
Standards for the protection of minors at the Campus Bemke Foundation

Entry

The basic principle of all activities undertaken by employees of the Campus Bemke Foundation (FCB) and people cooperating with FCB (volunteers, interns, apprentices, representatives of institutions and companies) is to act for the good of the child and in his or her best interest. Violence in any form against children is unacceptable. The standards for the protection of minors apply to all employees of the Campus Bemke Foundation and persons cooperating with FCB and contain guidelines on what to do in the event of a threat to the safety and well-being of children.

Legal acts on which the Standards for the Protection of Minors in FCB are based:

1. Act of May 13, 2016 on counteracting threats of sexual crime and protection of minors
2. Family and Guardianship Code
3. Act of July 29, 2005 on counteracting domestic violence Penal Code
4. Convention on the Rights of the Child adopted by the United Nations General Assembly on 20 November 1989.
5. Regulation of the Council of Ministers of September 6, 2023 on the "Blue Card" procedure and templates of "Blue Card" forms

Standards for the protection of minors include:

1. Procedures for checking employees before being allowed to work with minors to ensure that they meet the conditions for having no criminal record for crimes against sexual freedom and morals.
2. Rules ensuring safe relationships between minors and staff.
3. Rules and procedures for intervening in the event of suspicion of harm or information about harm to a minor.
4. Procedure for submitting a report on suspicion of committing a crime to the detriment of a minor and notifying the guardianship court.
5. Rules for reviewing and updating standards;
6. The scope of competences of the person responsible for preparing the facility's or organizer's staff to apply the standards, the principles of preparing this staff to apply them and the method of documenting this activity;
7. Rules for providing staff, minors and their guardians with standards for their application.
8. Persons responsible for receiving reports of incidents threatening minors and providing support to minors;
9. Method of documenting and rules for storing disclosed or reported incidents or events that threaten the well-being of a minor.
10. Requirements regarding safe relationships between minors, in particular prohibited conduct.
11. Rules for using electronic devices with access to the Internet;
12. Procedures for protecting children against harmful content on the Internet and in other forms.
13. Rules for establishing a support plan for a minor after disclosing abuse.

CHAPTER I

Explanation of terms

1. An employee of the Campus Bemke Foundation is a person employed under an employment contract, mandate contract or B2B contract.
2. Persons cooperating with FCB are employees of external entities (suppliers, contractors, subcontractors, service providers) and entities cooperating with FCB (partners, stakeholders), volunteers, interns, apprentices undergoing professional practice at FCB.
3. A minor is any person under 18 years of age.
4. The guardian of a minor is the person authorized to represent him, in particular his parent or legal guardian. Pursuant to this document, the foster parent is also a guardian.
5. The consent of a minor's parent means the consent of at least one of his or her parents. If there is no agreement between the child's parents, the parents should be informed about the need for the case to be resolved by a family court.
6. Harming a minor should be understood as committing a prohibited or punishable act to his detriment by any person, including an FCB employee, or threatening the minor's well-being, including neglecting him.

Harm is:

- Violence – occurs when one person treats another in a way that is inconsistent with the requirements of the relationship between them.
 - Physical violence – intentional bodily harm, inflicting pain or threatening bodily harm. Physical violence may result in fractures, bruises, cuts, burns, and internal injuries.
 - Emotional violence - it is repeated humiliation and ridicule of a child, involving the child in adult conflicts, manipulating him, lack of appropriate support, attention and love, placing demands and expectations on the child that he is unable to meet. Its aim is to violate personal dignity.
 - Sexual abuse is any behavior that leads to sexual gratification at the expense of the child. Sexual abuse refers to behavior involving physical contact (e.g. touching a child, having sex with a child) and behavior without physical contact (e.g. showing pornographic material to a child, voyeurism, exhibitionism). This violence may be a one-off incident or may occur over a long period of time.
 - Neglect - failure to meet the child's basic material and emotional needs by the parent or legal guardian, failure to provide the child with adequate food, clothes, shelter, medical care, safety, and lack of supervision over the fulfillment of school obligations.
7. The person responsible for the Internet is an employee appointed by the President of FCB who supervises the use of the Internet by minors on the premises of FCB and the safety of children on the Internet.
 8. The person responsible for the Standards for the Protection of Minors against Harm is an employee appointed by the President of FCB who supervises the implementation of the policy of protecting children against harm at FCB, and who serves as the Coordinator under the Standards.
 9. A child's personal data is any information enabling the identification of a minor.

