

Protection of privacy

The protection of personal privacy is highly valued and must be maintained. Events involving overnight stays – and particularly the residential community of students living in Catholic Students' Halls of Residence – present special challenges and situations that, in view of the gender and age boundaries, require awareness of the great responsibility they entail. Privacy while changing and in the washing, showering and toilet facilities must be protected.

Language and choice of words

People may feel deeply hurt or humiliated by the use of inappropriate language or choice of words. At KUHZ, the mentoring service (Mentorate) and in the Catholic Students' Halls of Residence, we therefore avoid the use of derogatory language. We pay attention to how people communicate in our facilities, taking action if required. All forms of personal interaction and communication should therefore be appropriate to the individual role and task, and tailored to the target group.

Dealing with and use of media and social networks

Dealing with social networks and digital media are everyday actions that must comply with the rules of the General Data Protection Regulation (GDPR). The prudent use of media is essential for fostering media literacy skills. Care must therefore be taken in the selection of films, photos, games and materials. This includes compliance with image rights and, in particular, not publishing images of individuals or groups on the networks without the express consent of the individuals affected (Section 22 of the German Art Copyright Act, KUG).

Counselling situations

Counselling requires the counsellor to handle the concerns of the person seeking advice in a professional manner. The counsellor must therefore either have the training required for the counselling concern, or refer the person seeking advice to a specialised counselling service. Information on counselling services are prominently displayed on the noticeboards at KUHZ, the mentoring service and the Catholic Students' Halls of Residence. Counselling sessions are held in dedicated rooms and facilities. These are accessible for others and must not be locked. Employees are bound to confidentiality in counselling situations. However, employees are forbidden from requesting confidentiality in order to create secrets.

Gifts and rewards

All gifts and rewards must be within reasonable limits. They must be disclosed and their value and scope must be appropriate to the situation.

<input type="text"/>	<input type="text"/>
Place	date
<input type="text"/>	<input type="text"/>
Signature	Signature (KHG management or Students' Halls management)



Institutional protection concept

Code of conduct and self-declaration form

Self-declaration form

In accordance with Section 5 (1)
of the “Regulation for the Prevention of Sexual Violence to Vulnerable Minors and Adults”
(Prevention Regulation) in the Hildesheim diocese

_____	_____
Last name, first name	Date of birth
_____	_____
Task	Legal entity

With my signature, I confirm that I have never been convicted of a criminal offence related to sexual violence¹ and that I am not under criminal investigation for such an offence.

Should I become subject of a criminal investigation for such an offence, I undertake to immediately notify my line manager or the person who has assigned me my task.

_____	_____
Place, date	Signature

¹This refers to offences listed in Section 72a of the German Social Code (SGB) Book VIII

Declaration of undertaking

We need clear rules on how to treat each other with care, to ensure effective safeguarding. In our university chaplaincy services, our top priority is the protection of students, university staff and everybody working in the environment.

By signing this declaration of undertaking, I clearly state that I wish to prevent violations by potential perpetrators, or at least make them more difficult, by acting with care and accepting the rules of conduct.

I undertake to abide by the following code of conduct:

- I will protect vulnerable adults, young people and children from physical and psychological harm, abuse and violence where it is within my power to do so.
- I will act responsibly and carefully with regard to closeness and distance. I am aware of my own boundaries and respect other people's boundaries (this includes their privacy and personal boundaries of shame).
- My actions are transparent and honest. I am transparent in the relationships I form and do not exploit dependencies.
- I do not tolerate discriminatory, violent, racist or sexist speech or actions. I will take an active stand against such behaviour. I will address degrading behaviour, thus setting boundaries. Whenever I become aware of boundary violations, it is my duty to take the necessary and appropriate actions to protect the person(s) affected.
- I am aware that all forms of sexual violence against a person in my care will result in disciplinary consequences, consequences under employment law and possibly also criminal prosecution.
- I will familiarise myself with the procedures and contacts for the Hildesheim diocese at the premises of the organisation and will ask for advice and support when I need them. If I am among the designated group of people for whom continuing education is compulsory, I agree to take part in such programmes.
- At least two volunteers must be present at all events offered by volunteers, for which KUHZ, the mentoring service (Mentorate) or the Catholic Students' Halls of Residence are responsible.

I also agree to the rules of conduct below for the following areas:

Managing closeness and distance

The aim is always to achieve the appropriate balance between closeness and distance. Relationships must be formed in a way that is appropriate to the task at hand, particularly if they will or could result in emotional dependencies. Rituals and methods involving physical contact must be used carefully. They require acceptance by each individual and therefore explicitly include the option of distancing for each individual!

Appropriateness of physical contact

When working with people, care and reserve should be exercised regarding physical contact. All physical contact requires freely given, explicit consent by the other person. Undesired physical contact is not permitted.