privacy;
 - 5) treat minors in a manner free from discrimination.
2. JU staff are not allowed to:
- 1) embarrass, disrespect, humiliate, or insult minors;
 - 2) shout at minors, unless their safety requires it;
 - 3) disclose sensitive information about minors to unauthorised persons, e.g., information about their legal, family, financial, or medical situation;
 - 4) be alone with minors, especially in a closed room and out of sight of others, unless it is necessary and justified by the circumstances;
 - 5) use vulgar language, offensive jokes, or gestures in the presence of minors, make offensive remarks, refer to sexual activity or attractiveness, or use threats;
 - 6) establish any romantic or sexual relationships with minors, or make comments, jokes, and gestures of a sexual nature in their presence;
 - 7) record the images of minors in any manner other than that specified in § 7 and § 8;
 - 8) offer minors tobacco products, alcohol, or other psychoactive substances;
 - 9) beat, nudge, or push minors, or otherwise violate their physical integrity, unless this is necessary to ensure their safety;
 - 10) establish physical contact with minors, in particular touch them in a way that may be considered inappropriate or indecent, unless physical contact is necessary to ensure their safety or results from the specific nature of the activity covered by the protection of minors;
 - 11) contact minors via private communication channels, e.g., private telephone, e-mail, instant messenger, or social media profiles, unless this is an accepted method of communication in the given circumstances and others also have access to such communication.

Rules for the safe use of the internet and electronic media

§ 6

1. The University, by providing minors with access to the internet and using electronic media in its activities, makes every effort to protect them from accessing dangerous and/or harmful content.
2. The dangerous and/or harmful content referred to in par. 1 includes, in particular, content that is illegal, contains pornography or violence, encourages self-destructive behaviour, or promotes the consumption of alcohol or other psychoactive substances.
3. The activities referred to in par. 1 are carried out by the University, in particular, through:
 - 1) installing and updating software;
 - 2) adopting regulations and rules for the use of email, websites, and other IT services offered by the University, informing JU staff about these regulations, and responding to any violations.
4. At the University, minors may access the internet without supervision by JU staff:
 - 1) on University computers that are freely accessible,
 - 2) on private devices
 - via a wired or wireless Wi-Fi network.
5. Minors' access to the internet during classes using University computers and software shall be supervised by the JU staff conducting the classes.
6. In the event of a suspicion that a minor has obtained access to dangerous and/or harmful content on the University's websites or in the software offered by the University, as referred

to in par. 2, JU staff are obliged to inform the Coordinator for the Protection of Minors. The provisions of § 10–12 shall apply accordingly.

7. The University websites referred to in par. 6 are those listed in the JU Register of Websites and Mobile Applications, as well as official University profiles on social media such as Facebook, X, YouTube, Instagram, TikTok, etc.
8. The software offered by the University, as referred to in par. 5, includes, in particular, applications available as part of the Microsoft Office 365 suite, e.g., Outlook, Teams, OneDrive.

Rules for protecting the personal data and images of minors

§ 7

1. The University shall apply standards for the protection of minors' personal data in accordance with applicable legal regulations, including internal University regulations.
2. The University, recognising minors' right to privacy and the protection of their personal rights, shall ensure the safeguarding of their personal data, including their images.