CHAPTER II

Recognizing and responding to signs of child abuse

1. Employees of the Campus Bemke Foundation, as part of their duties, pay attention to risk factors and symptoms of harm to minors.
2. Any FCB employee who notices or suspects that a child is being harmed is obliged to react and, if necessary, provide first aid.
3. All FCB employees and other persons who, in connection with the performance of their official duties, receive information about child abuse or other information related to it, are obliged to maintain secrecy, with the exception of information provided to authorized institutions as part of intervention activities.
4. Employees are obliged to take care of the safety of minors in accordance with their competences, applicable law and internal regulations of FCB.

CHAPTER III

Procedures for inspection of employees before allowed to work with minors to consult that they meet the conditions of a criminal for crimes against sexual freedom and customity.

1. Each person working (employee, co-worker, B2B) at the Campus Bemke Foundation is verified by the HR and Payroll Department in the Register of Sexual Offenders before being allowed to work with minors.
2. Each person working (employee, collaborator, B2B) at the Campus Bemke Foundation, before starting the employment relationship or before being allowed to operate, is obliged to present a certificate from the National Criminal Register regarding crimes specified in Chapter XIX and XXV of the Penal Code, in Art. 189a and art. 207 of the Penal Code and in the Act of July 29, 2005 on counteracting drug addiction or for prohibited acts corresponding to these crimes specified in the provisions of foreign law.
3. All employees and persons cooperating with FCB are obliged to apply the Standards for the Protection of Minors. Employees and associates of cooperating entities comply with the Standards if the subject of the contract or cooperation involves contact with minors.

CHAPTER IV

Rules to ensure safe relationships between minors and staff.

The principles of safe relationships with minors specify what behaviors and practices are prohibited when working with children. The principles of safe relationships are adapted to the realities of FCB operation and concern the following areas:

1. Direct contact with a minor is based on respect for his or her privacy and dignity.
Examples of such contact are:
 - contacts in sports and recreational activities,
 - educational interventions permitted in life- and health-threatening situations involving conflicts between charges (separating those in conflict),
 - rescue operations related to first aid,
 - threat from external factors

Intentional behavior that arouses a sense of threat or shows signs of:

 - physical violence (e.g. pushing, hitting, twisting arms, choking, kicking, pulling),
 - eroticizing relationships (verbal flirting, ambiguous joke, bad touch),
 - sexualization of relationships (sexual intercourse and other sexual activities),
2. Verbal communication with a minor should be free from hostile, vulgar, aggressive and maliciously ironic accents. Communication should not:
 - make minors feel threatened (threats, insults, shouting),
 - lowering and destroying self-esteem (e.g. intentional, negative evaluation, reaction in appropriate to the situation, inducing a sense of guilt, denying feelings),
 - humiliate (public mockery, ridicule, ridicule),
3. Employees are obliged to treat every child with respect regardless of gender, origin, race, religion, nationality, sexual orientation, belief or disability. Equal treatment means that it is not allowed:
 - favoring selected children compared to the group,
 - unequal and unfair assignment of tasks, inappropriate to abilities and age,
 - domination in the group by negative individuals, setting and implementing informal rules by them,
 - allowing younger and weaker charges to be exploited by stronger ones.
4. Direct and online contacts with the child outside the Bemke Campus should be:
 - closely related to the performance of official, care and upbringing, educational and development duties (e.g. accompanying in events outside the Campus that are important for the minor and require the support of an adult, field trips organized by the Campus, etc.),
 - documented (possibility to make copies/prints of e-mail and SMS correspondence, entries on social networking sites),
 - take place, if possible, using official equipment,
 - it is unacceptable to maintain such contacts in order for an adult to satisfy his or her own social or emotional needs, or to encourage illegal behavior that gives a sense of being favored or singled out.
5. Transport, movement and accommodation conditions:
 - in the event of a sudden illness, children may be picked up from the Bemke Campus only by parents/guardians or persons authorized by them,

