



STANDARDS FOR PROTECTION OF MINORS AT HOTEL ZALEWSKI **** IN MRZEŻYNO

§ 1

1. These Regulations set out the rules for the protection of minors at HOTEL ZALEWSKI **** in Mrzeżyno.
2. Whenever the Regulations refer to:
 - 2.1. SANDRA BIS s.c. in Mrzeżyno - this shall mean the partners of this company, i.e. Agnieszka Zalewska, Katarzyna Zalewska - Szczepańska, Krystyna Zalewska, Anna Pimentel Machado and Julia Zalewska, as well as the staff employed by this company under an employment relationship or on any other legal basis,
 - 2.2. minor or child - this shall mean a person under 18 years of age.
3. During the entire stay of minors in the hotel, as referred to in item 1 of this section, the sole guardian of the minor is their parent or other person defined by generally applicable law.
4. By accepting these Regulations, SANDRA BIS s.c. in Mrzeżyno does not become, either explicitly or implicitly, the actual or legal guardian of the child, therefore, neither by virtue of these Regulations nor by common applicable law, it is not entitled or obliged to look after minors staying at the hotel as referred to in item 1 of this section. In this respect, the applicable rules for looking after minors are laid down by the General Terms and Conditions of Reservation and Stay and by the generally applicable laws.
5. In particular, these Regulations do not constitute any basis for the right or obligation of SANDRA BIS s.c. in Mrzeżyno to assess the manner in which legal or actual guardians look after minors in terms of their upbringing, culture, views, etc.

6. These Regulations specify:
 - 6.1. the rules on registration of minors for a stay in the hotel as referred to in item 1 of this section,
 - 6.2. the extent of the rights and obligations of SANDRA BIS s.c. in Mrzeżyno in the event that there is a justified suspicion that an offence has been committed to the detriment of a minor registered at the hotel during their stay, as referred to in item 1 of this section.
7. Within the meaning of these Regulations, the stay of a minor begins at the time when the guest accompanying the minor fills in and signs the registration form and SANDRA BIS s.c. in Mrzeżyno issues the keys to the room, and ends when the minor actually leaves the occupied room.

§ 2

1. In order to effectively prevent the perpetration of acts referred to in § 1(6.6.2), the stay of a minor at the hotel as referred to in § 1(1) of these Regulations takes place on the basis of the registration form. The registration form is completed by the guest by hand and is signed by them by hand.
2. Verification of the minor's identity is based solely on:
 - 2.1. the minor's identity document,
 - 2.2. the guest's identity document,
 - 2.3. a statement by the guest on their right to custody of the minor (kinship, court decision, notarised consent of the parent to travel with the child or consent signed by the child's parent with indication of the child's data, home address, telephone contact to the parent and ID/PESEL number of the person to whom the parent has entrusted custody of the child, etc.).
3. Refusal by the guest to comply with the conditions referred to in this section entitles SANDRA BIS s.c. in Mrzeżyno to withdraw from the concluded contract for the provision of accommodation services through the fault of the guest and to retain the deposit paid.
4. The guest will be informed of the requirements referred to in this section on the day of making the booking.

§ 3

SANDRA BIS s.c. in Mrzeżyno has a social duty to report to a competent police authority a reasonable suspicion of an offence against sexual freedom to the detriment of a minor. Such a report is made by calling 112.

§ 4

All staff are obliged to report facts reasonably justifying the suspected occurrence of events described in detail in § 3 of these Regulations. Employees shall report the occurrence of the circumstances referred to in the previous sentence to their immediate supervisors.

§ 5

1. The decision to notify the police and the guardianship court is taken by the employee's immediate supervisor.
2. Depending on individual circumstances, the supervisor verifies if the suspicion of the events detailed in § 3 of these Regulations is justified. To this end, they choose the appropriate measures to clarify the situation or decide to intervene and notify the police and the guardianship court.
3. In cases of urgency, in particular in the absence of the immediate supervisor or inability to contact them, the police shall be notified by the employee being a direct witness of the incident. In such a case, notification to the guardianship court shall be made by the immediate supervisor once they have been contacted.

§ 6

1. If the Police are notified, safety of the minor needs to be insured by placing them in the custody of a member of staff until the Police arrive.
2. SANDRA BIS s.c. in Mrzeżyno shall make every effort to prevent the perpetrator of the offence and the victim from leaving the hotel premises as referred to in § 1(1) of these Regulations. However, it is not acceptable to use violence against individuals.
3. In the case of a justified suspicion that an offence involving contact of a minor with biological material of the perpetrator has been committed, measures shall be taken as far as possible to prevent the evidence from being destroyed (by washing, eating or drinking) until the arrival of the police.

4. Whether or not the Police are notified, it is necessary to immediately secure surveillance footage and other relevant evidence (e.g. documents) relating to the incident.
5. Each report should be described in an incident logbook or other document intended for that purpose (memo, etc.).

§ 7

1. All persons working with minors must not pose a risk to their safety, which means that they must not be persons convicted of related offences.
2. In the event that, as part of the hospitality services provided, the staff at SANDRA BIS s.c. in Mrzeżyno come into contact with minors, the relationship between the staff and the minor must be based on good manners and conduct, while enforcing obedience to instructions given by the staff, which is necessary to ensure personal safety.
3. Every person hired for work related to education, leisure and care of minors is checked against the Sex Offender Register. Verification of a person in the Register takes place by printing out the results of a search for such a person in the Register with restricted access, which is then attached to the personal file of the person being recruited. The check should be repeated annually.
4. All staff employed to work with children, including those who may have potential contact with children, shall declare that they have no criminal record and that there are no pending proceedings for acts against children.
5. Persons employed to work with children to be checked against the Sex Offender Register include any persons accepted to perform such duties, including persons employed under a civil contract, apprentices, interns and volunteers, regardless of their nationality and age.

§ 8

The rules for processing personal data are set out in the General Information Clause.

Extent of employee/associate/trainee data required to be checked against the Sex Offender Register.

Full name:

Date of birth:

PESEL (Personal ID):

Family name:

Father's name:

Mother's name:

The register is available on the website: <https://rps.ms.gov.pl/>
In order to be able to obtain information from the register with restricted access, it is necessary to upload the organisation's profile.

Declaration

.....
place and date

I, identity card no. hereby declare that I have not been convicted of an offence against sexual freedom and morals or for a violent offence against a minor and that there are no criminal or disciplinary proceedings pending against me in this respect.

I further declare that I have familiarised myself with the Standards for Protection of Minors at HOTEL ZALEWSKI**** in Mrzeżyno and undertake to observe them.

.....
Signature