§ 8

1. JU staff conducting activities within the University that are covered by the protection of minors are not allowed to:
 - 1) record the images of minors in any form (photography, filming, voice recording),
 - 2) publish the images of minors recorded in any form (photography, recording),
 - 3) enable media representatives or third parties to record the images of minors in any form (photography, filming, voice recording)– without obtaining prior documented consent from the minors' guardians, and, to the extent possible, the consent of the minors whose images are to be recorded or published.
2. The consent to record the images of minors referred to in par. 1 should include, in particular, information on how, where, and in what context the minors' images will be published.
3. If the images of minors are part of a larger whole, such as an event, gathering, or landscape, the consent of the guardians or the minors to record or publish the images is not required.
4. When publishing the images of minors, e.g., on the University websites referred to in § 6 par. 7, JU staff should ensure that:
 - 1) they have obtained the consent of the minors' guardians as referred to in par. 2, and, to the extent possible, the consent of the minors whose images are to be published;
 - 2) the images of minors do not include any personal data or other information about them, especially sensitive information, e.g., about their legal, family, financial, or medical situation, unless it is necessary due to the nature of the information being published;
 - 3) the images of the minors or the situation presented in the photograph or recording do not degrade, ridicule, or present them in a negative context.
5. If, in connection with the activity covered by the protection of minors, JU staff commissions the recording of the images of minors to an external entity, the person commissioning the recording is obliged to:
 - 1) obtain the prior consent of the minors' guardians referred to in par. 2, as well as, to the extent possible, the consent of the minors whose images are to be recorded;
 - 2) take appropriate measures to prevent a situation in which a person representing an external entity commissioned to record the images of minors stays with them without supervision by the JU staff;
 - 3) ensure that, based on the consent to use the images granted by the Jagiellonian University, no further permissions are given by the University to use the images of the minors to that external entity, even if the consent granted to the Jagiellonian University

allows for such a possibility – with the exception of joint conduct of activities covered by the protection of minors or other particularly justified cases.

6. In the event that, in connection with activities covered by the protection of minors, the images of minors are to be recorded and published by representatives of the media, JU staff are obliged to:
 - 1) apply the principles specified in par. 5 accordingly;
 - 2) inform the media representatives before recording the images of the minors about the need to comply with the principles specified in par. 4 points 2 and 3.
7. In the event of a suspected violation of the rules for protecting the images of minors, JU staff are obliged to inform the Coordinator for the Protection of Minors. The provisions of § 10–12 shall apply accordingly.

Rules for the safe stay of minors in the accommodation facilities of the Jagiellonian University

§ 9

1. In the guest houses and creative work houses of the Jagiellonian University, hereinafter referred to as “JU accommodation facilities,” the staff of these facilities are obliged to apply the Standards for the Protection of Minors at the JU, with particular regard to the rules for the safe stay of minors in these accommodation facilities.
2. The rules for the safe stay of minors in the JU accommodation facilities are specified in Appendix No. 2 to the Standards for the Protection of Minors at the JU.

Intervention procedures in the event of suspected abuse of minors

§ 10

1. If you have reasonable suspicion that the life or health of a minor is at risk, you should immediately call emergency services by dialling the emergency number 112 and describing the circumstances of the incident. The emergency number 112 should be called by a person who is a direct witness to the incident. A note should be made of the emergency services’ intervention and forwarded to the Coordinator for the Protection of Minors. The Coordinator for the Protection of Minors shall promptly inform the JU Rector about the incident and the call to emergency services.
2. In the event of suspected harm to a minor, JU staff are obliged to immediately notify the Coordinator for the Protection of Minors.
3. The JU Rector shall be notified of any suspected harm to minors by the Coordinator for the Protection of Minors or their deputy. The provisions of § 10–12 shall apply accordingly.
4. The notifications referred to in paragraphs 2 and 3 shall be submitted in writing or electronically.
5. JU staff who have received information about the abuse of minors or related matters are obliged to keep this information confidential. This obligation does not apply to information provided to relevant institutions or entities in connection with an intervention regarding suspected abuse of minors.

§ 11

1. After receiving a notification of suspected abuse of a minor, the Coordinator for the Protection of Minors shall appoint an intervention team consisting of:
 - 1) the Coordinator for the Protection of Minors;
 - 2) the Deputy Coordinator for the Protection of Minors (if possible);