- the organization of transport and accommodation outside the Campus should be justified (e.g. a trip to a summer camp or other events organized by the Campus),
 - care of minors in travel situations should be in accordance with the regulations on the organization of school trips and trips,
6. Gastronomy, serving meals
- meals served to minors should be prepared in accordance with applicable sanitary regulations and standards,
 - in the case of group feeding, meals should take into account the child's needs in terms of food allergies/intolerances and/or religion,
 - it is unacceptable for an employee to independently interfere with the child's diet, e.g. by serving a smaller portion than expected or concealing information about an allergic ingredient.
7. Disciplining a minor, defined as a „feedback“ tool informing students that their attitude in a given situation is not appropriate, contrary to expectations and/or ineffective, is associated with setting boundaries, shaping a lasting system of values, an adequate level of self-esteem and the ability to make accurate decisions. Any forms of discipline aimed at humiliation or humiliation based on taking advantage of an advantage are unacceptable:
- physical (aggression, use of physical punishment, means of direct coercion, restraint, preventing the fulfillment of basic physiological needs, physical work inadequate to the capabilities, engaging in sexual behavior, etc.),
 - mental (dominance through shouting, threats, violating self-esteem, disregarding psychological needs, e.g. safety, simulations that arouse fear and concern for one's own life and that of the family, etc.).
8. Parents and legal guardians have the right to all information about the child's functioning on the Bemke Campus, during trips and other events organized by FCB. Information about the child is provided only to his or her parents or legal guardians.
9. FCB employees recognize the student's right to privacy and protection of personal rights and ensure the protection of the student's image.
- making public the image of a child recorded in any form (i.e. photography, audio-video recording) by an FCB employee requires the written consent of the child's guardian.
 - If the minor's image is only a detail of a whole, such as a gathering, landscape, or public event, the consent of the guardians to record the minor's image is not required.
 - FCB employees cannot perpetuate the image of a minor for malicious purposes.

CHAPTER V

Principles and procedures for intervention in situations of suspected abuse or having information about abuse of a minor

1. The scope of duties of individual employees of the Campus Bemke Foundation in the event of suspicion or information that a minor is being harmed:
 - a. Each FCB employee:
 - Reacts to symptoms of violence and disturbing behavior that may be witnessed.
 - Reports observed disturbing signals. The report is made to the coordinator and, in his absence, to the foundation's management board.
 - b. An employee who suspects or has received information that a minor is being harmed:
 - Reports suspicions or information to the coordinator and, in his absence, to the foundation's management board.
 - Remains at the Coordinator's disposal during the intervention.
 - c. Coordinator of the intervention procedure in the event of suspicion or information that a minor is being harmed:
 - Receives reports of harm or suspected harm to a minor.
 - Diagnoses the situation of the student and his family.
 - Conducts conversations with the minor and his or her parents or legal guardians.
 - In situations of suspicion of domestic violence against a minor, submits an application to the competent authorities to launch the "Blue Cards" procedure.
 - If a minor experiences domestic violence or if parents/legal guardians refuse to cooperate with the FCB, the FCB submits an application for insight into the family's situation to the court or notifies the police or prosecutor's office of a suspected crime.
 - In the event of a threat to the health or life of a minor, notify the Police.
 - If the perpetrator of violence is an adult from outside the family, notify the police.
 - If the perpetrator of violence is a minor and previous methods of conduct have proven ineffective, the court is notified.

