

POLICY ON CHILD PROTECTION AGAINST ABUSE

hereinafter referred to as the "Policy"

Preamble

The Foundation for the International Youth Meeting Center in Oświęcim carries out educational and learning activities aimed at various youth groups, including minors/children, and operates overnight accommodations. The Foundation's staff follows the principle that all these activities must prioritize the welfare of the child and be undertaken in the child's best interest. The staff treats the child with respect and considers their needs. Any form of violence against children by anyone is unacceptable. The Foundation's personnel, in fulfilling these objectives, act in accordance with applicable law, internal regulations, and within their competencies.

Legal Basis for the Policy

1. The United Nations Convention on the Rights of the Child, adopted by the UN General Assembly on November 20, 1989 (Dz. U. of 1991 No. 120, item 526 with amendments)
2. The Constitution of the Republic of Poland of April 2, 1997 (Dz. U. of 1997 No. 78, item 483, as amended.)
3. The Family and Guardianship Code, Act of February 25, 1964 (consolidated text: Dz. U. of 2023, item 2809)
4. The Act of July 28, 2023, amending the Family and Guardianship Code and certain other acts (Dz. U., item 1606)
5. The Act of May 13, 2016, on the Prevention of Sexual Offenses (consolidated text: Dz. U. of 2023, item 1304 with amendments)
6. The Act of July 29, 2005, on Counteracting Domestic Violence (consolidated text: Dz. U. of 2021, item 1249 with amendments)
7. The Penal Code, Act of June 6, 1997 (consolidated text: Dz. U. of 2024, item 17)
8. The Code of Criminal Procedure, Act of June 6, 1997 (consolidated text: Dz. U. of 2022, item 1375 with amendments)
9. The Civil Code, Act of April 23, 1964 (consolidated text: Dz. U. of 2023, item 1610 with amendments)
10. The Code of Civil Procedure, Act of November 17, 1964 (consolidated text: Dz. U. of 2023, item 1550, with amendments)

Glossary of Terms

§ 1

1. A *Foundation Employee* is any person who is part of the Foundation's staff, regardless of the legal basis of their employment with the Foundation (employment contract, civil law contract, volunteer agreement, or internship agreement).
2. A *Child/Minor* is any individual who has not yet reached the age of 18 and has not entered into marriage.
3. A *Child's Guardian* is a person authorized to represent the child, especially their parent or legal guardian. For the purposes of this document, a foster parent is also considered a guardian.
4. *Parental Consent* refers to the consent of at least one parent or legal guardian of the child.
5. *Child Abuse* refers to the commission of a prohibited act or a punishable act that harms a child by any person, including a Foundation employee or a third party.
6. The *Person Responsible for Child Protection* is the employee designated by the Foundation's Board to supervise the implementation of the Policy.
7. *Personal Data of the Child* includes all information that allows for the identification of the child.

Identifying and Responding to Risk Factors for Child Abuse

§ 2

1. The Foundation's staff/employees are knowledgeable and, in the course of performing their duties, pay attention to risk factors and symptoms of child abuse.
2. In the event of identifying risk factors, employees engage in conversations with the child's guardians, providing information about available support and motivating them to seek help.
3. The staff prioritizes the child's well-being.

Employee Recruitment Principles

§ 3

Employee recruitment follows the principles of safe staff recruitment. These principles are outlined in Annex No. 1 to the Policy.

Principles for Safe Interactions Between Foundation Employees and Children

§ 4

1. The Foundation will make every effort to ensure that employees who may come into contact with children are aware of their obligations in this regard, and that they know how to maintain safe relationships with children.
2. Any interaction between an employee and a child should not exceed what is justified by the employee's professional duties.
3. The detailed rules for safe employee-child relationships established by the Foundation are specified in Annex No. 2 to the Policy.

Intervention Procedures in Case of Suspected Child Abuse

§ 5

1. The threat to children's safety may take different forms and involve various ways of communication.
2. For the purposes of the Policy, the following classifications of threats to children's safety have been adopted:
 1. A crime has been committed against the child (e.g., sexual abuse, mistreatment of the child);
 2. Other forms of abuse have occurred, not constituting a crime, such as shouting, physical punishment, or humiliation.
3. For the purposes of the Policy, procedures for intervention in cases of suspected harm to the child by adults (Foundation employees, third parties, parents/legal guardians) have been distinguished.