- 3) an employee of the JU Student Centre for Support and Adaptation.
2. If necessary, other persons with knowledge or experience in the protection of minors may be appointed to the intervention team. In cases concerning minors with disabilities or those with special needs, an employee of the JU Accessibility Centre may also be included.
3. After reviewing the notification of suspected abuse of a minor, the intervention team may, if necessary, conduct conversations with:
 - 1) the minor;
 - 2) the minor's guardian;
 - 3) the member of JU staff suspected of harming the minor;
 - 4) members of JU staff who may have information relevant to determining the circumstances of the case.
4. If, in the opinion of the intervention team, the suspicion of harm to a minor is justified, the Coordinator for the Protection of Minors shall notify the minor's guardians about the suspicion of harm and shall inform the appropriate institution or entity about the suspicion, in particular:
 - 1) file a report of the suspicion of a crime with the police or prosecutor's office;
 - 2) submit an application to the family court for insight into the situation of the minor or the minor's family;
 - 3) file an application with the social welfare centre regarding the need to provide support to the family, including initiating the "Blue Card" procedure;
 - 4) notify the JU Rector about the possibility of a disciplinary offence if the harm to the minor was committed by a student, doctoral student, or academic teacher of the Jagiellonian University;
 - 5) require the relevant superiors of the JU staff member suspected of harming the minor to remove that staff member from any contact with minors until the matter is resolved.
5. A reasonable suspicion of harm to a minor occurs, in particular, when:
 - 1) the minor discloses to JU staff the fact of harm;
 - 2) the JU staff observed the minor being harmed;
 - 3) the minor shows visible signs of harm (e.g. scratches, bruises, traces of blood), and when asked, responds incoherently, chaotically, starts crying, or appears embarrassed;
 - 4) the minor behaves in a way that raises suspicions regarding their mental health (e.g. reacts inadequately to the situation, isolates themselves from their environment, starts crying, or shows a strong emotional reaction);
 - 5) the minor begins to function and behave differently than before (e.g. starts missing classes, has trouble maintaining attention during classes).
6. If the suspicion of harm to a minor has been reported by the minor's guardians and this suspicion has not been confirmed, the Coordinator for the Protection of Minors shall inform the minor's guardians in writing or electronically.
7. In cases other than those referred to in par. 6, when the suspicion of harm to a minor has not been confirmed, a note regarding the lack of confirmation of the suspicion of harm to the minor shall be included in the intervention report under the section titled "Detailed Description of Actions Taken in the Case."

§ 12

1. The Coordinator for the Protection of Minors shall prepare an intervention report from the course of each intervention, specifying in particular:
 - 1) the composition of the intervention team;
 - 2) the details of the person reporting the suspicion of harm to a minor;
 - 3) the details of the minor concerned by the intervention;
 - 4) the details of the person suspected of harming the minor;
 - 5) the reason for the intervention;

- 6) a detailed description of the actions taken in the case.
2. The intervention team shall develop, to the extent possible in cooperation with the minor or their guardians, a support plan for the minor after the abuse is revealed, specifying, in particular:
 - 1) the actions that the university should take to ensure the minor's safety, including protecting them from further harm;
 - 2) the forms of support available at the university and elsewhere that the minor or their guardian may access.
3. The intervention report referred to in par. 1 and the support plan for the minor referred to in par. 2, together with other documents, shall be registered and kept by the Coordinator for the Protection of Minors.

Promotion of the Standards for the Protection of Minors at the JU

§ 13

1. The Coordinator for the Protection of Minors shall promote the Standards for the Protection of Minors at the JU among the JU staff, including preparing them to apply and comply with these standards, in particular by conducting informational, promotional, and educational activities.
2. The Coordinator for the Protection of Minors shall prepare and conduct training courses aimed at familiarising the JU staff with the Standards for the Protection of Minors, including the principles of safe relations between JU staff and minors, symptoms of abuse of minors, and intervention procedures in the event of suspected abuse of minors.

§ 14

JU staff, particularly those conducting activities covered by the protection of minors, are obliged to familiarise themselves with the Standards for the Protection of Minors at the JU and to comply with these standards.

§ 15

1. The Coordinator for the Protection of Minors shall ensure that information about the Standards for the Protection of Minors at the JU is readily available on the university's websites and in locations where activities covered by the protection of minors are conducted.
2. The Coordinator for the Protection of Minors shall prepare and make available the Standards for the Protection of Minors at the Jagiellonian University in both a full version and a shortened version that is understandable to minors of different ages, as well as, if necessary, in various language versions.

Review and assessment of the Standards for the Protection of Minors at the JU

§ 16

1. The Coordinator for the Protection of Minors shall review and assess the Standards for the Protection of Minors at the JU at least once every two years to adapt them to current needs and ensure compliance with applicable regulations.
2. The Coordinator for the Protection of Minors shall conduct the review and assessment referred to in par. 1 based on consultations with representatives of the JU staff and, to the extent possible, with representatives of minors or their guardians.

