

STANDARDS FOR THE PROTECTION OF MINORS at Hotel Verte, Warsaw, Autograph Collection

Preamble

Taking into account the legal obligation stemming from the provisions of the Act of May 13, 2016, on counteracting threats of sexual crime and protecting minors, as well as the United Nations guidelines on business and human rights, and recognizing the crucial role of business in ensuring the respect of children's rights, Hotel Verte, Warsaw, Autograph Collection adopts the Standards for the Protection of Minors. This document represents a set of principles and procedures applied in cases where there is a suspicion that a child staying at Hotel Verte, Warsaw, Autograph Collection is being harmed, as well as to prevent such threats, with particular consideration for children with disabilities and children with special educational needs.

The Standards for the Protection of Minors at Hotel Verte, Warsaw, Autograph Collection are implemented based on the following principles:

1. Hotel Verte, Warsaw, Autograph Collection operates its business respecting children's rights as individuals particularly vulnerable to harm.
2. Hotel Verte, Warsaw, Autograph Collection acknowledges its role in conducting socially responsible business and promoting desirable social attitudes.
3. Hotel Verte, Warsaw, Autograph Collection emphasizes the legal and social duty to report any suspicion of a crime against children to law enforcement and commits to training its employees in this area.
4. Hotel Verte, Warsaw, Autograph Collection commits to educating staff on circumstances that may indicate a child staying at the facility is being harmed and on the methods for promptly and appropriately responding to such situations.
5. One of the effective ways to prevent harm to children is identifying the child staying at the facility and their relationship to the adult with whom they are staying. The staff takes all possible steps to identify the child and their relationship with the adult they are staying with, based on clear procedures, defined rules, and good practices.
6. The Standards apply to all individuals on the Hotel premises, including both Hotel Staff and Guests.
7. The Standards are an integral part of the agreement formed through the reservation process, payment of a deposit, or full payment for the stay at the Hotel, as well as through signing the registration card and paying for other services provided at the Hotel (dining, SPA). By performing these actions, the Guest confirms that they have read and accepted these Standards.

Definitions

For the purposes of this document, the meanings of the following terms are clarified:

1. **Child/minor** - A child is any person under 18 for these standards.
2. **Child's guardian** - A legal representative of the child: parent or guardian; foster parent; temporary guardian (i.e., a person authorized to represent a minor Ukrainian citizen residing in the territory of the Republic of Poland without adult supervision).
3. **Unrelated adult** - Any person over 18 years of age who is not the child's parent or legal guardian.
4. **Child harm** - This is understood as behavior that may constitute a criminal act against the child by any person, including an employee of the entity, or a threat to the child's well-being, including neglect; any intentional or unintentional action/inaction by an individual, institution, or society as a whole, and any result of such action or inaction that violates the rights, freedoms, and personal welfare of children and/or disrupts their optimal development.
5. **Forms of child abuse:**
 - **Physical abuse:** Physical abuse results in actual physical harm or the potential for such harm to the child. This harm is caused by action or inaction on the part of a parent or another responsible person, or someone the child trusts or who has authority over them. Physical abuse may be a single event or a repeated action.
 - **Emotional abuse:** Emotional abuse refers to chronic, non-physical harmful interaction between a child and a caregiver, including both actions and omissions. It includes emotional unavailability, emotional neglect, hostile relationships with the child, blaming, belittling, rejecting, developmentally inappropriate or inconsistent interactions, and failure to recognize the child's individuality and psychological boundaries between the parent and child.
 - **Sexual abuse:** Sexual abuse involves involving a child in sexual activity that they cannot fully comprehend, to which they cannot give informed consent, and/or for which they are developmentally unprepared, and which is illegal or contrary to social norms. Sexual abuse occurs when such activity takes place between a child and an adult or between a child and another child, where the individuals are in a relationship of care, dependency, or authority.
 - **Neglect:** Neglect is the chronic or incidental failure to meet a child's basic physical and psychological needs and/or failure to respect their basic rights, resulting in health disorders and/or developmental difficulties. Neglect occurs in the relationship between the child and the person responsible for the child's care, upbringing, and protection.
6. **Crime against the child** - Includes all crimes that can be committed against adults, and additionally, crimes that can be committed exclusively against children (e.g., crimes against sexual freedom and decency, especially rape (Art. 197 of the Penal Code), sexual exploitation of insanity or helplessness (Art. 198 of the Penal Code), sexual exploitation of dependency or critical situation

(Art. 199 of the Penal Code), sexual exploitation of a person under 15 years of age (Art. 200 of the Penal Code), grooming (seduction of a minor using remote communication means - Art. 200a of the Penal Code).

