Forms of the WSTIH System for the Protection of Minors

Appendix No. 3 to Rector’s Order No. 01/10/2026 of 01.10.2026
Forms F01–F14

F01 Staff Declaration

Full name and position

.....

Version or date of the Standards

.....

I confirm that I have read the WSTIH Standards for the Protection of Minors, the rules on safe relationships, prohibited conduct and the reporting and intervention procedures. I undertake to apply them, to respond to risks without delay and to maintain confidentiality to the extent permitted by law.

I know the person who receives reports, the substitute channel and how to report a matter concerning the person responsible for protection. I know that a threat to life or health requires calling for help on 112, and that informing a superior does not replace the statutory notification of the authorities.

Date of training or briefing and trainer

.....

Reporting person or channel

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This declaration does not replace the verification required under Article 21 of the Act on the Protection of Minors. It is not a declaration of no criminal record.

Place, date and signature

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F02 Student Declaration

Full name, student ID number and field of study

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Academic year, and year and semester of study

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Version or date of the Standards and reporting person or channel

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1. I confirm that I have read the WSTIH Standards for the Protection of Minors, including the rules on safe relationships, prohibited conduct and how to report suspected harm.
2. I undertake to comply with the Standards during classes and other WSTIH-related activities and to respect the dignity, privacy and boundaries of minors. I will not use violence, humiliation or discrimination.
3. I know how to report risks. I will report any suspicion or information about harm to the appropriate person without delay. In the event of an immediate threat to life or health, I will call for help on 112. I will pass information on to authorised persons or the competent services.
4. Before a placement or other activity involving minors, I will also become familiar with the organiser's standards. If the planned activities are covered by Article 21 of the Act, I will submit the required information and declarations, as well as the data for statutory verification, before being admitted to them.

This declaration does not replace information from the National Criminal Register (KRK) or register checks. The signature of a minor student is not a condition for their being covered by protection.

Place, date and legible signature of the student

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F03 Classification and Verification Form

To be completed by the authorised person. Detailed data required for the register query is collected through a separate secure channel, to the extent required by the register system.

Full name and position or role

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Planned activities and group of minors

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Assessment of the applicability of Article 21, with justification

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Article 21 applies: YES / NO. If the answer is NO, no criminal record data is obtained on the basis of this provision.

Action	Date and result, or not applicable
Restricted-access register	
Register of State Commission entries	
KRK to the required extent	
Citizenships and documents from countries of citizenship	
F04 and documents from countries of residence	
F05 only where statutory grounds apply	
Training and F01 or F02	

Place of document storage and verifying person

.....

Decision: ADMISSION / SUSPENSION / REFUSAL

Date of decision, justification and signature of the responsible person

.....

An entry in the register, a conviction for an offence covered by Article 21 or a relevant ban precludes admission. Missing documents suspend admission to the tasks they concern.

F04 Declaration on Countries of Residence

Legal basis: Article 21(5) and (8) of the Act on the Protection of Minors. To be submitted by a person who is to be admitted to activities covered by Article 21.

Full name

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Citizenship or citizenships held

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

Country	Period of residence	Document or F05 basis

If there were no such countries, write: “I have not resided in any such countries”. Do not leave this information unanswered.

I submit the required information from the criminal registers of the countries indicated. If the conditions of Article 21(7) are met, I submit a separate declaration F05 for the given country.

I am aware of criminal liability for making a false declaration.

Place, date and signature

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For a person under 20, the declaration covers their entire life to date. The declaration does not replace information from the Polish KRK or documents from the country of citizenship.

F05 Declaration in the Absence of Information from a Foreign Register

Legal basis: Article 21(7) and (8) of the Act on the Protection of Minors. Use separately for each country and only where the statutory conditions are met. Difficulty in obtaining a document is not such a condition.

Full name and country to which the declaration relates

.....

I declare that in the country of .....
[tick the applicable condition]:
[ ] no criminal register is kept;
[ ] the law does not provide for the issue of the information required under Article 21(4)–(6).

Description of the basis for applying the condition

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I declare that I have not been finally convicted in that country of prohibited acts corresponding to the offences set out in Chapters XIX and XXV of the Criminal Code, in Article 189a and Article 207 of the Criminal Code and in the Act of 29 July 2005 on Counteracting Drug Addiction.

I declare that no other ruling has been issued against me finding that I committed such prohibited acts.

I also declare that I am not obliged, under a ruling of a court or another competent authority or under statute, to comply with a ban on holding any or specific positions, practising any or specific professions, or carrying out activities related to the upbringing, education, recreation, medical treatment, psychological counselling, spiritual development, sports or pursuit of other interests of minors, or to their care.

I am aware of criminal liability for making a false declaration.

Place, date and signature

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This declaration does not replace the Polish KRK. If a country issues ordinary register information but does not issue information for the purpose of working with children, the ordinary information is submitted in accordance with Article 21(6).

F06 Report and Intervention Form

Case number: ..... Date and time of report: .....

Person receiving the report and manner of reporting

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Minor and contact details of a safe guardian, to the extent necessary

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Description of the facts, source of information and the minor's own words

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Current risk and immediate protective measures

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Person concerned by the report and alternative reporting route used

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Action	Date, time, recipient and confirmation
Medical assistance or 112	
Police or public prosecutor	
Family court	
Safe guardian or social welfare services	

Support plan and further actions, responsible person and review date

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Date, signature of the person completing the form and outcome: closure or continuation

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Attachments and further entries may be kept on additional numbered sheets bearing the case number. Separate facts from assessments. The absence of this form must not delay assistance.