- Organizes psychological and pedagogical assistance for minors.
 - Supervises the case of an abused student.
 - Provides assistance to employees in carrying out their tasks, e.g. facilitates consultations of difficult cases with specialists, organizes training in responding to violence against minors.
 - Obtains feedback from parents and guardians on the implementation of the Standards for the Protection of Minors against Harm at FCB.
 - Assists FCB employees in appropriate conduct towards victims of violence.
 - Informs parents about possible directions of student support.
 - Helps parents understand children's typical reactions to various situations.
 - Refers the child and parents to specialist facilities.
 - Cooperates with specialists helping the child and his family.
 - Documents actions taken towards the minor and his family
 - Develops a support plan for an abused child.
 - Enables the expansion of knowledge and skills related to the protection of minors against threats and positive educational methods.
 - Ensures that information about organizations and institutions helping victims of violence is publicly available on the FCB premises.
2. Procedure in case of suspicion that a student is a victim of domestic violence:
- Receiving information about suspected harm to a student, preparing a memorandum.
 - An employee who suspects or has received information that a minor is being harmed investigates the circumstances of the case, e.g. by interviewing the injured party
 - An employee who suspects or has received information that a minor is being harmed informs the Coordinator of the intervention procedure (if the situation requires it after examining the case) or the foundation's management board in the absence of the Coordinator.
 - The employee and the coordinator provide a support plan for the child and family.
 - If the child's condition indicates a threat to his or her health and life, the employee or coordinator calls for medical help (after notifying the parents or legal guardians).
 - The coordinator decides to apply for the launch of the „Blue Card“ procedure.
 - The coordinator submits the application to the appropriate institution:
 - If a crime is suspected, the coordinator notifies the police or prosecutor's office.
 - In the event of neglecting a child, degrading, humiliating, ridiculing a child, involving a child in an adult conflict, or manipulating a child requiring intervention, the coordinator notifies the court or an interdisciplinary team for counteracting domestic violence.
3. Procedure in the event of suspicion that a student is a victim of violence by an FCB employee:
- A person suspecting abuse of a minor on the Bemke Campus reports the problem to the coordinator and, in his absence, to the foundation's management board.
 - The coordinator takes actions to investigate the case: conversation with the child, conversation with the employee about suspected abuse, conversation with FCB employees about the incident, observation of the employee, etc.
 - The coordinator notifies the child's parents or legal guardians.
 - After confirming the information, the coordinator takes action in accordance with applicable provisions of general law and labor law, imposes a disciplinary penalty, notifies the prosecutor's office or refers the case to the disciplinary commission for teachers.
 - If suspected abuse is reported by parents or legal guardians of a minor, the coordinator may suggest that the reported suspicion be diagnosed by an external, impartial institution. A note is prepared from the meeting with parents.
 - If the person receiving the child's report about the violation of his or her rights is an employee, he or she informs the coordinator of the intervention procedure and, in his absence, the foundation's management board, about the fact or events that occurred.
 - Depending on the situation, the coordinator informs parents/guardians and the child about the arrangements made and possible forms of psychological and pedagogical assistance.
4. Procedure in the event of suspicion that a student is a victim of violence by an employee of another organization operating on FCB premises:
- A person suspecting abuse of a minor on the Bemke Campus reports the problem to the coordinator and, in his absence, to the foundation's management board
 - The coordinator takes action to investigate the case: talking to the child, talking to the employee about suspected abuse
 - The coordinator notifies the child's parents or legal guardians.
 - After confirming the information, the coordinator takes action in accordance with the applicable provisions of general law

