



SAFEGUARDING POLICY



SAFEGUARDING POLICY

Table of Contents

1. Preface.....	2
2. Glossary	3
3. Preventing, Recognising and Responding to Abuse	4
4. Staff Recruitment Rules.....	4
5. Staff Values and Rules to Keep Children and Vulnerable Adults Safe	4
6. Procedure for Reporting an Allegation of Abuse.....	4
7. Data and Image Protection.....	5
8. Safe Use of the Internet and Electronic Media	5
9. Monitoring of Policy Implementation	5
10. Final Remarks	6
11. List of Appendices	6
Appendix 1: Procedure For Residential Volunteer Recruitment	7
Appendix 2: Staff Values and Rules to Keep Everyone Safe (on FLS property).....	8
Appendix 3: Procedure for Reporting an Allegation of Abuse	9
Appendix 4: Report Card	11
Appendix 5: Rules of Data and Image Protection.....	15
Appendix 6: Rules of Safe Use of the Internet and Electronic Media	16
Appendix 7: Example Template of Annual Survey.....	17
Appendix 8: Safeguarding Poster (with contact details of the Safeguarding Officer)	18



1. Preface

Fundacja Living Stones is called to be a wellspring of life in a place that is iconic for the Holocaust. Our House of Life is located just 400 metres from the gates of Auschwitz-Birkenau, known all over the world as an epicentre of slavery and death.

As part of our mandate to release the Presence of God, God has shown us how important it is for us to live in the “opposite spirit” to the camp (Auschwitz-Birkenau). In the camp there were the most horrendous abuses known to man, including sexual abuse, forced labour, slavery, torture, theft and murder.

In order to live in the opposite spirit, Fundacja Living Stones has adopted a culture of honour, based on the understanding that every person is a unique creation made in the image and likeness of God. We respect the fact that God has given each of us free will and the right to choose. Therefore, we learn to honour and value people, their decisions, mindsets, belief systems and callings, even if they are different from our own.

Our culture of honour aligns with the legal requirement to establish a Safeguarding Policy to protect children and vulnerable adults from abuse.

In Nazi Germany, the vulnerable, the elderly, the infirm, children and those with special needs were the first to be sent to the gas chambers. We stand in opposition to this and will not tolerate any form of violence, discrimination, abuse, or humiliation of any kind.

The Boards of Directors and Councillors recognise the need to create a safe and caring environment for all and have set out the following principles in accordance with applicable Polish and EU law.



2. Glossary

1. **FLS** is an abbreviation for Fundacja Living Stones
2. **HoL** is an abbreviation for House of Life – FLS’s centre of activity.
3. **Staff** are the Directors, Councillors, employees, long-term volunteers and residential volunteers.
4. **A long-term volunteer** is someone who lives locally, but outside the HoL. They want to be part of the life and community of the HoL and may have specific responsibilities.
5. **A residential volunteer** is someone who stays at the HoL participating in its activities, (a condition of staying).
6. The **Board of Directors** is the body that is authorised to make decisions about the activities of FLS, in accordance with applicable law.
7. The **Board of Councillors** is the body that oversees the activities of FLS, in accordance with applicable law.
8. A **child** is any person up to the age of 18.
9. A **vulnerable adult** is a person over 18 years who is at risk of harm. A person could be considered vulnerable due to a mental, emotional or physical condition or due to a particular situation or circumstance.
10. A **guardian** is a person responsible for a child, for example the child's parent or legal guardian. It can also be a group leader or responsible adult nominated by the parent or legal guardian of a child to look after them.
11. **Abuse** is harmful behaviour by one person towards another person. It includes, but is not necessarily limited to, the misuse of power, or betrayal of trust, and could be physical, emotional, psychological, sexual or financial amongst other things.
12. The **Safeguarding Officer** is the member of staff appointed by the Board of Directors who oversees the implementation and monitoring of the Safeguarding Policy.
13. **Personal information** is any information that identifies a person.



3. Preventing, Recognising and Responding to Abuse

1. FLS is committed to having a Safeguarding Officer to oversee the prevention, recognition and response to abuse.
2. The Board of Directors is responsible for the appointment of the Safeguarding Officer.
3. The Safeguarding Officer is responsible for receiving regular training, carrying out a monitoring survey once a year and running in-house safeguarding courses relevant to the activities of FLS.
4. The Safeguarding Officer is responsible for receiving reports of abuse and deciding on further action with the Board of Directors, or in their absence, a member of the Board of Councillors.
5. Staff will undertake a safeguarding basic awareness course, and be made aware of signs and indicators of abuse. Some staff members may take more advanced courses depending on their responsibilities.