§ 6

1. If a Foundation employee suspects that a child is being abused, or if such a circumstance is reported by the child or the child's guardian, the employee is obligated to make an official note and forward the information to the Foundation's Board. The note must be in written paper form or electronically sent via email.
2. The intervention is carried out by the Foundation's Board which may permanently appoint another person for this task. If such a person is appointed, his/her details (name, surname, e-mail, telephone) will be made known to the Foundation's employees/staff as well as to children and their guardians.
3. In the event of appointing another person to lead the intervention, the term "Foundation Board" shall refer to the person responsible for leading the intervention.
4. Specialists, particularly psychologists and educators, may be invited to participate in the intervention to assist in discussing difficult experiences with the child.
5. The Foundation's Board informs the guardians of the obligation to report suspected child abuse to the appropriate institution (prosecutor/police, family and guardianship court, or the nearest social welfare center).
6. In special situations, after informing the guardians as outlined in the previous point, the Foundation's Board files a report of suspected criminal activity with the prosecutor/police, submits a request to the district court, family and juvenile division, or social welfare center to examine the family's situation.
7. The further course of action is within the competence of the institutions indicated in the previous section.

8. An intervention record, the template of which is provided in Annex No. 4 to this Policy, is created for every intervention. The record is attached to the intervention log maintained by the Foundation.

§ 7

In the event of suspicion that a child's life is in danger or they are at risk of serious injury, the appropriate services (police or emergency medical services) must be immediately notified by calling 112 or 998 (ambulance). The notification is made by the Foundation employee who first becomes aware of the threat, and they must also complete an intervention report.

§ 8

1. If child abuse is reported, the Foundation's Board (or a person appointed by them) conducts an interview with the child and other individuals who have or may have knowledge of the incident, particularly the child's guardians. The Foundation's Board attempts to establish the sequence of events, and the findings are recorded on the intervention report.
2. The Foundation's Board organizes a meeting or meetings with the child's guardians, providing them with information about the incident and the need/possibility to seek specialist support, including from other organizations or services.
3. If a crime has been committed against the child, the Foundation's Board prepares a report of the suspected crime and submits it to the appropriate local police or prosecutor's office.
4. If a Foundation employee has committed a form of harm to a child other than committing a crime to the child's detriment, the Foundation's Board should investigate all the circumstances of the case, in particular, interview the person suspected of harm, the child and other witnesses to the incident. In a situation where the violation of the child's welfare is significant, particularly when there has been discrimination or a violation of the child's dignity, the termination of the legal relationship with the person who committed the abuse should be considered, or such termination should be recommended to the person's superiors. If the person who perpetrated the abuse is not directly employed by the Foundation, but by a third party, then it is necessary to recommend that

this person be banned from entering the Foundation's premises, and, if necessary, terminate the contract with the cooperating institution.

5. All individuals who, in the course of their duties, have become aware of child abuse or related information are obliged to keep this information confidential, except when sharing it with authorized institutions as part of the intervention process.
6. If a suspicion of a threat to the child's safety has been reported by the child's guardians, and this suspicion has not been confirmed, the child's guardians must be informed in writing.

Principles for the Protection of Personal Data and of Children's Images in the Institution

§ 9

1. The Foundation ensures the highest standards of protection for children's personal data in accordance with applicable law.
2. Recognizing the child's right to privacy and the protection of personal rights, the Foundation ensures the protection of the child's image.
3. Guidelines for the publication of children's images are provided in Annex No. 3 to the Policy.

§ 10

1. Foundation employees are prohibited from capturing a child's image (filming, photographing, recording the child's voice) on the Foundation's premises without the written consent of the child's parent/legal guardian.
2. To obtain the consent referred to in section 1 above, the Foundation employee may contact the child's parent/legal guardian and establish the procedure for obtaining consent. It is not permitted to provide a media representative with the contact details of the parent/legal guardian without the parent/guardian's knowledge and consent.

3. If the child's image is only a minor part of a larger whole, such as an assembly, landscape, or public event, the parent/guardian's consent is not required to capture the child's image.

§ 11

1. Publishing a child's image captured in any form (photograph, audio-video recording) by a Foundation employee requires the written consent of the parent/legal guardian.
2. The written consent mentioned in section 1 should include information on where the recorded image will be posted and in what context it will be used.

Rules for Children's Access to the Internet

§ 12

1. On the Foundation's premises, a child's access to the Internet is possible:
 1. under the supervision of a Foundation employee,
 2. using devices owned by the Foundation,
 3. via the Foundation's Wi-Fi network.
2. When access is provided under the supervision of a Foundation employee, the person is responsible for informing children about the principles of safe Internet use. The Foundation employee also monitors the safety of children's Internet use during activities. In case of any violations of the rules, the employee informs the person responsible for Internet safety and the Foundation's Board about the incident.