3. During the consultations referred to in par. 2, the Coordinator for the Protection of Minors shall determine, in particular, whether the JU staff:
 - 1) are familiar with the content of the Standards for the Protection of Minors at the JU;
 - 2) are able to recognise cases of harm to minors;
 - 3) are able to respond to cases of harm to minors;
 - 4) have observed cases of violations of the Standards for the Protection of Minors at the JU; if so, the details regarding who, how, in what circumstances, and for what reason violated them;
 - 5) have comments or proposals for changes regarding the Standards for the Protection of Minors at the JU.
4. The Coordinator for the Protection of Minors shall present the JU Rector with written conclusions from the review and assessment of the Standards for the Protection of Minors, along with recommendations, based on which the Rector shall update the Standards for the Protection of Minors at the JU.

**RULES FOR SAFE RECRUITMENT
AND ALLOWING JU STAFF TO PERFORM TASKS
RELATED TO ACTIVITIES COVERED BY THE PROTECTION OF MINORS**

The rules for safe recruitment and allowing JU staff to perform tasks related to activities covered by the protection of minors form part of the Standards for the Protection of Minors at the JU. These rules concern persons who perform or will perform tasks related to activities covered by the protection of minors within the university. They primarily include:

- 1) verification in the Register of Sexual Offenders, hereinafter referred to as the “Register”;
- 2) the obligation to obtain and submit information from the National Criminal Register, hereinafter referred to as the “NCR”.

Rules for verifying job candidates and JU staff in the Register and obtaining and submitting information from the NCR

1. The persons subject to verification in the Register and required to obtain and submit information from the NCR are those whose tasks are related to activities covered by the protection of minors. These include:
 - 1) job candidates with whom an employment contract is to be concluded;
 - 2) employees of the Jagiellonian University;
 - 3) persons performing activities on behalf of or for the benefit of the Jagiellonian University based on contracts concluded between these persons and the Jagiellonian University, including contracts for specific work, contracts of mandate, contracts for the provision of services and other civil law contracts;
 - 4) students of the Jagiellonian University;
 - 5) doctoral students of the Jagiellonian University;
 - 6) participants in postgraduate studies at the Jagiellonian University;
 - 7) interns and volunteers;
 - 8) experts preparing opinions or expert reports as part of the university’s activities;
 - 9) project managers who are not employees of the Jagiellonian University and who implement projects based on a contract between the university and a project manager who is not a JU employee;
 - 10) persons involved in the implementation of activities financed from the IDUJ (Excellence Initiative) programme funds on the basis of civil law contracts, who are not employees of the Jagiellonian University.
2. Heads of organisational units of the university and organisers of events addressed to minors or an unspecified group of persons are obliged to designate persons indicated in par. 1 subject to verification in the Register and the obligation to obtain and submit information from the NCR due to being entrusted with tasks related to activities covered by the protection of minors, and then to:
 - 1) report these persons to the employees of the relevant organisational units of the university, as referred to in par. 3, for verification in the Register,
 - 2) inform these persons of their obligation to obtain and submit information from the NCR, unless they have already been verified in the Register and have submitted information from the NCR.
3. The entities authorised and obliged to verify persons in the Register are:
 - 1) employees of the Human Resources Centre – in relation to the persons indicated in par. 1, points 1–3. However, for the persons mentioned in par. 1, point 3, this applies only to