- If the person receiving the child's report about the violation of his or her rights is an employee, he or she informs the intervention procedure coordinator about the fact or events, and in his absence, the foundation's management board.
 - Depending on the situation, the coordinator informs parents/guardians and the child about the arrangements made and possible forms of psychological and pedagogical assistance.
5. Procedure for intervention in the event of child abuse in FCB by a parent or family member of another minor:
- A person who witnesses child abuse by a parent or an adult family member of another minor reports the problem to the coordinator and, in his absence, to the foundation's management board
 - The coordinator talks to the above-mentioned people about the incident, instructs them and provides possible ways to solve the situation.
 - The parents/legal guardians of this minor are notified about the fact that a minor has been harmed and about the conversation conducted by the coordinator with the parent or family member of another child who committed the harm.
 - The abused child is provided with support from a coordinator and/or specialist psychological help.
 - If the situation repeats itself, the coordinator notifies the police.
6. Procedure in the event of harm to a minor by other minors:
- Direct, immediate reaction of FCB employees to acts of aggression and violence, interruption of aggression or violence.
 - Employee's conversation with the victim and perpetrator of violence, encouraging the perpetrator to make amends.
 - If the student's condition indicates a threat to his or her health or life, the coordinator or another FCB employee calls for medical help (after notifying parents or legal guardians).
 - If acts of aggression and violence are not incidental, the employee or coordinator talks to the abused child (where, when the events occur, what is their frequency, etc.), talks to the perpetrator(s) and any witnesses.
 - The coordinator notifies or calls the parents/legal guardians of the abused child and the perpetrator(s) (if the situation requires it after determining the circumstances of the incident).
 - A minor who is a victim of violence is provided with psychological and pedagogical assistance in accordance with his or her needs.
 - A minor who is a perpetrator of violence is under the constant care and supervision of the Intervention Procedure Coordinator or another employee designated by the Coordinator.
 - With children who have witnessed violence (if the situation requires it), the coordinator or an employee designated by him discusses the course of the incident, focusing the conversation on how to deal with difficult situations, how to react to abuse and who to report when such abuse occurs. If the problem concerns a given group, additional classes on violence and dealing with aggression and conflict resolution are conducted. The activities are coordinated and monitored by the coordinator or another employee designated by him.
 - If the perpetrator of aggression/violence is unknown, the coordinator, after examining the case, informs the parents/legal guardians of the injured minor about the possibility of notifying the police or informs the police himself.
7. Procedure in the event of disclosure of cyber bullying:
- a) An employee with knowledge of the event informs the Coordinator about this fact, and in his absence, the foundation's management board
 - b. The Coordinator is obliged to:
 - explain the event and possibly identify the perpetrator,
 - talk to the injured minor (provide psychological support, advice),
 - talk to the perpetrator, determine the circumstances of the incident, oblige him to stop such conduct and remove the materials from the Internet,
 - notify the parents/guardians of the injured child about the incident,
 - notify the perpetrator's parents/guardians about the incident and discuss the child's behavior with them,
 - propose
 - help
 - psychological and pedagogical
 - minors
 - (victim,
 - perpetrator), if necessary.
 - c. If the perpetrator does not comply with the arrangements and if the child continues to be harmed,
 - the coordinator takes appropriate legal action

- d. If the perpetrator of cyber bullying is unknown, the coordinator after examining the case informs the parents/legal guardians of the injured student about the possibility of notifying the police.
8. Procedure for dealing with a minor with mental disorders who behaves aggressively towards others or himself:
 - The employee takes steps to end/mitigate the aggression.
 - The employee informs the coordinator about the fact or events and, in his absence, the foundation's management board
 - If the health condition of the student or students indicates a threat to health or life, the employee or coordinator calls for medical assistance (after notifying parents or legal guardians).
 - The coordinator or an employee designated by him conducts an interview with the injured party, the perpetrator and any witnesses.
 - If necessary, the Coordinator notifies and summons the parents (legal guardians) of the sick child and the injured person.
 - If parents/legal guardians cooperate with FCB, actions towards the sick minor are determined.
 - Forms of support tailored to the injured minor's needs and situation are established.
 - If parents/legal guardians do not cooperate with FCB or the actions taken are ineffective and acts of aggression are frequent, the coordinator notifies the court.

CHAPTER VI

Procedure for the flow of information regarding abuse of minors between the Campus Bemke Foundation and the Bemke Elementary School and a non-public Kindergarten Na Kopcu operating on its area

1. In a situation where an FCB Employee suspects or receives information that a minor is being harmed during his or her stay at the School or Kindergarten, he or she notifies the Coordinator and, in his absence, the foundation's management board.
 - The coordinator takes steps to investigate the case, e.g. by talking to the child or talking to the employee reporting the suspected abuse.
 - The coordinator notifies the child's parents or legal guardians and obliges them to provide information about child abuse or suspected abuse to the School or Kindergarten, respectively.
 - If parents/legal guardians do not cooperate in providing information, the Coordinator personally informs the School/Kindergarten about suspicion or information about harm to a minor at the facility.
 - Further steps are taken by the School/Kindergarten.
2. In a situation where an FCB Employee witnesses harm experienced by a minor during their stay at the School or Kindergarten:
 - The FCB employee stops the situation and goes with the injured child to the school/kindergarten staff room.
 - The FCB employee provides the teacher with a description of the incident along with any additional information obtained directly from the injured minor.
 - Further actions are taken by school/kindergarten teachers.