§ 13

1. The Foundation's Board appoints Piotr Hebda as the person responsible for ensuring safe Internet access on the Foundation's premises.
2. The responsible person, in cooperation with the Internet provider, ensures that the Foundation's network is protected against harmful content.

3. This person regularly checks that the Foundation's devices connected to the Internet do not contain dangerous content. If any dangerous content is found, they restore the device to a safe state and, where possible, try to determine who was using the device.
4. If the identity of the child who violated the rules is determined, this information is passed on to the Foundation's Board, who will notify the child's guardians about the incident.

Monitoring

§ 14

1. The Foundation's Board appoints Elżbieta Pasternak as the person responsible for the Child Protection Policy at the International Youth Meeting House Foundation.
2. The person mentioned in section 1 above is responsible for monitoring the implementation of the Policy, responding to reports of Policy violations, and proposing amendments to the Policy.
3. This person also conducts a monitoring survey among Foundation employees every 12 months to assess the level of Policy implementation.
4. In the survey, employees can suggest changes to the Policy and report any violations of the Policy within the Foundation.
5. The person mentioned in section 1 above compiles the surveys completed by employees and prepares a monitoring report, which is then submitted to the Foundation's Board.
6. The Foundation's Board makes the necessary changes to the Policy and announces the amended wording of the Policy to its employees.

Final Provisions

§ 15

1. The Policy will be reviewed at least once every two years to ensure it is adapted to current needs and complies with applicable regulations. The conclusions of the review will be documented in writing.
2. The Policy will be made available on the website www.mdsm.pl and displayed in a visible location at the MDSM Reception, both in full and in a shortened version for minors.
3. The Policy comes into force [upon its publication](#).

Principles of safe recruitment

(1) With respect to the recruitment process implemented by the Foundation, especially for educator positions, it is recommended that people employed by the Foundation, regardless of the legal basis of their employment with the Foundation (employment contract, civil contract, for volunteer work, or internship contract) possess the appropriate qualifications to work with children and ensure their safety. To verify this, including the candidate's attitude towards children and their alignment with values of respect for and protection of children's rights, the Foundation may request information (including documents) regarding:

Education

Professional qualifications

Candidate's previous employment history.

In all cases, the Foundation must have information that identifies the person employed by it, regardless of the basis of employment. The Foundation should therefore know:

1) first name(s) and last name

2) date of birth

3) contact information of the person employed

1. The Foundation may ask the candidate to provide references from a previous employer or to provide contact information to a person who can provide such references. The basis for providing references or contact to former employers is the consent of the candidate. Failure to provide such data in light of current legislation should not cause negative consequences for that person in the form of, for example, refusal of employment solely on this basis. The Foundation cannot independently conduct so-called screening of job applicants, as it is limited in this regard by the provisions of the General Data Protection Regulation and the Labor Code.

2. The Foundation is required to verify if the employee is listed in the Register of Sexual Offenders - Restricted Access Register and if the State Commission for the Prevention of Sexual Abuse of Minors under 15 years of age has issued a decision for entry in the Register. The Registry is available at: rps.ms.gov.pl. To obtain information from the Restricted Access Register, the Foundation must first create a profile. To check an individual in the Registry, the Foundation requires the following information about the applicant: First and last name:
 1. Date of birth
 2. PESEL number
 3. Maiden name
 4. Father's first name
 5. Mother's first name

A printout from the register is to be stored in the employee's personnel file or in analogous documentation regarding volunteers/employees on civil law contracts.

For employees hired under an employment contract, verification in the Register of Sexual Offenders is conducted by the HR and Payroll Department. For individuals employed in educational roles under civil law contracts, volunteer work, and internships, verification is performed by the Foundation staff member responsible for the given contract and its scope of work.

3. The Foundation requires candidates for educational positions to submit a criminal record certificate from the National Criminal Register confirming no convictions for offenses specified in Chapters XIX and XXV of the Penal Code, in Article 189a and Article 207 of the Penal Code, and in the Act of July 29, 2005, on Counteracting Drug Addiction (consolidated text: Dz. U. of 2023, item 1939), or for corresponding offenses under foreign law.
4. A person with citizenship other than Polish should also submit criminal record information of the country of which he or she is a citizen, obtained

for the purposes of professional or volunteer activities related to contact with children. If the law of that country does not provide for the issuance of such information, the submission of general criminal record information is required for the above mentioned purpose.

