# CHILD PROTECTION STANDARDS

BODYWORK GROUP Sp. z o.o.

adopted by Management Board Resolution no. 1/10/2026 of 20 October 2026, effective from 15 November 2026

This is an English translation of the Polish document "Standardy Ochrony Małoletnich". In the event of any discrepancy, the Polish version prevails.

## CHAPTER 1. GENERAL PROVISIONS

1. These Standards are introduced pursuant to Articles 22b and 22c of the Polish Act of 13 May 2016 on Counteracting the Threats of Sexual Crime and the Protection of Minors (the "Act"). They apply at the BODYWORK Movement and Therapy Centre in Poznań, ul. Kajki 14, and during all classes and events organised by BODYWORK GROUP Sp. z o.o. ("BODYWORK") in which minors take part.
2. The terms used mean:
   a) **minor** – a person under 18 years of age;
   b) **guardian** – a minor's legal representative (parent, legal guardian) or a person entrusted with the care of the minor (e.g. a foster parent);
   c) **staff** – BODYWORK's employees, civil-law contractors, trainees, interns and volunteers, including trainers, massage therapists, dietitians, reception staff and Academy instructors;
   d) **Partner** – an independent physiotherapist or physician seeing patients at the Centre's premises; in their agreement with BODYWORK the Partner undertakes to apply these Standards;
   e) **harm** – the commission of a prohibited act or punishable act to the detriment of a minor by any person, including a member of staff, or a threat to the minor's welfare, including neglect;
   f) **Coordinator** – the person appointed by the Management Board to supervise the application of these Standards: Paweł Światłowski – President of the Management Board, tel. +48 609 805 660 (Centre reception), e-mail: pawel.swiatlowski@body-work.pl;
   g) **guardian's consent** – the consent of at least one of the guardians; if the guardians disagree, they are informed of the need to have the matter decided by the family court.
3. Every member of staff and every Partner treats minors with respect, is guided by their welfare and safety and responds to any sign of harm.

## CHAPTER 2. STAFF VETTING (ARTICLE 21 OF THE ACT)

1. Before allowing a person to work or carry out other activities involving minors, BODYWORK:
   a) checks the person in the Register of Sexual Offenders (the restricted-access register and the Register of persons in respect of whom the State Commission for counteracting the sexual abuse of minors under 15 has issued a decision on entry) and prints the result;
   b) obtains from the person information from the National Criminal Register concerning the offences listed in Article 21(3) of the Act;

c) if the person holds the citizenship of another country or has lived in a country other than Poland in the last 20 years – obtains information from the criminal record of that country or the declaration referred to in Article 21(5) and (6) of the Act, made under penalty of criminal liability;

d) obtains a declaration of the countries of residence in the last 20 years.

2. The vetting documents are kept in the personnel files or in the documentation of the civil-law contract. Vetting also applies to Partners if they provide services to minors.

## CHAPTER 3. RULES FOR SAFE RELATIONS BETWEEN STAFF AND MINORS

1. Staff in particular:
   a) address minors respectfully and patiently, adapting the way they communicate to the minor's age and abilities;
   b) explain to the minor the purpose of the exercise or treatment and ask for consent to the physical contact necessary for spotting, posture correction or therapy, and stop the activity if the minor objects;
   c) ensure that physical contact is only such as is necessary for training, therapeutic or safety reasons;
   d) conduct individual sessions with a minor under 16 in a place visible to others or with the door open, unless the nature of the therapy requires privacy – in which case in the presence of the guardian or with the guardian's consent;
   e) inform the guardian about the course of the sessions and recommendations.
2. Staff are prohibited in particular from:
   a) using violence in any form, including physical punishment, shaming, humiliation and vulgar language;
   b) physical contact of a nature other than that specified in section 1(c);
   c) offering a minor alcohol, tobacco products, narcotic substances or supplements without the guardian's consent;
   d) recording a minor's image without the guardian's consent, and in changing rooms, toilets and treatment rooms – in any case;
   e) establishing private contact with a minor, including on social media and messaging apps, beyond work-related contact agreed with the guardian;
   f) accepting gifts from or giving gifts to a minor and meeting the minor outside classes without the guardian's knowledge;
   g) being with a minor in a changing room or shower.
3. Contact with a minor outside the Centre (e.g. sending a training plan) takes place through the guardian or with the guardian's knowledge, using BODYWORK's official channels.

## CHAPTER 4. ELECTRONIC DEVICES AND PROTECTION AGAINST HARMFUL CONTENT

1. The Wi-Fi network available to clients is password-protected and has a filter for content unsuitable for minors, if minors can use it.
2. Staff do not make their devices or age-inappropriate content available to minors. If they notice that a minor is viewing or receiving harmful content (e.g. violence, pornography, encouragement

of self-harm), staff respond and inform the guardian and the Coordinator.