CHAPTER VI

Procedure for submitting notification of a suspected crime committed to damage to a minor and notification by the guardian court

If you receive information that a child under 18 is a victim of domestic violence, you should take the following steps:

1. The employee is obliged to prepare a memo and forward the information obtained to the coordinator and, in his absence, to the foundation's management board.
2. The coordinator or an employee designated by him should talk to the minor in order to confirm the fact of abuse, inform him about what actions he is obliged to take and make sure that the child will be safe in his current place of residence for the duration of the activities. Then, the coordinator calls the parents/legal guardians, talks to them, informs them about their intention to take specific actions and presents a proposal to establish a safety plan.
3. The coordinator prepares a description of the minor's situation based on conversations with him, employees in direct contact with him, and his parents, and develops a safety plan (helping the child), which would include ways of ensuring the minor's safety and a description of the support that FCB can offer him (including information on specialized child welfare facilities, if necessary).
4. The coordinator establishes a safety plan (helping the child) with the parents/legal guardians by specifying how to stop violence from adults against the minor and obliging the perpetrator to consult a psychologist.

Moreover, it establishes a schedule of contacts with people and institutions supporting the family in the event of violence against a child.

5. The coordinator informs about the FCB's obligations to report violence against a minor to the prosecutor's office and to the family and juvenile court.
6. If the parents/guardians refuse to cooperate or refuse to take the actions proposed by the FCB, the coordinator shall immediately submit a notification of suspected crime to the prosecutor's office or an application for insight into the family's situation to the family and juvenile court. The further course of proceedings is within the competence of these institutions.

CHAPTER VIII

Rules for access to employees, minors and their parents/guardians standards to know and apply

1. The Standards for the Protection of Minors are made available to FCB employees, minors and their guardians upon request.
2. The standards are posted on the Campus website at www.campusbemke.pl.
3. Each employee is obliged to familiarize himself with the standards when concluding an employment contract, mandate contract, service provision contract or any other contract resulting in the commencement of cooperation with FCB.
4. FCB employees confirm that they have read the standards by signing.
5. Parents/guardians of minors are informed about the standards when registering the minor for events and/or activities organized by FCB.

CHAPTER IX

Scope of competences of the person responsible for preparing the facility's staff Or organizer to apply the standards, rules for preparing this personnel to apply them and the method of documenting this action

1. The coordinator supervises the application of standards and trains staff.
2. Trainings are documented with attendance lists.
3. The coordinator instructs new employees in the use of standards.

CHAPTER X

Requirements for safe relationships between minors, in particular Prohibited behavior

1. The guiding principle of relations between minors is to act with respect, taking in to account the dignity and needs of all minors. It is unacceptable to use violence against another minor in any form.
2. Children must not use violence, abuse the weaker, or use vulgar, offensive language.
3. Minors must not embarrass, humiliate, disrespect or insult each other. You must not shout at other minors.
4. Children should respect other children's right to privacy.
5. Minors are not allowed to use vulgar words, gestures and jokes, make offensive remarks, refer to sexual activity or attractiveness in their statements, or use physical advantage against other children (intimidation, coercion, threats).
6. Children are not allowed to record the image of other minors (filming, recording voices, taking photos) in situations where they have not given their consent and in situations that may embarrass or offend them.
7. Minors are not allowed to offer alcohol, tobacco products or illegal substances to their friends, or to use them in the presence of other children.

CHAPTER XI

Procedures for protecting children from harmful content on the internet and Preserved in another form

1. FCB's network infrastructure enables Internet access for both employees and children during and outside classes.
2. Organizational solutions at the FCB level are based on current safety standards.

