

Child Protection Standards at Square Apartments Gdynia

Legal basis: Article 22c of the Act of May 13, 2016, on counteracting threats related to sexual offenses.

I. Preliminary provisions

1. Taking into account the necessity of ensuring appropriate protection for children during their stay at Square Apartments Gdynia, operated by Stefczyk Finanse SA based in Gdynia, these "Child Protection Standards at Square Apartments Gdynia," hereinafter referred to as the Standards, are introduced.

2. Whenever the Standards refer to:

a) Stefczyk Finanse – it means the company Stefczyk Finanse SA based in Gdynia, registered in the register of entrepreneurs KRS under the number 0000677966,

b) Square Apartments or Square Apartments Gdynia – it means the facility located at 17 Świętojańska Street in Gdynia, operated by Stefczyk Finanse.

c) Facility Manager – it means the person managing Square Apartments Gdynia on behalf of Stefczyk Finanse, even if only temporarily, e.g., as a substitute.

d) Square Employee – it means a person who is part of the staff at Square Apartments Gdynia, regardless of the legal basis for their work,

e) Child – any person under 18 years of age, except for those referred to in Article 10 § 2 of the Civil Code.

f) Adult – any human being over 18 years of age who is not a parent or legal guardian of the child.

g) Child abuse – it means committing a crime to the detriment of the child.

h) Crime against a child – all crimes that can be committed against adults may also harm children, in addition to crimes that can only be committed against children (e.g., Sexual exploitation as per Article 200 of the Penal Code). Given the specificity of tourist facilities, where it is easy to

3. At every stage of applying the procedures resulting from the Standards, it should be remembered that they may pose an inconvenience to Guests, hence understanding for Guests' reactions to the above should be shown, and the necessity, both factual and legal, of carrying out these procedures at Square Apartments Gdynia should be explained to them. However, a Guest's reaction cannot be a reason to depart from the procedures.

4. All procedures provided for in the Standards should be applied with respect for the principle of proportionality to the situation at hand and in a rational manner.

5. Square employees should consider the emotional and intellectual development level of children in their interactions, and in cases where the child is a person with a disability or has special educational needs, this circumstance should also be taken into account.

II. Principles ensuring safe relationships between Square employees and children, particularly prohibited behaviors towards children.

1. Stefczyk Finanse will make efforts to ensure that Square employees who may have contact with children staying at Square Apartments are aware of their responsibilities in this regard and can ensure safe relationships between themselves and the children.

2. A Square employee should not allow a situation where they remain alone in a room with a child at Square Apartments, except when leaving the child alone could significantly threaten the child's well-being, particularly their health or life. Whenever possible, the presence of another adult should be ensured, surveillance cameras should be monitored, or official duties should be organized so that they can return when such a situation has passed.

3. Any contact between a Square employee and a child staying at Square Apartments should not go beyond interactions justified by official duties.

III. Principles and procedures for identifying the child staying at Square Apartments Gdynia and their relationship with the adult with whom they are staying at Square Apartments Gdynia.

1. The identification of the child and their relationship with the adult staying with them at Square Apartments is conducted by the reception staff. This identification occurs through a conversation with the adult and the child; the reception employee may ask to see the child's identity document or another document confirming that the adult has the right to care for the child in the facility. If there is no identity document, they can ask for the child's details (first name, surname, address, PESEL number).

2. If the adult is not the parent or legal guardian of the child, they should be asked to document this, for example, by presenting an appropriate document or parental or legal guardian consent for the child to be under the care of the mentioned adult. If such documentation is lacking, they should be asked for the phone number of the above-mentioned individuals to call and confirm the child's stay with the adult in the facility with the knowledge and consent of the parents/legal guardians.

3. If during the procedures outlined in points 1 and 2 the reception staff has doubts about the relationship between the child and the adult with whom they are staying in the facility, they should discreetly notify the Facility Manager. The child and the adult should remain under the observation of Square employees during this time.

4. During the conversation with the child, special attention should be paid to ensuring that the child has the opportunity to express themselves freely and without restraint, particularly ensuring that the adult with whom the child is staying at Square Apartments does not answer questions posed to the child. If the adult in any way obstructs contact with the child or exerts pressure on them, the Square employee may ask the adult to leave the room during the conversation with the child and request the presence of another Square employee during the conversation.

IV. Policies and procedures for responding in the event of a reasonable suspicion that the welfare of a child on the premises of Square Apartments Gdynia is at risk.

(1) If there is a reasonable suspicion that the welfare of a child on the premises of Square Apartments is at risk, then any Square employee shall, in response, take appropriate action.

(2) A reasonable suspicion of harm to a child occurs in particular when a Square employee has observed circumstances that may indicate harm to a child, when a child bears traces that may indicate harm, and when a child has self-reported harm.

(3) The action referred to in paragraph (1) should be to immediately notify the Facility Manager of the situation, and if this is not possible or would cause unnecessary delay, to notify a supervisor or the police.

(4) If an employee of Square can be expected to do so in a given situation, he or she may also take direct action to stop the harm, taking into account, however, that such an attempt should not endanger the safety of himself or herself, the child, or bystanders. A bystander within the meaning of this provision is not the perpetrator or co-perpetrator of the abuse. A Square employee's actions should remain within the limits of the law, in particular, follow the rules governing necessary defense or so-called citizen's arrest.

V. Procedures in case of circumstances indicating harm to a child.

(1) Upon notification by Square staff in situations provided for in these Standards, the Facility Manager shall determine the status of the case and, if the established circumstances warrant such a step, notify the police.

(2) Having a reasonable suspicion that a child in the facility is being abused, the police shall be notified immediately.

(3) After notifying the police, Square employees should ensure that the child and the adult who may have committed the crime do not leave the Square Apartments before the arrival of police officers, and that potential evidence of the crime is not destroyed (e.g., securing surveillance camera footage).

(4) In justified cases, the Facility Manager is also required to consider and consult with the Stefczyk Finance Legal Office the possibility of notifying the guardianship court.

VI. The scope of authority of the person responsible for preparing Square Apartments Gdynia employees for the application of the Standards, the principles of preparing these employees for their application and the manner of documenting this activity.

(1) The person responsible for preparing the employees of the Hotels for the application of the Standards is the Manager of Square, who is supported in this regard by the Legal Office of Stefczyk Finance.

(2) Hotel employees will have the opportunity to improve their competencies related to the tasks arising from the Standards within the framework of internal training. Improving competencies will be documented by tests at the end of the trainings.

VII. Final provisions.

(1) Standards will be evaluated at least once every two years to ensure their adaptation to current needs and compliance with applicable regulations, and the conclusions of the evaluation will be documented in writing.

(2) The Standards shall be made available on the website www.squareapartmentsgdynia.pl, and will also be posted in a conspicuous place in the reception area, in a complete and abbreviated version for children.

(3) The Standards shall come into force on February 15, 2024.

Contact numbers of relevant services:

112 - emergency number,
997 - Police,
998 - Fire Department,
999 - Ambulance Service,
986 - Municipal Police.