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**Internal rules of SVČ Easyspeak**

**Introductory provisions**

The internal rules are a basic standard and ensure the implementation of Act No. 561/2004 Coll. Education Act, as amended and Decree No. 74/2005 Coll. on hobby education, as amended. It regulates the security of proper operation and is binding for all employees. The internal rules are issued by the principal, who publishes them in an accessible place, acquaints the staff, pupils and students of the school facility in a verifiable manner and informs the legal representatives of minors and pupils about their issuance.

Hobby education is usually provided for a fee. The Easyspeak Leisure Center (hereinafter referred to as SVČ) provides educational, educational, hobby, thematic and recreational events, educational activities for pupils, students, pedagogical staff and possibly other persons as part of hobby education. He also participates in the further care of gifted children, pupils and students. In cooperation with schools and other institutions, it also participates in the organization of competitions for children and youth. The main activity takes place in several areas of hobby education. Further activity is given by the charter.

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1. **Details on the exercise of the rights and obligations of children, pupils, students and their legal representatives in the school facility and details on the rules of mutual relations with pedagogical staff**

**1.1 Rights of participants in hobby education (hereinafter only ZV):**

1. for the provision of hobby education
2. for information on the course and results of their education. In the case of minor participants, their legal representatives have the right to information.
3. to comment on all decisions concerning essential matters of their hobby education. SVC staff must pay attention to their expression in proportion to their age and stage of development.
4. for counseling and information related to hobby education
5. make proposals to expand or improve the range of activities

**1.2 Obligations of participants in hobby education:**

1. to attend the hobby group properly and on time (the leader is responsible for children, pupils and students only for the time specified in the schedule of activities)
2. come in suitable clothes and shoes according to the nature of the department of interest, observe the principles of hygiene and cleanliness, take care of order
3. comply with internal rules, regulations and guidelines for health and safety
4. follow the instructions of the head of the interest unit (hereinafter referred to as the Embassy), observe the rules of decency towards the leader, other participants, or towards other persons, refrain from and prevent socially pathological phenomena, manifestations of discrimination, hostility or violence
5. pay a set fee for hobby education
6. provide SVČ with personal data and possible changes to the data necessary for keeping the school registry (in accordance with Act No. 561/2004, the Education Act, as amended) and other data essential for the course of ZV or the safety of the participant, and changes in these data
7. not to bring to the hobby group objects and things that are not directly related to the activity (especially objects made of precious metals, dangerous objects or valuable objects). If the participant violates this obligation, he acts on his own responsibility. In this case, SVČ is not liable for any damage to the participant's property, with the exception of damage caused as a result of a demonstrable breach of work duties by the manager. Report the loss of any thing or object to the head of ZV immediately.
8. report accidents, even minor injuries, immediately to the head of ZV (later notification will not be taken into account)
9. treat gently and aids and materials for ZV gently, pay damages in case of intentional damage to SVČ property, maintain order and cleanliness
10. report all defects and malfunctions of the equipment to the head of ZV
11. apologize if they cannot come to the meeting (more frequent absences must be excused in writing by a legal representative)

In the case of minor participants in hobby education, their legal representatives are responsible for compliance with the set standards and regulations.

**1.3 Rights and obligations of internal staff:**

1. follow the applicable laws, decrees, internal rules and regulations of SVČ and other generally binding standards that relate to work activities in their activities

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1. adhere to the principles of decency and morality
2. during the duration of the employment relationship, immediately inform the principal of any changes in his / her integrity, his / her state of health affecting the preconditions for the performance of the function of a pedagogical worker and personal data
3. work according to their knowledge and abilities, make full use of the working time fund, observe work discipline, teamwork and responsibly prepare for educational activities
4. cooperate with the director to ensure the recruitment of ZV participants and in the selection and training of external managers
5. monitor, control and assist assigned external managers. The division of external leaders is made at the beginning of the activities of interest departments in the given school year.
6. prepare occasional, educational, teaching and spontaneous activities and control their progress
7. strive for the good name and credibility of SVČ, cooperate with legal representatives, cooperating organizations and the general public
8. to be regularly educated and to suggest improvements in activities and material equipment
9. adhere to the principles of safety and health protection, fire protection and prevention
10. protect property, maintain order and cleanliness, save consumables and energy and adhere to the principles of ecological waste management
11. draw attention to possible deficiencies that make it impossible to perform the assigned activity
12. take care of the health of yourself and other participants in work or leisure activities
13. due to the small team, according to the needs of the organization, substitutability is necessary among pedagogical staff, by mutual agreement