7. **Other forms of child harm besides criminal offenses** - All forms of violence against a child that do not meet the criteria for a publicly prosecutable offense (e.g., shouting, humiliating, rough handling, name-calling, neglecting needs, etc.).
8. **Employee** - A person employed under a work contract or providing work based on a similar contract (e.g., mandate contract, B2B, contract for a specific task), as well as an intern, trainee, volunteer, etc.
9. **Employee working with children** - Any person performing tasks or assigned to perform tasks related to the upbringing, education, recreation, treatment, psychological counseling, spiritual development, sports, or other interests of minors, or caring for them.

Rules of safe relations between employees and minors on the premises of Hotel Verte, Warsaw, Autograph Collection

1. The management of Hotel Verte, Warsaw, Autograph Collection will make efforts to ensure that employees who may come into contact with minors staying at the hotel are aware of their responsibilities and that they know how to maintain safe relationships with minors.
2. An employee should avoid situations where they are alone with a minor in a hotel room, except when leaving the minor alone could significantly endanger their well-being, particularly their health or life. Whenever possible, another adult's presence, CCTV monitoring, or planning duties to return once the situation has passed should be ensured.
3. Any contact between an employee and a minor staying at the Hotel should be limited to interactions justified by the employee's job duties.
4. An employee must not use violence (physical or psychological) against minors on the Hotel premises.
5. An employee should address the minor with due respect, by name, and not use derogatory, mocking, or violent language towards the minor.
6. An employee should ensure a safe atmosphere and space for every minor staying at the Hotel, and if necessary, inform the minor where to find the Standards in a version understandable to them and how to get help if they experience harm, violence, or behavior from an adult that may constitute a crime.
7. An employee should be aware of risk factors and symptoms of child harm and pay attention to them in the course of their duties.
8. An employee should monitor the situation and well-being of minors staying on the Hotel premises.
9. An employee should take into account the situation of minors with disabilities and special educational needs staying at the Hotel.

Rules and procedures for identifying a minor staying at Hotel Verte, Warsaw, Autograph Collection and their relationship to the adult accompanying them

1. If the reservation indicates a child's stay, the receptionist is required to register the child's guardian based on an ID presented and through the completion of an individual registration card. The person who is the child's guardian must provide the child's details and the degree of kinship on the registration card. It is recommended to present the child's ID or other documents confirming that the adult has the right to care for the child during check-in. Examples of documents that may be used for identification include identity cards, school IDs, mObywatel applications, Internet Patient Accounts, and court rulings.
2. If the adult staying with the child is not the legal guardian, the receptionist cannot register the guests in the hotel until the degree of kinship is clarified or consent for the child's stay is obtained from the legal guardian. It should be noted that grandparents, if the parents have full parental rights, are not legal guardians under the Family and Guardianship Code and should have written parental consent (statement) in this situation unless the degree of kinship and the child's behavior is clear.

Rules and procedures for responding to a reasonable suspicion that the well-being of a minor staying at Hotel Verte, Warsaw, Autograph Collection is endangered

1. If there is reasonable suspicion that the well-being of a minor staying at the Hotel is endangered, every employee is obliged to take appropriate action in response. Reasonable suspicion of child harm occurs when:
 - a. The child discloses the harm to the employee;
 - b. The employee observes the harm;
 - c. The child shows signs of harm (e.g., scratches, bruises), and when asked, responds inconsistently and/or chaotically or becomes embarrassed, or other circumstances suggest harm, such as finding child pornography in an adult's room;
 - d. Disturbing sounds of harm/possible harm or exploitation of the child are heard from the hotel;
 - e. An adult guest demonstrates disturbing behavior toward the minor that could potentially harm the child (shouting, grabbing, raising their hand as if to strike).
2. An employee who has reasonable suspicion that a child staying at the hotel is or has been harmed is required to immediately notify their supervisor/decision-maker, who is obligated to assess the situation and, if the circumstances warrant, notify the police.