5. The Foundation requires from the candidate a statement about the country(ies) of residence in the last 20 years, other than the Republic of Poland and the country of citizenship, submitted under the risk of criminal liability.
6. If the country from which the criminal record information is to be provided does not issue such certificates or does not maintain a criminal register, the candidate must submit a declaration, under penalty of perjury, stating this fact, along with a statement that they have not been convicted in that country for offenses corresponding to those specified in Chapters XIX and XXV of the Penal Code, in Article 189a and Article 207 of the Penal Code, and in the Act of July 29, 2005, on Counteracting Drug Addiction, and that no other judgment has been issued against them confirming the commission of such prohibited acts, and that they are not subject to any obligation, arising from a court judgment, other competent authority, or law, to refrain from holding any or specific positions, performing any or specific professions, or engaging in activities related to education, care, counseling, spiritual development, or other interactions with minors.
7. Under the declarations submitted under penalty of perjury, the following statement must be included: *I am aware of the criminal liability for submitting a false statement.* This statement replaces the warning from the authority about the criminal liability for providing false information.
8. Where permitted by law, the Foundation is obliged to request a criminal record certificate from the National Criminal Register. Such certificates can only be requested in cases where the law explicitly stipulates that employees in certain professions or positions must meet the requirement

of having no criminal record. As of 15 February 2024, the no criminal record requirement applies to any person admitted to educational activities.

- 9.** In cases where it is impossible to provide a criminal record certificate, the Foundation is obliged to ask the candidate to submit a declaration of no criminal record and no pending preparatory, judicial, or disciplinary proceedings for offenses and other acts committed against children. Refusal to submit such a declaration cannot result in any negative consequences for the candidate, including being the sole basis for denying employment. Below is a sample form of such a declaration.

DECLARATION OF CRIMINAL RECORD STATUS

.....

Place and Date

I,
PESEL number/passport number
.....

I hereby declare that in the country of no criminal register is maintained / no information is issued from the criminal register. I declare that I have not been convicted of a crime in the country of for offenses corresponding to those defined in Chapters XIX and XXV of the Penal Code, in Article 189a and Article 207 of the Penal Code, and in the Act of July 29, 2005, on Counteracting Drug Addiction, and that no other ruling has been issued against me confirming that I have committed such prohibited acts, and that no obligation has been imposed on me by court order, another competent authority, or by law to comply with a ban on holding any or specific positions, performing any or specific professions, or engaging in activities related to education, care, recreation, treatment, providing psychological counseling, spiritual development, engaging in sports, pursuing other interests with minors, or caring for them.

I am aware of the criminal liability for submitting a false statement.

.....

Signature

STATEMENT ON COUNTRIES OF RESIDENCE

I hereby declare that in the past 20 years I have resided in the following countries, other than the Republic of Poland and my country of citizenship:

1.
2.

and concurrently, I submit information from the criminal records of these countries, obtained for the purposes of professional or volunteer activities involving contact with children/information from criminal records.

I am aware of the criminal liability for submitting a false statement.

.....

Signature

....., date

POLICIES FOR SAFE INTERACTIONS OF IYMC/MDSM FOUNDATION STAFF WITH CHILDREN

The guiding principle of all actions taken by educators and front-line staff is to act in the best interest of the child. Foundation employees treat children with respect, considering their dignity and needs. Any form of violence against children is unacceptable. In fulfilling these objectives, employees act within the bounds of the law, the internal regulations of the Foundation, and their professional competencies.

The rules for safe interactions between employees and children apply to all employees, collaborators, interns, and volunteers, as well as any adult in contact with children participating in the Foundation's educational activities, whether such contact occurs with the institution's consent or on its premises. Knowledge and acceptance of these rules are confirmed by signing a declaration.

Interactions between Staff and Children

Staff are required to maintain professional relationships with children and always consider whether their reaction, communication, or action towards the child is appropriate, safe, justified, and fair to other children. It is recommended to act in an open and transparent manner towards others to minimize the risk of misinterpreting your behavior.