3. TDJ's IT department is responsible for network security in the institution. Their responsibilities include acting according to the following procedures:
 - Securing the FCB Internet network against dangerous content by installing software.
 - Updating software as needed.

CHAPTER XII

Rules for using electronic devices with access to the internet

1. FCB provides children with access to the Internet and takes steps to protect minors from access to content that may pose a threat to their proper development.
2. FCB ensures that students can use the Internet only during classes that require it (e.g. IT lessons, lessons using ICT technology).
3. The FCB network is protected against dangerous content.
4. The software is updated.
5. In the case of access carried out under the supervision of an employee of the Campus Bemke Foundation, he is obliged to inform children about the rules of safe use of the Internet. The employee also ensures that children use the Internet safely during classes.

CHAPTER XIII

Rules for establishing a support plan for a minor after disclosure of abuse

1. Recognizing signals indicating harm to a minor.
 - Gaining knowledge about child abuse.
 - Presenting a responsible attitude towards children and readiness to respond in situations where their well-being is threatened.
2. Checking signals by collecting additional information.
 - If signals are noticed by the FCB, they should be verified by collecting information from other employees and from documentation.
 - The coordinator collects information and coordinates activities aimed at helping the student on the FCB premises and cooperates with other institutions and people, e.g. probation officer, social worker, district worker.
 - Employees pay attention to traces that may indicate violence against minors.
 - Employees observe student's disturbed behavior, which may result from abuse.
 - If necessary, contact is made with employees of other services and institutions dealing with the child and his family in order to check the information held.
3. Confirmation of signals from other sources.
 - In order to verify suspicions that a child is being harmed, conversations should be held with people from his/her environment: parents, siblings and school teachers.
4. Analysis of the collected information - diagnosis of the problem of child abuse.
 - After collecting and analyzing the information, the threats and possibilities of support for the child should be assessed.
5. Planning and conducting an intervention in the event of confirmation of child abuse.
 - The procedures are described in Chapter V.
6. Legal Actions.
 - Legal actions involve reporting the case to the police, prosecutor's office, court or interdisciplinary team, depending on the situations described in Chapter VI.
7. FCB's tasks in helping an abused child:
 - Noticing signals of abuse and initiating intervention activities in cooperation with other services operating in the local aid system.
 - Collaborating with parents to stop child abuse and solve child problems.
 - In justified cases, taking legal action (notifying the family court, police or prosecutor's office).
 - Providing the student with the necessary assistance in building positive relationships with adults and peers on the FCB premises.

CHAPTER XIV

Rules for reviewing and updating standards

1. The review takes place once a year and is initiated by the Coordinator.
2. The Coordinator appoints a team to analyze the validity of the Standards.
3. Subsequent versions of the Standards are implemented by resolution of the Management Board.

CHAPTER XV

Monitoring the application of standards

1. The person responsible for monitoring the implementation of standards for the protection of minors is the designated person coordinating the intervention procedure - the coordinator.
2. The coordinator receives reports regarding problems related to threats to children's safety; responds to these reports and consults, if necessary, with other entities; in justified cases, may report cases to the appropriate services (MOPS, GOPS, police, family court, chairman of the interdisciplinary team, prosecutor's office).
3. The coordinator collects on an ongoing basis the opinions of parents, legal guardians and children on the results of the policy implementation (complaints, requests, comments, information obtained during conversations with children, parents and guardians). Uses employee information in analysis and evaluation; information obtained from the local community and institutions cooperating with FCB.
4. The coordinator periodically conducts a diagnosis regarding the issue of violence and threats.
5. FCB employees, parents and students may propose changes in the standards for the protection of minors and point out violations of the established provisions in the FCB.
6. The coordinator introduces the necessary changes and announces to employees the new wording of the standards for the protection of minors.

CHAPTER XVI

Method of documenting and rules for storing disclosed or reported information incidents or events that threaten the well-being of a minor

1. All documentation related to the infringement report and kept by the Coordinator is kept for 5 years from the year following the year in which the report was submitted.
2. All documentation related to the application is treated as confidential and properly secured. Only authorized persons have access to it.