4. Staff Recruitment Rules

Recruitment of a residential volunteer shall be carried out in accordance with the Procedure for Recruitment of a Residential Volunteer which is attached as Appendix 1.

5. Staff Values and Rules to Keep Children and Vulnerable Adults Safe

FLS's statutory objectives do not include programmes specific to adults with disabilities, or children. Children may attend FLS's activities usually only as day visitors as part of their family or in a group where they must be accompanied by their guardians who have ultimate responsibility. Staff do not take sole responsibility for their care.

FLS has made provision to protect children and vulnerable adults. FLS values all people and therefore has made the rules to protect everyone. Staff are made aware of, and agree to comply with, the principles of safe relationships as specified in the Staff Values and Rules to Keep Everyone Safe which are attached as Appendix 2.

6. Procedure for Reporting an Allegation of Abuse

Staff are made aware of, and agree to comply with, the established procedure in the event of a case of suspected abuse.

The Procedure For Reporting an Allegation of Abuse is attached as Appendix 3.

The Report Card is attached as Appendix 4.



7. Data and Image Protection

Staff and visitors are made aware of, and agree to comply with, the Rules of Data and Image Protection which are attached as Appendix 5.

8. Safe Use of the Internet and Electronic Media

Staff are made aware of, and agree to comply with, the Rules for Safe Use of the Internet and Electronic Media while on FLS's premises which are attached as Appendix 6.

9. Monitoring of Policy Implementation

1. FLS's Board of Directors has appointed Karen Wasilewska as the Safeguarding Officer who is responsible for this Safeguarding Policy.
2. The Safeguarding Officer is responsible for monitoring the implementation of the policy, responding to signs of breaches and for proposing changes to the policy.
3. The Safeguarding Officer is responsible for conducting an annual survey among the staff of FLS to monitor the level of implementation of the policy.
4. An example of a survey is attached as Appendix 7.
5. In the survey, staff may suggest changes to the policy and identify breaches of the policy within the organisation.
6. The Safeguarding Officer is responsible for processing the surveys completed by members of staff and preparing a monitoring report which is submitted to the Board of Directors and the Board of Councillors annually.
7. Any changes to the Safeguarding Policy must be approved by the Board of Directors and the Board of Councillors.
8. The Safeguarding Officer is responsible for implementing any changes to the policy and announcing the new wording of the policy to the staff via email.
9. Contact details of the Safeguarding Officer are found on the Safeguarding Poster which are attached as Appendix 8.



10. Final Remarks

This policy shall come into force on the date of its approval.

This policy and any subsequent changes will be emailed to all staff. At their induction, each new resident volunteer will be given a copy of this policy in printed form.

This Safeguarding Policy has been approved by:

Board of Directors:

Signed on behalf of the Board:

David Rust

22.02.2025

Name:..... Date:.....

Board of Councillors:

Signed on behalf of the Board:

Cathrine Warwick

22.02.2025

Name:..... Date:.....

11. List of Appendices

List of Appendices which form an integral part of the Safeguarding Policy:

Appendix 1: Procedure for Residential Volunteer Recruitment

Appendix 2: Staff Values and Rules to Keep Everyone Safe

Appendix 3: Procedure for Reporting an Allegation of Abuse

Appendix 4: Report Card

Appendix 5: Rules of Data and Image Protection

Appendix 6: Rules of Safe Use of the Internet and Electronic Media

Appendix 7: Example Template of Annual Survey

Appendix 8: Safeguarding Poster (with contact details of the Safeguarding Officer)



Appendix 1: Procedure For Residential Volunteer Recruitment

1. A person interested in volunteering at the HoL (hereinafter referred to as the candidate) must express their interest to the Directors by email.
2. The Directors will suggest that the candidate come to the HoL as a day visitor for a minimum of a few days, to familiarise themselves with the activities of the HoL and meet with the Directors. The candidate will be responsible for their own expenses, transport, meals and accommodation.
3. In the event of further willingness to volunteer and with the approval of the Directors, the candidate will complete an application form which will include a declaration of any criminal record and a request for details of referees (references).
4. The Directors will apply for references and check the validity of the application.
5. The Safeguarding Officer will check that the candidate's details do not appear on the Sexual Offenders Public Register (RSPTS).
6. The Directors will then invite the candidate to an interview. If the candidate is based outside Poland, it can take place over a video conferencing platform.
7. Once the Directors and the candidate believe it is the right choice for the candidate to serve at the HoL, the length of service and the date for the commencement of service shall be agreed. FLS will email the candidate offering the position with the contract, Safeguarding Policy, Code of Conduct and a link to a safeguarding basic awareness course.
8. The candidate must fulfil the following requirements as confirmation of their acceptance of the offer:
 - a. read all the documents sent (as in point 7 above) and sign the contract,
 - b. take the safeguarding basic awareness course and retain the certificate of completion,
 - c. obtain an official certificate of no criminal record / disclosure in the country of residence,
 - d. email copies of the signed contract, certificate of completion of the basic awareness course and no criminal record to FLS.
 - e. bring all original documents to the induction meeting.
9. The candidate begins service as a residential volunteer with an induction course which includes safeguarding training specific to FLS.
10. After two weeks of service, the Directors will hold a meeting with the residential volunteer to address any concerns of either party.

