

Principles and Rules of the Tutor Programme

Delimitation of the Programme

NESEHNUTÍ's tutoring program (hereinafter referred to as "Programme") helps to effectively integrate children who are non-native speakers of Czech into society, especially through tutoring the Czech language and other subjects according to the specific needs of the child. Under the Programme, the Tutor devotes part of their free time to tutoring a child who speaks Czech as a second language (hereinafter referred to as the Child) represented by their legal representatives (hereinafter referred to as the Parents).

Content and Length of the Programme

The content of the activities within the Programme is mainly focused on the tutoring of the Czech language, however there can also be an opportunity to help with other subjects, and managing distance learning. The tutoring takes place at a pre-agreed time and place - if need be online. Tutoring is always arranged for a period of four to five months. After this period, tutoring may be extended periodically.

Obligations of the Contracting Parties

The organisation undertakes to:

- provide Tutors with basic information in the form of training or materials needed for their activities within the Programme;
- provide Tutors with a contact person whom they can contact for consultations and to resolve any problems related to participation in the Programme;
- provide Tutors with teaching materials

The Tutor undertakes to:

- perform the activities of the Programme responsibly and devote a minimum of one hour per week to the Programme;
- become familiar with the basic information through training or self-study of the material provided;
- participate in group meetings for sharing and feedback, and are required to attend a minimum of one group meeting;
- promptly announce any change to their contact details or a personal situation which may affect their involvement in the Programme;
- comply with the Code of Ethics and the Principles of Confidentiality

The Tutor:

- acknowledges that the Organisation is not liable for any damage to his/her property and health, nor for damages of any kind in connection with participation in the Programme;
- agrees that the Organisation shall use the information provided by them in accordance with Law No. 101/2000 Coll. on the protection of personal data, only for internal purposes, in particular for accounts and statistical purposes and for informing Parents

Parents undertake to:

- make sure the Child is prepared for tutoring, as well as providing suitable surroundings for tutoring (or in the case of online tutoring provide a connection and a quiet workplace),
- allow regular tutoring, at least once a week for one hour,
- promptly announce any change to their contact details or a personal situation which may affect their involvement in the Programme;
- comply with the Code of Ethics and the Principles of Confidentiality

Parents:

- acknowledges that the Organisation is not liable for any damage to his/her property and health, nor for damages of any kind in connection with participation in the Programme;
- agrees that the Organisation shall use the information provided by them in accordance with Law No. 101/2000 Coll. on the protection of personal data, only for internal purposes, in particular for accounts and statistical purposes and for informing Parents

Termination of the Programme

If the Tutor or Parents decide to terminate their participation in the Program, they will inform the Programme coordinator in writing at least two weeks before the scheduled end of tutoring.

A breach of the above commitments may result in the termination of the involvement of either Tutor or the Parents in the Programme by the Organisation.

Pokud se Tutor nebo Rodiče rozhodnou ukončit svou účast v Programu, informují o této skutečnosti písemně koordinátora/ku Programu, a to nejméně dva týdny před plánovaným ukončením doučování.

Porušení závazků uvedených v čl. III odst. 2 dohody a v přílohách k dohodě může být důvodem k ukončení zapojení Tutora nebo rodičů dítěte do Programu ze strany Organizace.

Ethics code

- Compliance with the basic rules of decency and an assertive approach is a fundamental principle.
- Tutor and Parents approach tutoring in a spirit of openness, tolerance and mutual respect, and refrain from disputes or agitation in any political, religious, or other sensitive topics.
- The tutoring is devoted only to those subjects agreed by both parties at the beginning (Tutor does not provide professional social or legal advice). Should the scope of activities be expanded, both sides must agree.
- Both sides are aware of what they can deliver and do not promise what they cannot.
- Tutor does not accept financial or material gifts from the Parents except for basic hospitality, treats, etc
- If the Tutor or the child (represented by Parents) cannot attend an appointment, they will inform the other party in advance.

Principles of Confidentiality

The Tutor and Parents undertake to:

Maintain complete confidentiality of any information they come into contact with during their activities under the Programme. For Tutors this is mainly any information concerning children and their families (their personal data, health status, property status, religion, etc.), For Parents this is mainly any information concerning Tutor (personal data, health status, property status, religion, etc).

Not to provide this information to the media without the express agreement of the contact person, except for general information on the objectives of the Programme and NESEHNUTÍ.

Tutor and Parents note that:

They are bound by this confidentiality with respect to all other organisations and persons. An exception is made for situations where there is a statutory obligation to notify. In this case, consultation with the contact person is recommended.

Confidentiality does not end with the termination of the Program.

Only the contact person can decide which of the above information can be released and to whom it can be provided (for example, concerning the use of information for university research etc.) In any case, increased protection of children and their families must always be ensured and only statistical data, without personal data, should be used.

Breach of these confidentiality principles may constitute grounds for termination of cooperation with the Organisation.