## CHAPTER 5. RECOGNISING HARM AND INTERVENTION

1. Signs that may indicate harm include in particular: unexplained injuries, withdrawal or fear of a particular person, sexual behaviour inappropriate for the minor's age, neglect of hygiene or health, and statements by the minor about harm.
2. A member of staff who suspects harm or has received information about it:
   a) if there is a direct threat to life or health – immediately calls **112** and ensures the minor's safety;
   b) listens to the minor calmly, without suggesting answers and without promising to keep it secret;
   c) informs the Coordinator promptly, no later than on the same day (or, if the suspicion concerns the Coordinator – a member of the Management Board);
   d) makes a note of the information disclosed (Intervention Form – Appendix 1).
3. The Coordinator:
   a) where the harm consists in the commission of an offence – promptly notifies the Police or the public prosecutor (Article 304 of the Polish Code of Criminal Procedure); in the case of the offences listed in Article 240 § 1 of the Polish Criminal Code, every person is obliged to notify;
   b) where the harm consists in another threat to the minor's welfare (e.g. neglect) – files an application with the family court competent for the minor's place of residence for an examination of the family's situation;
   c) informs the guardian, unless the guardian is suspected of the harm – in which case informs the other guardian, if this is not contrary to the minor's welfare, and the competent authorities;
   d) where the suspicion concerns a member of staff or a Partner – removes that person from contact with minors until the matter has been clarified;
   e) where the harm concerns relations between minors – talks to the guardians of both parties and agrees on actions with them;
   f) agrees a support plan for the minor with the guardian (Chapter 6).
4. BODYWORK is not authorised to initiate the "Blue Card" (Niebieska Karta) procedure; in a situation of domestic violence it notifies the Police or the social welfare centre, which may initiate it.

## CHAPTER 6. SUPPORT PLAN FOR THE MINOR

1. The support plan specifies BODYWORK's actions to ensure the minor's safety at the Centre (e.g. removing the suspected person, changing the instructor), information on available forms of help (Helpline for Children and Young People 116 111, Helpline for Parents and Teachers on Child Safety 800 100 100, Children's Ombudsman 800 12 12 12) and the method of monitoring the situation.
2. The support plan is drawn up by the Coordinator with the participation of the guardian (unless the guardian is suspected of the harm).

## CHAPTER 7. DOCUMENTING AND STORING INFORMATION

1. Intervention forms, notes and copies of notifications are kept by the Coordinator in a locked cabinet or an encrypted folder accessible only to the Coordinator and the Management Board, for 5 years from the end of the case.
2. Information about harm is confidential and may be disclosed only to the competent authorities and to the persons involved in the intervention.

## CHAPTER 8. STAFF PREPARATION, AVAILABILITY AND REVIEW OF THE STANDARDS

1. The Coordinator familiarises every member of staff and every Partner with these Standards before they are allowed to work with minors and organises refresher training at least once every 2 years. Familiarisation with the Standards is confirmed by a signed declaration (Appendix 2).
2. The Standards in full and short (for minors) versions are published at www.body-work.pl and posted at the Centre's reception. A minor's guardian receives information about the Standards when concluding the contract (Terms and Conditions of the Centre, § 12). A minor may read the short version at reception, and staff will explain it on request in an age-appropriate way.
3. At least once every 2 years, the Coordinator reviews the Standards, including by collecting comments from staff, guardians and minors, and presents a written report with conclusions to the Management Board. Amendments to the Standards are adopted by the Management Board.
4. The Standards take into account the needs of minors with disabilities; staff adapt communication and forms of help to their abilities.

## APPENDIX 1 – INTERVENTION FORM

| | |
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| Minor's name, age | |
| Date and place of the incident / disclosure | |
| Person reporting (member of staff) | |
| Description of signs / information (in the minor's words, without interpretation) | |
| Actions taken (date, person): notification of the Coordinator, guardian, Police / public prosecutor, family court | |
| Support plan (date, scope) | |
| Coordinator's signature | |

## APPENDIX 2 – DECLARATION OF FAMILIARISATION WITH THE STANDARDS

I, the undersigned ....., declare that I have read the Child Protection Standards of BODYWORK GROUP Sp. z o.o. and undertake to comply with them.

date and signature

# CHILD PROTECTION STANDARDS – SHORT VERSION
## for children and young people using BODYWORK

Hi! At BODYWORK we make sure you are safe here and treated with respect. Here are the most important rules:

1. Your trainer, physiotherapist and everyone on our team talk to you respectfully and explain what you are doing and why.
2. If an exercise or treatment requires touch (e.g. correcting your body position), we will always ask you first. You can say "no" – and that is enough.
3. No one on our team may shout at you, embarrass you, take photos of you without your parents' consent or message you privately on social media.
4. No one may go into the changing room or shower with you.
5. If something worries you – here or anywhere else – tell your trainer, the reception desk or our Coordinator, Paweł Światłowski (pawel.swiatlowski@body-work.pl, tel. +48 609 805 660). We will help you and will not leave you alone with it.
6. You can also call free of charge and anonymously: **116 111** (Helpline for Children and Young People) or **800 12 12 12** (Children's Helpline of the Children's Ombudsman). In an emergency: **112**.

The full version of the Standards is available at reception and at www.body-work.pl.