NB: The Directors reserve the right to terminate the recruitment process at any time for any reason.



Appendix 2: Staff Values and Rules to Keep Everyone Safe (on FLS property)

1. FLS staff recognise and embrace the value and dignity of all people, including children and adults with special needs and acknowledge that they are gifted and important.
2. FLS staff are committed to creating a welcoming place for all.
3. FLS staff are committed to acting in an open and transparent manner in order to minimise the risk of any misinterpretation of behaviour and if required, are committed to explain their actions.
4. FLS staff acknowledge and act in accordance with Polish law, which states that physical and psychological violence, including hitting, shaking and spanking, are criminal offences. Polish law also states that neglect of a child is an act of violence.
5. FLS staff acknowledge that they have a legal obligation to respond to alleged grievous bodily harm, rape and sexual abuse by calling the Police, 112 or 997. They must also consult the guardian of a child or the relevant carer of an adult with special needs.
6. FLS staff must not intimidate, threaten, humiliate, harass or discriminate anyone.
7. FLS staff must not beat, hit or physically harm anyone, including any child as part of discipline.
8. FLS staff must not enter into intimate or sexual relationships with anyone except their own spouse.
9. FLS staff must not use any sexually inappropriate language towards anyone.
10. FLS staff must not invite a child or vulnerable adult into their room or be alone with them in any enclosed area within the HoL.
11. FLS staff must not assist a child or an adult with special needs in going to the toilet. If they need help, then a child should be assisted by their parent or legal guardian, and an adult with special needs by their carer.
12. Staff must not accept or send invitations on social media or by email from or to children who are visiting or have visited the HoL, unless they have the parent's/legal guardian's explicit permission.
13. FLS staff must not use their position for personal financial gain.
14. FLS staff must act in accordance with the principles of protecting children's data and images. See Appendix 5.
15. FLS staff must act in accordance with the principles of safe use of the Internet and electronic media. See Appendix 6.



Appendix 3: Procedure for Reporting an Allegation of Abuse

If you see a situation where someone's life is in danger or is at risk of serious harm, IMMEDIATELY call the EMERGENCY SERVICES on 112 or POLICE on 997.

If you are an eyewitness to a crime:

1. Call 112 or 997 and inform the authorities of the incident.
2. Complete a FLS Report Card as soon as possible.
3. Inform a Director.
4. Inform the Safeguarding Officer as soon as possible and within 24 hours of the incident give her the Report Card.
5. Keep the information confidential (except for the above).

If you see anyone behaving abusively (but there is no immediate risk to life nor is it a crime) :

1. Observe and give a clear sign that you see what is happening.
2. Ask "What has happened?" or say "Can I help?"
3. Say calmly and firmly what you see: e.g. "I see you have just hit this person" / "Please do not hit this person."
4. Take care of the person being harmed, remove them from the abuser, offer them your support.
5. Inform the Safeguarding Officer and/or Directors who will immediately remove the abuser from the vicinity of the person at risk of harm and all other vulnerable persons until the matter is clarified.
6. Fill in the Report Card within an hour and give it to the Safeguarding Officer within 24 hours.
7. Keep the information confidential (except for the above).



If you become aware of someone being abused or someone discloses information about an abusive situation concerning a staff member or anyone on FLS property:

1. Take notes of what you observed or were told as soon as possible.
2. Inform a Director if appropriate.
3. Fill in the Report Card within an hour and give it to the Safeguarding Officer within 24 hours.
4. Keep the information confidential (except for the above).

Safeguarding Officer: Karen Wasilewska

Contact details:

Tel: 00 48 782 259 815

Email: safeguarding@thehouseoflife.org



Appendix 4: Report Card

Report Card

Please complete sections 1 to 5 only and pass to the Safeguarding officer: Karen Wasilewska on +48 782 259 815 or safeguarding@thehouseoflife.org

1. Details of the person reporting the abuse (reporter):

First name and surname:

.....

