

# CHILD PROTECTION PROCEDURES

## Rezydent Sopot MGallery Hotel Collection

### in Sopot

### ("Procedures")

#### *Preamble*

*Taking into account the content of the United Nations guidelines on business and human rights, recognizing the important role of business in ensuring respect for children's rights, in particular the right to protect their dignity and freedom from all forms of harm, hotel Rezydent Sopot MGallery Hotel Collection in Sopot ("Hotel" ) accepts this document as a model of rules and procedures in the event of suspicion that a child staying at the Hotel is being harmed and how to prevent such threats.*

#### § 1

##### Definitions

The following terms used in the Procedures have the following meanings:

1. **Child** - any person under 18 years of age.
2. **Strange adult** - any person over 18 years of age who is not the child's parent or legal guardian.
3. **Child abuse** - committing a crime to the detriment of a child.
4. **Crime against a child** - all crimes that may be committed against adults, and additionally crimes that may only be committed against children (e.g. sexual abuse under Article 200 of the Penal Code). Due to the specific nature of hotels, where it is easy to obtain the possibility of isolation, the crimes that may most often occur on their premises will be crimes against sexual freedom and decency, in particular rape (Article 197 of the Penal Code), sexual abuse of insanity and helplessness (Article 197 of the Penal Code). 198 of the Penal Code), sexual exploitation of a dependent or critical situation (Article 199 of the Penal Code), sexual exploitation of a person under 15 years of age (Article 200 of the Penal Code), grooming (seduction of a minor by means of distance communication - Art. 200a of the Penal Code).
5. **An employee employed to work with children who should be checked in the Register of Sexual Offense Perpetrators** - any person employed to perform this type of duties, including a person employed under a civil law contract, an apprentice, an intern and a volunteer, regardless of citizenship and age this person.

#### § 2

##### Child protection rules at the hotel

The child protection policy at the Hotel is implemented by applying the following principles:

1. The hotel conducts its operational activities with the highest respect for human rights, in particular the rights of children as people who are particularly vulnerable to harm.
2. The hotel recognizes its role in running a socially responsible business and promoting desirable social attitudes.

3. The hotel in particular emphasizes the importance of the legal and social obligation to notify law enforcement authorities of any suspected crime against children and undertakes to train its staff in this respect.
4. The Hotel undertakes to educate staff on circumstances indicating that a child staying at the Hotel may be harmed and on ways to quickly and appropriately respond to such situations.
5. One of the forms of effective prevention of child abuse is the identification of the child staying in the Hotel and his/her relationship with the adult with whom he/she is staying in the Hotel. The staff takes all possible steps to identify the child and his relationship with the adult with whom he is staying at the Hotel.

### **§ 3**

#### **Procedure in case of suspected child abuse**

1. Whenever possible, the child and his/her relationship with the adult with whom he/she is staying at the Hotel should be identified.
2. In unusual and/or suspicious situations indicating a possible risk of harm to the child, identification is obligatorily carried out by a receptionist. Examples of situations that may raise suspicions are provided in Appendix 1.
3. To identify the child and his/her relationship with the person with whom he/she is staying at the Hotel, you should:
  - a) ask for the child's document (ID card, passport, school ID) and record his/her details in the hotel guest register,
  - b) ask about the child's relationship with the person with whom he came to or is staying at the Hotel,
  - c) in the absence of documents indicating the relationship between the child and the adult, one should ask about this relationship - the adult and the child (an example of a conversation with an adult and a child is provided in Appendix 2),
  - d) if the adult is not the child's parent or legal guardian, ask whether he or she has a document confirming the parents' consent to the adult and the child traveling together (e.g. a written declaration),
  - e) if an adult does not have a parental consent document, please ask for the telephone number of the above-mentioned persons to call and confirm that the child is staying at the Hotel with a foreign adult with the knowledge and consent of the parents/legal guardians.
4. In the event of an adult's resistance to presenting the child's document and/or indicating the relationship, it should be explained that the procedure serves to ensure the safety of children using the Hotel and has been developed in consultation with non-governmental organizations operating in this field.
5. Once the matter has been clarified in a positive manner, thank them for taking the time to make sure the child is well cared for and emphasize again that the procedure is intended to ensure children's safety.
6. If the conversation does not dispel doubts regarding the suspicion of the adult and his intention to harm the child, you should discreetly notify your supervisor and security staff (if they are in the hotel at that time). In order not to arouse suspicion, you can, for example, refer to the

need to use the equipment at the back of the reception, asking an adult to wait with the child in the hall, restaurant or other place.

