

## **RULES FOR SAFE RECRUITMENT OF PERSONNEL BEFORE ADMISSION TO PROTECTED ACTIVITIES**

1. Before entering into an employment relationship or before admitting a staff member (student, doctoral student, volunteer, postgraduate student, person performing activities under civil law contracts) to a protected activity, the University and the person with whom the employment relationship is to be entered into or who is to be admitted to such activity are subject to the obligations set out in the points below.
2. The University shall obtain information whether the data of the person with whom the employment relationship is to be established or the person who is to be admitted to the activities referred to in point 1 are included in the Register with limited access or in the Register of persons in respect of whom the State Commission for Counteracting the Sexual Exploitation of Minors under the Age of 15 has issued a decision to enter them in the Register.
3. In the UR, the following are subject to mandatory verification:
  - 1) academic teachers who, as part of their duties, have or may have direct contact with minors during their employment due to conducting classes at first-cycle or long-cycle master's studies, conducting further education courses, training, summer schools, organising events of an educational, upbringing, entertainment, science dissemination, integration, recreational, sports or tourist nature;
  - 2) non-academic staff employed in organisational units of the UR whose activities involve or may involve direct contact with minors, in particular dean's offices, institute secretariats, organisational units reporting directly to the Vice-Rector for Student Affairs and Education;
  - 3) persons with whom an employment relationship is to be established (following a competitive selection process) who, while performing their duties or other activities, will have direct contact with minors;
  - 4) students of fields whose study program includes direct contact with minors during its implementation,
  - 5) other persons not mentioned in points 1 – 4 who will have direct contact with minors during the performance of their duties or other activities.
4. Verification of persons referred to in point 3 is carried out once (during the duration of the employment relationship, contract or in a given cycle of education).
5. The person with whom an employment relationship is to be established or who is to be admitted to the activities referred to in point 1 shall present:
  - 1) certificates from the National Criminal Register regarding crimes specified in Chapters XIX and XXV of the Penal Code, in Article 189a and Article 207 of the Penal Code and in the Act of 29 July 2005 on Counteracting Drug Addiction (Journal of Laws of 2023, item 1939), or for prohibited acts corresponding to these crimes

specified in the provisions of foreign law – applies to a Polish citizen and a foreigner;

- 2) information from the criminal record of the country of citizenship obtained for the purposes of professional or volunteer activities related to contacts with children – applies to foreigners;
  - 3) a declaration on the country or countries in which he or she has resided for the last 20 years, other than the Republic of Poland and the country of citizenship, and at the same time information from the criminal records of these countries obtained for the purposes of professional or volunteer activity related to contacts with children – applies to both Polish citizens and foreigners.
6. If the law of the country referred to in point 5 subpoints 2 and 3 does not provide for the provision of information for the purposes of professional or volunteer activities related to contacts with children, information from the criminal record of that country shall be submitted.
  7. If the law of the country from which the information referred to in point 5 subpoints 2 and 3 is to be submitted does not provide for its preparation or no criminal record is kept in a given country, the person referred to in point 3 shall submit a declaration to this effect together with a declaration that he or she has not been finally convicted in that country for prohibited acts corresponding to the offences specified in Chapters XIX and XXV of the Penal Code, in Article 189a and Article 207 of the Penal Code and the Act of 29 July 2005 on Counteracting Drug Addiction and no other judgment has been issued against him/her in which it has been stated that he/she has committed such prohibited acts, and that he/she is not obliged, under a court decision, other authorised body or act, to comply with a ban on occupying any or specific positions, performing any or specific professions or activities related to the upbringing, education, recreation, treatment, provision of psychological counselling, spiritual development, practising sports or pursuing other interests by minors, or with caring for them.
  8. The declarations referred to above are submitted under penalty of perjury.
  9. Detailed rules for the verification of persons with whom an employment relationship is to be established or persons who are to be admitted to the activities referred to in point 1 are specified in a separate order of the Rector.
  10. It is inadmissible to refer a person whose data are included in the Register to a protected activity, or knowing that he or she has been legally convicted of an offense specified in Chapters XIX and XXV of the Penal Code, an offense specified in Article 189a and Article 207 of the Penal Code or in the Act of 29 July 2005 on Counteracting Drug Addiction.