Tel:

.....

Email:

.....

2. Details of the suspected abuser:

First name and surname:

.....

Tel (if known):

.....

Email (if known):

.....

3. Details of the victim:

First name and surname:

.....

Tel (if known):

.....

Email (if known):

.....

4. Form of abuse:

What happened? When? What time? Where? Who was involved? Who was present? What was said?
Please report accurately and quote exactly as far as possible.

.....

.....

.....

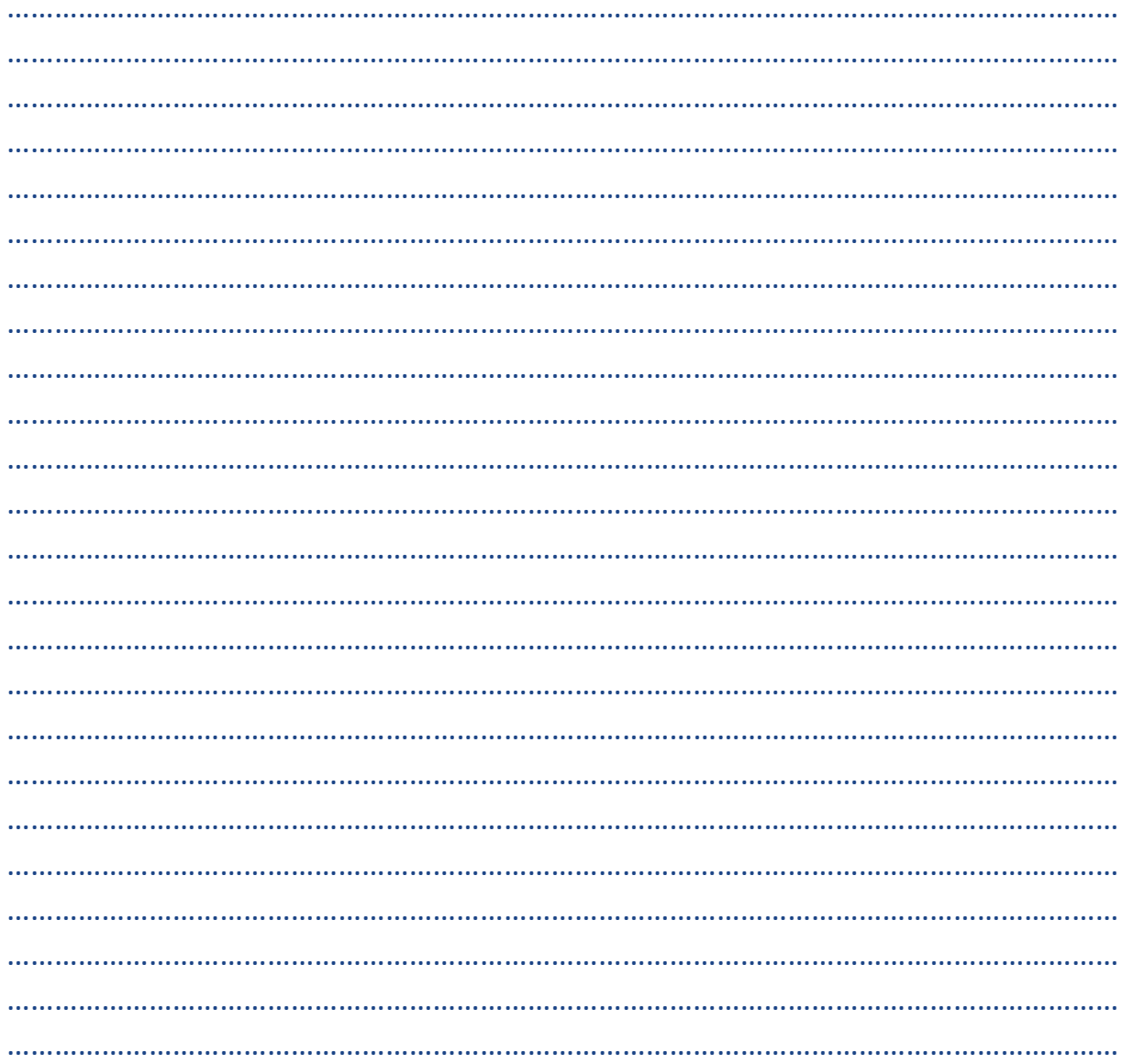
.....

.....

.....

.....

.....



Date and time:

Signed by the reporter Date.....



TO BE COMPLETED BY THE SAFEGUARDING OFFICER ONLY (SECTIONS 6-9)

6. If it involves a child, meetings with the parents/legal guardians:

Date and time:

.....