7. From the moment the first doubts appear, both the child and the adult should be under constant observation by the staff and not left alone.
8. The superior who has been notified about the situation decides to notify the Police or, in case of doubt, takes over the conversation with the suspected adult for further explanations.
9. If the interview confirms the conviction of an attempt or commission of a crime to the detriment of the child, the superior notifies the Police of this fact. The procedure is further applied in the event of circumstances indicating harm to the child.
10. If employees of other departments of the Hotel witness unusual and/or suspicious situations (e.g. cleaning service, room service, bar and restaurant employees, relaxation area, hotel security, etc.), they should immediately notify their supervisor, who will decide to take appropriate actions.
11. Depending on the situation and place, the superior verifies to what extent the suspicion of child abuse is justified. For this purpose, it selects appropriate measures to clarify the situation or decides to intervene and notifies the Police.

#### **§ 4**

##### **Procedure in the event of circumstances indicating harm to a child**

1. If you have a reasonable suspicion that a child staying at the hotel is being harmed, you should immediately notify the Police and describe the circumstances of the incident. Depending on the dynamics of the situation and circumstances, the call is made by a person who is a direct witness of the event (employee/supervisor). If the notifier is an employee, he or she also informs his or her superior about the event.
2. There is reasonable suspicion of child abuse when:
  - a) the child disclosed the fact of abuse to the employee,
  - b) the employee observed abuse,
  - c) the child shows signs of abuse (e.g. scratches, bruises), and when asked answers incoherently and/or chaotically and/or becomes embarrassed, or there are other circumstances that may indicate abuse (e.g. finding pornographic materials involving children in the person's room adult).
3. In the situations specified in section 2 above, the child and the person suspected of harming the child should be prevented from leaving the Hotel.
4. In justified cases, a citizen may arrest a suspected person. In such a situation, until the Police arrives, the person should be kept in a separate room away from the view of other guests, under the supervision of two employees.
5. In all cases, ensure the child's safety. The child should remain under the care of an employee until the police arrive.
6. In the event of a justified suspicion that a crime has been committed involving the child's contact with the perpetrator's biological material (sperm, saliva, epidermis), the child should, if possible, not be allowed to wash or eat/drink until the police arrive.
7. After receiving the child by the Police, you should secure the monitoring material and other important evidence (e.g. documents) regarding the incident and, at the request of the services, submit a copy of them by registered mail or in person to the prosecutor or the police.

8. After the intervention, the event should be described in the event log or another document intended for this purpose.

## **§ 5**

### **Employing people to work with children**

1. All people working with children must be safe for them, which means, among other things, that their employment history should indicate that they have not harmed any child in the past.
2. Each person employed by the Hotel for work related to education, recreation and childcare must be checked in the Register of Sexual Offenders. Checking a person in the Register is done by printing the results of searching for a person in the Register with limited access, which is then inserted into the personal file of the person being checked. The check should be repeated every year. The scope of personal data necessary to check a person in the Register is included in Annex 3.
3. All employees employed to work with children, including persons who may have potential contact with children, should submit a declaration that they have no criminal record and that there are no pending proceedings for acts against children (a sample declaration is provided in Annex 4).

## **§ 6**

### **Final provisions**

1. These Procedures are assessed every 2 years to ensure their adaptation to current needs and compliance with applicable regulations.
2. Information on the application of the Procedures is made available in a visible place at the hotel reception.
3. The procedures enter into force on August 15, 2024.