- contracts concluded by university-wide administration units. For other cases, verification of these persons is carried out by the relevant entities indicated in point 2;
- 2) administrative employees at faculties, in extra- and inter-faculty units, and in doctoral schools – in relation to the persons indicated in par. 1, points 4–8;
 - 3) employees of the Research Support Centre – in relation to the persons indicated in par. 1, points 9 and 10, provided that this applies only to contracts processed by the Research Support Centre – Office providing services for the Strategic Programme Excellence Initiative at the Jagiellonian University. For other cases, verification of these persons is carried out by the relevant entities indicated in par. 2.
4. Verification in the Register and obtaining and submitting information from the NCR should be carried out:
- 1) in relation to the persons indicated in par. 1, point 1 – before concluding an employment contract;
 - 2) in relation to the persons indicated in par. 1, points 2–10 – before allowing these persons to perform tasks related to activities covered by the protection of minors, particularly before they undertake classes, professional internships, practical classes, or before signing a contract covering such tasks.
5. Information from the NCR should cover the offences specified in:
- 1) the Criminal Code: specifically in chapters XIX (*Offences Against Life and Health*) and XXV (*Offences Against Sexual Freedom and Decency*), as well as in Article 189a (*Human Trafficking*) and Article 207 (*Abuse*),
 - 2) the Act of 29 July 2005 on Counteracting Drug Addiction (Journal of Laws of 2023, item 1939)
- or prohibited acts corresponding to these offences as specified in the provisions of foreign law.
6. A person referred to in par. 1 who has resided in a country other than the Republic of Poland and their country of citizenship for the last 20 years must submit a declaration regarding the country in which they resided during that period. Additionally, they must provide information from the criminal records of that country, obtained for the purposes of professional or volunteer activities related to contact with children, before entering into an employment contract or before being permitted to perform tasks related to activities covered by the protection of minors.
7. A person referred to in par. 1 who holds citizenship of a country other than the Republic of Poland is additionally required to submit information or declarations in accordance with the provisions of Article 21, paragraphs 4–7 of the Act.
8. A person referred to in par. 1 is obliged to immediately inform the university of any changes in data in the Register or in the NCR, as well as any changes affecting the content of the information and declarations specified in Article 21, paragraphs 4–7 of the Act that would prevent them from performing tasks related to activities covered by the protection of minors.
9. Documents related to the verification of job candidates and JU staff in the Register is recorded in the form of a printout. The employee conducting the verification in the Register is obliged to stamp and sign the printout from the system and:
- 1) in the case of the Jagiellonian University employees, regardless of the basis for the verification, forward the printout to the Human Resources Centre to be attached to the employee's personal files;
 - 2) in the case of other persons, attach the printout to the documentation concerning the person entrusted with tasks related to activities covered by the protection of minors (e.g., to the personal files of a student, doctoral student, participant in postgraduate studies, documentation related to the performance of a civil law contract, etc.).
10. Information obtained from the NCR and the information and declarations indicated in Article 21, paragraphs 4–7 of the Act must be submitted to an employee of the university's organisational unit authorised to process personal data. A list of authorised employees in the

university's organisational units is made available on the website of the Human Resources Centre.

11. The rules for obtaining and forwarding documentation specified in par. 9 shall apply accordingly to information from the NCR and declarations indicated in Article 21, paragraphs 4–7 of the Act.
12. If the fulfilment of the obligation to submit documents referred to in Article 21, paragraphs 3–7 of the Act is a condition for undertaking education or admission to classes at the university:
 - 1) the dean in agreement with the head of the field of study – in the scope of undergraduate/graduate education,
 - 2) the head of postgraduate studies – in the scope of postgraduate education,
 - 3) the head of doctoral studies – in the scope of doctoral education,
 - 4) the director of the doctoral school in agreement with the head of the education programme (doctoral programme) – in the scope of education at the doctoral school– shall be responsible for publishing information on the list of classes for which the obligation to submit documents referred to in Article 21, paragraphs 3–7 of the Act applies. Additionally, they must provide information on the studies, postgraduate studies, doctoral studies, and educational programs (doctoral programmes) to which these obligations pertain to the Department of Recruitment for Studies at the Academic Support Centre before the adoption of the recruitment conditions.

Instructions for completing the NCR information request form are available on the website of the Ministry of Justice dedicated to the National Criminal Register.

RULES FOR THE SAFE STAY OF MINORS IN THE ACCOMMODATION FACILITIES OF THE JAGIELLONIAN UNIVERSITY

The rules governing the safe stay of minors in the accommodation facilities of the Jagiellonian University, specifically in the guest houses and creative work houses, form part of the Standards for the Protection of Minors at the JU. The staff of these facilities, hereinafter referred to as the “facility staff,” are required to comply with these standards.