F07 Support Plan for a Minor

Case number: ..... Date drawn up: .....

Minor and person coordinating support

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Identified needs relating to safety, communication and accessibility

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The minor's views and the safe person they have named

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Objective and action	Responsible	Deadline and method of evaluation
Safety and restriction of contact with the person posing a threat		
Safe participation in classes and adjustments		
Specialist help or referral to an institution		
Contact with a safe guardian		

Arrangements with the minor and a safe guardian, or reason for not making them

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Date of first review and evaluation of effectiveness

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Signature of the coordinating person and of the persons implementing the plan

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The plan serves protection and support; it is not a diagnosis or an assessment of credibility. In the event of a current risk, assess the situation before the scheduled date.

F08 Incident Register

Year: ..... Kept by: .....

The register is confidential. Enter the case number and brief categories, without a detailed description of the harm and without unnecessary identifying data.

Case no. and date	Type of concern	Actions and authority	Handled by	Status and review

Individual files are stored separately. Record any changes, closure, anonymisation or deletion with the date and the person carrying it out. Access only in accordance with authorisation.

Place of file storage and retention review date

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F09 Staff Training Register

Date, form of training, trainer and version of the Standards

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Scope: safe relationships, recognising harm, first response, reporting and substitutes, Article 21 verification, notification of authorities, accessibility and data protection.

Full name	Position	Attendance and confirmation of familiarisation

Questions or need for supplementary briefing

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Trainer’s signature and deadline for follow-up

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F10 System Assessment Report

Date, period covered by the assessment and persons conducting the assessment

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Full assessment at least once every two years; an additional one after a serious incident or a change in the law or organisation. Check contacts every year.

Area	Result and required action
Legal compliance and scope of WSTIH activities	
Persons, contacts, substitutes and conflicts of interest	
Article 21 verification and completeness of documentation	
Safe relationships and organisation of activities	
Interventions and effectiveness of support plans	
Views of minors and accessibility of information	
Internet, privacy and data retention	
Training and publication of both versions	

Conclusions, recommendations, responsible persons and deadlines

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Rector’s decision on changes and date of the next assessment

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Signatures

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F11 Safeguarding an Activity Involving Minors

Name, date, venue and organiser of the activity

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Group, age of participants, supervising adults and partner school

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Requirement	Arrangement and person responsible
Supervision and handover of the group	
Classification of tasks and staff verification	
Required consents and rules for ending participation	
Emergency contacts and SOM reporting channel	
Accessibility and communication needs	
Risks of culinary classes and allergens	
Internet, photography and privacy	
Transport, outing or overnight stay, if applicable	

Specific risks and protective measures

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Activity safeguarded: YES / NO. Requirements to be completed:

Requirements, date and signature of the organiser

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The absence of the required verification, supervision or other necessary safeguards suspends the start of the activities concerned.

F12 Placement Assessment and Agreement with the Partner

Student, placement venue, partner and WSTIH supervisor

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Actual scope of tasks and contact with minors

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Tasks covered by Article 21: YES / NO. Mere contact with a child in a hotel does not determine this assessment.

Justification of the classification and entity or entities admitting to the activity

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Manner of confirming fulfilment of statutory obligations by each entity

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Partner's standards, reporting channel and emergency contact

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Clause for use in the agreement:

The parties shall determine the actual scope of the student's tasks before the placement begins. Each party shall perform the obligations relating to the protection of minors arising from its role as employer or organiser; this clause does not exclude them. The student shall be admitted to activities covered by Article 21 once the required verification has been carried out. The partner shall confirm to WSTIH that the conditions have been met with respect to its tasks and shall provide the contact details of the person receiving reports. The exchange of data shall be limited to information that is necessary and permitted by law. Any incident concerning the student or a minor shall be reported without delay to the partner and to the WSTIH supervisor, with priority given to urgent assistance.

Date of assessment, confirmation of conditions and signatures of authorised persons

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A change of venue or tasks requires a new assessment. This form does not replace statutory documentation or the placement agreement.

F13 Notification of a Suspected Offence

Place, date and addressee: Police or public prosecutor

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Details and contact of the person notifying on behalf of WSTIH

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I hereby give notice of a reasonable suspicion that an offence has been committed against a minor. I am providing the known information and request that appropriate action be taken.

Details of the minor and of the person under suspicion, to the extent known

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Description of the incident, dates, places, circumstances and sources of knowledge

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Current risk, protective measures taken and the minor's whereabouts

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Known witnesses and available evidence or where it has been secured

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Attachments, and date and manner of any earlier urgent notification

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Signature of the notifying person

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Do not require the perpetrator or the legal classification to be established before submitting the notification. In an emergency, call 112. Keep the confirmation of receipt.

F14 Notification to the Family Court

Place, date and competent district court, Family and Juvenile Division

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Details and contact of the notifying person acting on behalf of WSTIH

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Pursuant to Article 572 § 1 of the Code of Civil Procedure, I hereby give notice of events justifying an assessment of the minor's situation and the taking of appropriate action by the court ex officio.

Details of the minor and of the parents or guardians, to the extent known

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Description of events, risk to the child's welfare and sources of information

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Actions taken so far and information on the urgent need for protection

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Evidence, attachments and other authorities notified

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Pursuant to Article 572 § 3 of the Code of Civil Procedure, I request information on the initiation of proceedings ex officio or on the absence of grounds for initiating them.

Signature of the notifying person

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Determine the competent court according to the minor's situation. Notification of the court does not replace urgent assistance or notification of law enforcement authorities where required.