Place:

.....

Description of the meeting:

.....
.....
.....
.....
.....
.....

7. Form of intervention (underline appropriate)

- Informing the Police in the case of a criminal act/ suspicion of criminal act

.....
.....
.....
.....

- Pastoral care (applicable only to volunteers)

.....
.....
.....
.....

- Informing a relevant leader from outside FLS

.....
.....
.....
.....



8. Details of statutory intervention (name of the appropriate institution and the date of intervention)

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

9. Results of the intervention (if known/ if informed by statutory bodies or by parents/legal guardians of the child):

Date:

.....

Description:

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....



Appendix 5: Rules of Data and Image Protection

The following rules apply to everyone on FLS property:

1. Before taking photos, videos, or audio recordings of visitors or staff in the HoL, you must ask their permission first. In the case of a child, ask permission from their parents/legal guardians.
2. Everyone has the right to refuse anyone taking photos, videos or audio recordings of themselves.
3. Respect people's right to refuse.
4. Any medium (e.g. photos, videos or audio recordings) that is taken within the premises of FLS should only be shared within the group visiting the HoL. They must NOT be forwarded to other friends, shared on social media, uploaded onto the Internet or published in print without the **expressed permission in writing of the Directors of FLS AND the permission of anyone who can be identified in the medium.**
5. Everyone must be fully clothed for photos and the photo/video must not demean, ridicule or show anyone in a negative context.
6. Staff will kindly and gently make sure that these rules are adhered to by others.

Specific rules concerning children

7. Photos, videos and audio recordings of children may ONLY be taken with the parent's or legal guardian's consent.
8. Photos, videos and audio recordings of children are only allowed within the family or group with whom the children have come.
9. Photos, videos and audio recordings of children taken in the HoL may NOT be uploaded onto the Internet or published in print, either during or after their visit to the HoL.
10. All suspicions and problems regarding the inappropriate dissemination of media of children must be recorded and reported to the Safeguarding Officer and to the group leaders/parents of the affected children.



Appendix 6: Rules of Safe Use of the Internet and Electronic Media

1. FLS does not provide computer equipment for staff's personal use.
2. Residential volunteers provide their own computer equipment for the duration of their service at the HoL.
3. The Directors provide Internet access with a Wi-Fi password to staff and visitors to the HoL for the duration of their stay.
4. Staff agree to use the Internet appropriately and safely.
5. Staff must not accept or send invitations on social media or by email from or to children who are visiting or have visited the HoL, unless they have the parent's/legal guardian's explicit permission.
6. While on FLS's premises, staff must not upload photos, videos and audio recordings of children onto the Internet or any form of social media.
7. Staff must not view sites with inappropriate or unsafe content, including sites with pornography and sites that promote terrorism.
8. Staff must not use FLS's Facebook profile or website for inappropriate or dangerous purposes.
9. Inappropriate use of the Internet by staff on FLS's premises will result in immediate termination of service and departure from FLS's premises within 24 hours.



Appendix 7: Example Template of Annual Survey

Annual Survey

To be completed once a year by staff members

1. Have you recently read and do you know the Safeguarding Policy? (When did you last look at the safeguarding pack? When was the most recent safeguarding review you attended? Write two take-aways from the review.)
2. Can you recognise the signs and indicators of abuse? Give at least three.
3. Do you know what to do should you witness or receive an allegation or disclosure of abuse? (What should you write down and to whom should you pass on the written information?)
4. Have you witnessed a failure to uphold the standards of safeguarding by any of the staff?
 - a. If yes, which standards were not upheld? (Describe)
 - b. If yes, what action did you undertake and why? If you did not undertake any action, explain why not.
5. Do you have any suggestions, comments or corrections to the Safeguarding Policy? (If yes, describe with as much detail as possible.)



Appendix 8: Safeguarding Poster (with contact details of the Safeguarding Officer)

Safeguarding Policy

Protection against abuse	Ochrona przed krzywdzeniem	Schutz vor Missbrauch
Have a concern? Need to report something? Want to talk?	Masz wątpliwości? Chcesz coś zgłosić? Potrzebujesz rozmowę?	Hast du Bedenken? Müsst du etwas melden? Willst du reden?
Available for you:	Dostępna dla Ciebie:	Für dich da:



Karen Wasilewska

Safeguarding Officer

- English, j.polski, Deutsch
- Tel: 0048 782 259 815
- Email: safeguarding@thehouseoflife.org



To see FLS House of Life
Safeguarding Policy:
thehouseoflife.org/safeguarding
or ask in the office

 Fundacja
Living Stones