Information regarding the Standards for the Protection of Minors at the JU and the rules for the safe stay of minors in the JU accommodation facilities are made available on the facility’s website and displayed prominently within the facility. This information is provided in both the full version and a shortened version intended for minors.

Identification of an adult guest and a minor staying with them

1. The facility staff should, whenever possible, identify the adult guest, the minor with whom the adult guest is staying, and the relationship between the adult guest and the minor.
2. In suspicious or unusual situations that suggest a possible risk of harm to the minor, the facility staff are obliged to identify the persons referred to in par. 1, as well as the relationship between these persons.
3. To identify the persons mentioned in par. 1 and their relationship to each other, the facility staff shall, in a calm, polite, and patient manner:
 - 1) inform the adult guest and, where possible, the minor that the facility has established rules for the safe stay of minors, which may require the facility staff to ask additional questions to identify the minor and the relationship between the adult guest and the minor;
 - 2) request from the adult guest or the minor an identity document for the minor that contains at least their name and surname (e.g. identity card, passport, school ID) and ask the adult guest about their relationship with the minor.
4. If the adult guest and the minor do not possess an identity document for the minor, refuse to present such a document¹, or if, after checking the document, the facility staff are uncertain whether the adult guest is the minor’s guardian, the facility staff shall ask:
 - 1) the adult guest:
 - a) What is the minor’s name, and how old are they?
 - b) Are you the minor’s legal guardian? What is your relationship to the minor?
 - c) Do you have a document confirming that you are the minor’s legal guardian or that you have the right to care for the minor?²;
 - 2) the minor:
 - a) What is your name, how old are you, and where do you live?
 - b) Who is the person you came with?
 - c) How well do you know the person you came with?

¹ A situation in which an adult guest feels uncomfortable and expresses dissatisfaction or opposition may be natural and does not necessarily imply that they intend to harm a minor. In such circumstances, it should be explained to the adult guest in a calm, polite, and patient manner that identifying the adult guest and the minor accompanying them is the obligation of the facility staff, as mandated by law, and that similar procedures are applicable in all such facilities.

² Such a document may include, for example, a court order, a notarised consent from the guardian for the specific person to travel with the minor, or a consent signed by the guardian that includes the minor’s details, their address, a contact telephone number for the guardian, as well as the name, surname, and identification document number/PESEL number of the person entrusted by the guardian with the care of the minor.

- d) Where are your parents, and do you have their phone number?
5. If the adult guest answers questions on behalf of the minor, the facility staff shall inform the adult guest that they wish to speak directly to the minor.
 6. If the adult guest prevents contact with the minor, the facility staff should inform the adult guest that if it is impossible to establish the minor's identity, they will be obliged to call the police.
 7. If a conversation with the adult guest or the minor raises suspicions among the facility staff, for example, regarding the relationship between the adult guest and the minor or the intentions of the adult guest, the facility staff must discreetly notify their superior and the facility security (if possible) of the situation.
 8. From the moment the first suspicions of the facility staff, as referred to in par. 7, arise, both the minor and the person suspected of harming the minor should be under constant observation by the facility staff and not be left alone.
 9. Depending on the situation, the superior will take over the conversation with the person suspected of harming the minor to obtain further explanations or, if the circumstances indicate a justified suspicion that the minor staying in the facility is being harmed, will decide to call the police in accordance with the "Procedure for Dealing with Circumstances Indicating Harm to a Minor".

Examples of situations that may indicate a risk of harm to a minor

Suspicious and unusual situations that may indicate a risk of harm to a minor may include, for example:

1) At the reception desk:

- a) The guest refuses to provide their personal details or those of the minor.
- b) The guest states that they do not have any identity documents (for themselves or the minor) and is unwilling to provide any explanations.
- c) The guest takes the minor directly to the room, giving the impression that they do not want the minor to make contact with the facility staff.
- d) The guest checking in with the minor invites other persons to the room who are not guests of the facility.
- e) The guest rents the room by the hour or for less than a full day, or rents the room for an unusually long period.
- f) The guest pays for the stay on a daily basis and does not know how long they will stay, or asks someone else to pay for the accommodation.
- g) A guest arriving with a minor has no luggage or only very little luggage.
- h) The guest brings gadgets or items that could be given to minors as gifts, such as newly purchased toys.
- i) The guest arrives at the facility with a minor with whom they have not previously checked in at the reception.
- j) The guest behaves in a sexually suggestive manner towards the minor, and the relationship between the adult and the minor does not appear natural and caring.
- k) The guest with the minor rents a room that has fewer beds than the number of people checked in (e.g. a double bed).
- l) During check-in, the minor appears restless, stressed, or seems forced to stay in the facility with the adult.
- m) The minor arrives at the facility late at night or at a time when they should be at school.
- n) The minor is dressed inappropriately for the weather or inappropriately as compared with the adult accompanying them.
- o) The minor does not know where they are, or when asked about the purpose of their trip, provides inconsistent answers.

- 2) At a restaurant/bar:
 - a) A guest arrives with a minor who was not registered at the facility.
 - b) During their stay, the adult and the minor do not come for meals.
 - c) The adult serves alcohol to the minor.
 - d) The guest asks, especially in the minor's presence, about sexual services for adults.
 - e) The guest behaves in a sexually suggestive manner towards the minor, and the relationship between the adult and the minor does not appear natural and caring.
 - f) The minor seems anxious, nervous, and avoids eye contact.
- 3) In a room where minors are staying:
 - a) A "Do Not Disturb" sign is constantly displayed on the door.
 - b) The guest does not consent to the room being cleaned throughout their stay.
 - c) The guest or minor does not leave the room at all or hardly ever (e.g. food is brought to them), or only leaves at times when few guests are moving around the facility.
 - d) There is a large amount of alcohol in the room or many computers, mobile phones, and banknotes.
 - e) Condoms or erotic items are left in a visible place in the room.
 - f) There are children's clothes or toys in the room, even though the minor has not been registered at the facility.

The occurrence of some of the above situations does not automatically indicate that the minor is being harmed. It is important to remain vigilant and pay attention to situations that may objectively cause concern.

Procedure to be followed in the event of circumstances indicating harm to a minor

1. Facility staff who witness suspicious or unusual situations that may indicate a risk of harm to a minor are obliged to immediately notify their superior, who will decide on the appropriate steps.
2. If there is a reasonable suspicion that a minor staying in the facility is being harmed and that the life or health of the minor is at risk, they should immediately call the appropriate emergency services by dialling the emergency number 112 and describing the circumstances of the incident. The call to the emergency number 112 should be made by a person who is a direct witness to the incident. If the person calling the emergency services is an employee of the facility, they must inform their superior of the incident. The superior shall immediately notify the JU Rector about the incident and the call for emergency services to the facility.
3. A reasonable suspicion of harm to a minor occurs, in particular, when:
 - 1) The minor discloses the fact of harm to the facility staff.
 - 2) The facility staff observe the minor being harmed.
 - 3) The minor shows visible signs of abuse (e.g. scratches, bruises, traces of blood) and, when asked, responds incoherently, chaotically, starts crying, or appears embarrassed.
 - 4) The minor behaves in a way that raises suspicions about their mental health (e.g. reacts inappropriately to the situation, isolates themselves from their surroundings, starts crying, or shows a strong emotional reaction).
4. In the event of a reasonable suspicion of harm to the minor, both the minor and the person suspected of harming the minor should be prevented from leaving the facility.
5. In justified cases, the facility staff may make a citizen's arrest of the person suspected of harming the minor. In such instances, until the police arrive, the person suspected of harming the minor should be kept under constant supervision, preferably by two people, in a separate room, away from the view of other guests.

6. In each case of reasonable suspicion of harm to the minor, the safety of the minor should be ensured. Until the police arrive, the minor should be under the constant care of the facility's staff.
7. In the event of a justified suspicion that a crime has been committed involving the minor's contact with the perpetrator's biological material (e.g. sperm, saliva, skin cells), the child should be prevented from washing, eating, or drinking until the police arrive, if possible.
8. In connection with the police intervention, all relevant materials related to the incident (e.g. monitoring recordings, documents) should be secured in the facility.
9. A report should be prepared following the intervention of the police or other emergency services and forwarded to the Coordinator for the Protection of Minors.