GUIDELINES FOR EDUCATORS AND FIRST CONTACT STAFF:

Communication with Children

- 1) Communication with children should be patient and respectful
- 2) Children should be listened to attentively, and responses should be appropriate to their age and to the situation
- 3) Shaming, humiliating, ignoring, or insulting a child is forbidden. Yelling at a child is only permitted in situations concerning the safety of the child or other children
- 4) Sensitive information about a child should not be disclosed to unauthorized persons, including other children. This includes the child's image and personal data
- 5) When making decisions affecting a child, they should be informed, and their expectations should be taken into account when possible

- 6) The child's right to privacy must be respected. If confidentiality must be broken to protect the child, this should be explained to them
- 7) When interacting with the child, the employee must ensure that he or she is within sight or hearing of other employees and caregivers of children at the IYMC/MDSM. In exceptional and justified situations, when the employee needs to be alone with the child, he or she is obliged to notify the child's guardians and inform them of the exact place where they will be with the child
- 8) Do not behave in an inappropriate manner in the presence of children. This includes using vulgar words, gestures and jokes, making offensive remarks, alluding to sexual activity or attractiveness in statements, and using power relations or physical superiority (intimidation, coercion, threats) against a child

Activities with Children

1. An educator and other staff members, while conducting activities with children, should appreciate and respect the children's contributions to the activities, actively engage with them, and treat them equally regardless of their gender, sexual orientation, ability/disability, social status, ethnicity, culture, religion, or worldview
2. Favoritism towards children must be avoided
3. Establishing any romantic or sexual relationships with a child or making inappropriate proposals is prohibited. This includes sexual comments, jokes, gestures, and sharing erotic or pornographic content, regardless of its form
4. It is forbidden to record the child's image (filming, voice recording, photography) for private use. This also applies to allowing third parties to capture the child's image without informing the Director of the IYMC/MDSM and obtaining their consent, as well as obtaining the consent of parents/legal guardians and the children themselves
5. Offering alcohol, tobacco products, or illegal substances to children or using them in their presence is prohibited
6. Employees should not accept money or gifts from the child or their parents/legal guardians. Entering into relationships of dependency

with the child or their parents/legal guardians that could lead to accusations of unequal treatment or exploitation for financial or other benefits is forbidden

Physical Contact with Children

Any form of violence against a child is unacceptable. However, there are situations where physical contact with a child may be appropriate and meet the principles of safe contact: it responds to the child's needs at the moment, considers the child's age, developmental stage, gender, cultural and situational context. Universal appropriateness of such physical contact cannot be defined, as what may be appropriate for one child may be inappropriate for another. Always use professional judgment, listen, observe the child's reactions, ask for consent to physical contact (e.g., holding a child's hand to guide them to another part of an exhibit to find their caretakers/parents), and be aware that even well-intentioned contact may be misinterpreted by the child or third parties.

1. It is forbidden to hit, shove, push, or in any way violate the bodily integrity of a child
2. Never touch a child in a manner that may be considered indecent or inappropriate
3. Staff must always be prepared to explain their actions
4. Physical contact with a child must never be secretive or hidden, involve any form of reward, or arise from a relationship of power. Anyone witnessing any of the above behaviors and/or situations by other adults or children is obliged to report it to the responsible person and/or follow the established intervention procedure

Principles for Protection of Children's Images

at the Foundation for the International Youth Meeting Center in Oświęcim

The Foundation's staff is guided by the principle that all these activities must take into account the welfare of the child and be undertaken in the child's best interest. The staff treats each child with respect and takes into account their needs. The Foundation ensures the highest standards of protection of children's personal data in accordance with applicable laws. The Foundation, recognizing the child's right to privacy and the protection of personal rights, ensures the protection of the child's image.

Procedures for protecting children's images include:

1. Obtaining written consent from parents/legal guardians and verbal consent from children before taking and publishing a photo/recording
2. Explaining the purpose of the photos/videos, how they will be stored, and the potential risks associated with publishing them online
3. Avoiding labeling photos/videos with identifiable information such as the child's full name. If labeling is necessary, only the first name should be used
4. Refraining from disclosing any sensitive information about the child, such as health status, financial situation, legal matters, or other details connected to the child's image
5. Reducing the risk of copying and inappropriate use of children's photos/recordings by enacting the following rules:
 - All children in the photo/recording must be clothed, and the context of the photo/recording is not demeaning, ridiculing or portraying the child in a negative manner
 - Photos/recordings of children should focus on children's activities and, if possible, depict children in a group rather than as individuals
6. Resignation from the publication of photos of children who are no longer under the care of the Foundation, if they or their parents/legal guardians have not consented to the use of photos after the end of cooperation with the Foundation
7. The adoption of the principle that all suspicions and problems of inappropriate dissemination of images of children should be noted and reported to the Director of

the IYMC/MDSM, as with any other concerning indicators of threats to the safety of children

