

## **Rules for the safe stay of minors in the accommodation facilities of the University of Lodz providing temporary lodging services**

### **§ 1**

#### **General Provisions**

1. The Rules shall be applied in accordance with the provisions of the Standards for the Protection of Minors at the University of Lodz, excluding the provisions of Chapter V.
2. The Rules shall be made available on the accommodation facility's website and displayed in a visible location within the facility, along with both the full and abridged versions of the Standards for the Protection of Minors at the University of Lodz.
3. Wherever the term "accommodation facility" is used in these Rules, it shall refer to the Kopcińskiego Training and Conference Centre, the Rogowska Training and Conference Centre, the Field Station in Spała, the Field Station in Suszek, and student dormitories, insofar as they provide temporary guest accommodation services.
4. Wherever the term "facility staff member" is used in these Rules, it shall refer to persons employed by the UL, including those employed under civil law contracts, as well as staff of external companies and other individuals providing services or performing tasks related to temporary accommodation.
5. Rules concerning the accommodation of underage students in student dormitories are defined in the regulations for assigning and using places in the student dormitories of the University of Lodz.

## § 2

### **Procedure for Identifying an Adult Guest and the Accompanying Minor**

1. The procedures have been formulated to support facility staff in fulfilling their legal and social obligations to respond in cases of suspected harm to a minor.
2. To effectively prevent harm to minors, the staff member of the accommodation facility should identify:
  - 1) the adult guest staying at the facility and the accompanying minor,
  - 2) the relationship between them.
3. To carry out the identification referred to in point 2(1) and (2), the staff member should:
  - 1) request a valid identity document (ID card, mID, driving licence, or passport);
  - 2) request a valid identity document for the minor (ID card, mID, school ID, or passport), or another document with a photo confirming the minor's personal details;
  - 3) ask about the nature of their relationship (e.g. kinship, affinity, legal custody, actual care).
4. If documents confirming the minor's identity are not available, the adult guest should be asked to complete a relevant declaration form containing: personal details of the adult and the accompanying minor, the nature of their relationship, and a statement of consent from the parents/legal guardians for the adult to care for the minor.
5. In order to verify the information obtained during identification, the staff member may, if necessary, speak to the minor without the adult guest present.
6. Refusal to comply with the identification procedure referred to in point 2(1) and (2) will result in denial of accommodation at the facility. Additionally, in the event of suspected harm to the minor and difficulty or limitation in establishing contact, including contact with the minor, the staff member must immediately notify their supervisor and intervene in accordance with the procedure described in § 3.

7. In cases where accommodation is booked remotely and the identification procedure outlined in points 2–5 cannot be carried out, identification details provided in the booking form must be verified on site before keys to the room/facility are handed over. Failure to confirm these details will prevent the guest from being accommodated.

### § 3

#### **Procedure for Intervention in the Event of Suspected Harm to a Minor**

1. The purpose of the intervention is to stop or prevent harm to a minor and ensure their safety.
2. A staff member of the accommodation facility who witnesses any unusual situation that may indicate a risk of harm to a minor is obliged to immediately inform their supervisor, who then decides on the appropriate action.
3. From the moment concerns arise, the staff member should ensure that the adult guest and the accompanying minor are not left alone together.
4. Reasonable suspicion of harm to a minor particularly arises when:
  - 1) the minor discloses to a staff member that they are being harmed;
  - 2) the staff member observes the minor being harmed;
  - 3) the minor has visible signs of harm (e.g. scratches, bruises, blood), and when asked, gives inconsistent, chaotic responses, or becomes tearful or embarrassed;
  - 4) the minor behaves in a way that raises concern about their mental state (e.g. gives inconsistent, chaotic, or embarrassed responses to questions about their relationship with the adult, reacts emotionally or disproportionately to the situation, or isolates themselves).
5. In the event of reasonable suspicion that a minor in the facility is being harmed or that their life or health is at risk, the staff member must immediately call the appropriate emergency services and inform their supervisor.

6. In every case of reasonable suspicion of harm to a minor, the minor's safety must be ensured, including preventing both the minor and the suspected individual from leaving the facility.
7. Until emergency services arrive, the minor should remain under the constant supervision of facility staff.
8. Any places and relevant materials related to the incident (e.g. CCTV recordings, documents) should be secured.
9. The staff member informs their supervisor about the emergency services intervention, and the supervisor promptly informs the Rector of the University of Lodz. A written incident report is prepared by the staff member.
10. The staff member completes an Intervention Form, the template of which is attached as Annex 4 to the full version of the Standards for the Protection of Minors at the University of Lodz, and submits it to the Child Protection Officer to be included in the Register of events endangering the welfare of minors.