3. In the event of an existing threat to the child's safety, the employee who has reasonable suspicion of child abuse should immediately notify the police themselves by calling 112 and describing the circumstances of the incident.
4. Efforts should be made to prevent or even impede the child and the suspected perpetrator from leaving the premises.
5. In cases specified by the Code of Criminal Procedure, a citizen's arrest of the suspected individual may be made. In such a situation, until the police arrive, the detained person remains under the supervision of employees who can carry out these actions without endangering their own health or life.
6. In every instance, care should be taken to ensure the child's safety, and the child should remain under the care of an employee until the police arrive, whenever possible.
7. In cases of reasonable suspicion that a crime has been committed involving the child's contact with the perpetrator's biological material (semen, saliva, skin cells), efforts should be made, whenever possible, to prevent the child from washing and eating/drinking until the police arrive. The child should be explained why these restrictions are being applied.
8. After the child is taken into custody by the police, video surveillance footage and other relevant evidence regarding the incident should be secured and, upon request from the authorities, forwarded in a registered letter or delivered in person to the prosecutor or police.

Monitoring and Evaluation of Standards for the Protection of Minors

1. Hotel Verte, Warsaw, Autograph Collection provides employees with basic knowledge on the protection of minors from harm and assistance to minors in situations of danger, including:
 - a. Soft skills necessary to recognize the relationship between an adult and a child staying at the hotel,
 - b. Identification of symptoms of child abuse,
 - c. Intervention procedures in case of suspected child abuse,
 - d. Legal responsibility of employees obliged to take action.
2. The hotel has contact details for local institutions and organizations dealing with intervention and assistance in cases of child abuse (police, crisis intervention center, social welfare center, healthcare facilities).
3. Hotel Verte, Warsaw, Autograph Collection has appointed a coordinator responsible for the Child Protection Standards applied at the property. For matters related to these standards or to report cases of their violation, please contact the Coordinator via email: som@hotelverte.com.
4. Every two years, the Coordinator mentioned above will monitor and evaluate these standards, with particular emphasis on their implementation, responses to violations, and proposing changes to the document to meet current needs and ensure compliance with applicable regulations.

Final Provisions

1. These standards will come into effect on August 15, 2024.
2. The Standards for the Protection of Minors are made available to all employees by posting them on the Hotel Verte, Warsaw, Autograph Collection website, in the hotel lobby, and in the office of the Coordinator responsible for their implementation and monitoring.
3. The Standards for the Protection of Minors and their abbreviated version, understandable for children, are made available to guests at the hotel reception and through the Hotel Verte, Warsaw, Autograph Collection website.
4. The hotel reserves the right to refuse accommodation to an adult guest who, during a previous stay, violated these standards, particularly by harming a child on the hotel premises or committing a sexual offense against a minor on the hotel premises.

Appendix 1: Template for consent for a child's stay with a person who is not a parent or legal guardian

....., dated

AUTHORIZATION FOR CHILDCARE

I, (parent/guardian's full name) residing at
(parent/guardian's address)
.....holding
ID card (series and number), being the parent/legal guardian and having
the right to care for (child's full name) with PESEL/ID
number, residing at (child's address)
.....

..... hereby
authorize Mr./Ms. (name of the person receiving authorization)
..... residing at (address of the person receiving authorization)
.....

..... holding
ID card (series and number) to care for, manage daily and emergency
matters related to the care of the aforementioned child during their stay at Hotel Verte, Warsaw, Autograph
Collection, for the period

I also declare that there is a degree of kinship between the authorized person and my child:
..... (please specify the degree of kinship).

I am aware of the criminal liability for making a false statement under Article 233 § 6 of the Penal Code Act of
June 6, 1997¹.

.....
(signature of the parent/legal guardian)

¹ **Article 233 of the Penal Code (excerpt)**

Anyone who, while giving testimony to serve as evidence in judicial proceedings or in other proceedings conducted under the law, provides false information or conceals the truth, is subject to imprisonment for a period of 6 months to 8 years. The same provisions apply to a person who makes a false statement if the law provides for the possibility of receiving the statement under the threat of criminal liability.



Standards for the Protection of Minors

We want to feel safe

Do not hurt, shame, or insult us

Do not invade our privacy

Do not use vulgar language or offensive remarks

Respect our boundaries

Treat us with respect

Do not yell at us, explain things

Do not hit or push us

Treat us equally, do not show favoritism

Appreciate our efforts

We have our own opinions and can express them, listen to us