Recording images of children for use by the Foundation

1. In situations where the Foundation records images of children for its own use, we declare that:

- Children and parents/legal guardians will always be notified that a given event will be recorded
- In the recorded video or film footage, to the extent possible, children should be allowed to speak on their own behalf in order to underscore their agency and decision-making power
- The consent of parents/legal guardians to record an event must be provided in writing

2. If the recording of the event is outsourced to an external party (hired photographer or videographer) it is necessary to take into account the safety of children by:

- Obliging the person/company recording the event to adhere to these principles
- Obliging the person/company making the recording to wear an identification badge during the entire event
- Not allowing for a situation where the person/company is in the presence of children without the supervision of a IYMC/MDSM staff member
- Informing parents/legal guardians and children that the person/company recording the event will be present during the event, and ensuring that parents/legal guardians have given written consent to the recording of their children's image. If the child's image is only a detail of a whole such as a gathering, landscape, public event, the consent of the child's parents/legal guardians is not required.

Recording children's images for private use

In situations where parents/guardians or participants of events organized by the Foundation record images of children for private use, it is necessary to announce this at the commencement of each such event:

1. The use, processing, and publication of photos/recordings containing images of children and adults requires the consent of these persons, in the case of children - by their parents/legal guardians

2. Photos or recordings containing images of children must not be shared on social media or open services, unless the parents/legal guardians of these children give their consent to do so

3. Before publishing a photo/recording online, it's always advisable to check your privacy settings to make certain who will be able to access your child's image

Recording children's images by third parties and the media

1. If media representatives or any other person wish to record an event organized by the Foundation and publish the collected material, they must make such a request in advance and obtain permission from the Director of the IYMC/MDSM. In such a situation, it is necessary to make certain that parents/legal guardians have given written permission to record the images of their children. The following information must be provided:

- The name, surname, and address of the individual or media outlet requesting permission

- Justification of the need to record the event and how and in what context the collected material will be used

- A signed declaration that the information provided is accurate

2. Foundation staff must not allow media representatives and unauthorized persons to record images of a child in their care without the written consent of the child's parent/legal guardian and the permission of the Director of the IYMC/MDSM

3. The Foundation's staff shall not put media representatives in contact with children, shall not provide the media with contact to the children's parents/legal guardians, and shall not make statements in contact with media representatives about any matter concerning a child or his parent/legal guardian. This prohibition also applies if the staff member is convinced that his statement is not recorded in any way. In special and justified cases, the Director of the IYMC/MDSM may decide to contact the child's parents/legal guardian to determine the procedure for obtaining their consent for contact with the media

Guidelines for when consent is not granted for recording a child's image

If children or their parents/legal guardians do not consent to the recording of the child's image, that decision must be respected. In such cases, arrangements should be made in advance with parents/legal guardians and the child to identify the child so that their image is not captured in individual or group photos. Any agreed solution must not isolate or exclude the child from the event.

Storage of photos and recordings

Materials containing the image of children are stored in a manner that is legal as well as safe for the children:

1. Analog media containing photos and recordings are to be stored in a locked cabinet, while electronic media are to be stored in a password-protected folder accessible only to authorized IYMC/MDSM personnel. Media will be stored for the period required by law or determined by the organization's data protection policy
2. Storing electronic materials containing children's images on unencrypted or mobile devices, such as mobile phones and portable storage devices (e.g., USB drives), is prohibited
3. Personnel are not permitted to use personal recording devices (e.g., mobile phones, cameras, video cameras) to record children's images
4. The only equipment that can be used for the aforementioned purpose is the recording equipment belonging to the Foundation

Attachment No. 4

Intervention Card

1. First and Last name of minor		
2. Cause of intervention (form of abuse)		
3. Person reporting suspected abuse		
4. Description of actions taken, other than intervention	Date	Action taken
5. Meetings with parents / legal guardians of the child	Date	Description of meeting
6. Form of intervention undertaken (circle appropriate)	<ul style="list-style-type: none"> • Notification of suspicion of a crime • Request for review of the situation of the child/family • Other type of intervention. Please specify 	
7. Details of the intervention (name of the authority to which the intervention was reported) and date of intervention		
8. Results of intervention: actions of judicial authorities, in case the organization has obtained information on the results of its own action or action of parents/legal guardians	Date	Action taken