**1.4 Rights and obligations of heads of interest departments:**

1. observe the principles of decent behavior, morals, pay attention to compliance with the educational mission and influence on participants in hobby education and responsibly prepare for educational activities
2. follow the approved documents and organizational regulations of SVČ
3. act and guide participants within the rules of decency, hygiene principles and health and safety
4. oversee the appropriate handling of SVČ's inventory and assets
5. work responsibly within the scope of activities given by the agreement on the performance of work, report any exceptional absence in time to the internal employee of SVČ
6. keep the Diary of the Interest Group responsibly according to the instructions of the internal employee, protect the data of ZV participants from misuse
7. adhere to the principles of safety and health protection, fire protection and prevention

h) to acquaint all members of the interest group with work safety, with the Internal Rules of the SVČ, to ensure protection against socially pathological phenomena, manifestations of discrimination, hostility and violence

1. at the time of ZV given by the schedule of activities, he is unconditionally responsible for compliance with the principles of health and safety, Internal Rules and other approved standards for the present participants of the interest group
2. strive for the good name and credibility of the SVČ, cooperate with the legal representatives of the participants and, within its possibilities, participate in other activities of the SVČ
3. self-education and try to improve activity
4. protect property, maintain order and cleanliness, save consumables and energy and adhere to the principles of ecological waste management
5. draw attention to possible deficiencies that make it impossible to perform the assigned activity

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n) take care of the health of themselves and other participants in work or leisure activities

**1.5 Rules of mutual relations between pedagogical staff and participants in hobby education (children, pupils, students and their legal representatives):**

1. are based on the observance of the principles of mutual respect, respect, morality, decency and the rules set out in the general regulations and regulations of the SVČ
2. we offer and provide hobby education:

* on the basis of equal treatment without any discrimination and respecting differences of opinion
* as a rule, for a fee, which may, in justified cases in accordance with the Decree on Hobby Education, be reduced, waived or, if necessary, returned on a pro rata basis by decision of the Director

c) the applicant becomes a participant in hobby education after submitting a duly completed written application (minors register by their legal representatives) and payment of a fee

1. the condition for the opening of the interest unit in a given school year is a sufficient number of registered candidates who meet any set criteria (eg age, health status, theoretical knowledge)
2. hobby education can be completed during the school year on the basis of:

* participant's request (for minors at the request of the legal representative)
* the decision of the Director in the event of a repeated gross breach of the participant's obligations
* other serious reason on the part of the participant

1. The evaluation of the results of hobby education is performed by the leader of the circle: - verbally during and at the end of ZV

- in writing to the Diary at the end of the school year

**2. Operation and internal mode**

* SVČ carries out hobby education in several areas, usually throughout the school year, ie even on days when schooling does not take place and, to a limited extent, also during the holidays.
* The statutory body of the legal entity authorized to act on behalf of the facility is the director.
* SVČ's activities are given by the schedule of hours of regular hobby activities, the year-round plan of events, operational and organizational meetings and individual meetings with employees.
* Activities take place in the SVČ Hlavní 64 building, Černolice (circles, courses, events, suburban camps) or other premises designated or leased for the activities of hobby departments (city and municipal kindergartens, primary and secondary schools, sports facilities, clubhouses).
* Operational and organizational meetings shall be convened by the Director as required and shall be attended by authorized staff. External employees are convened by the director and internal employees according to the needs of SVČ and individual areas.
* Teaching staff work according to the weekly plans prepared in advance and approved by the director, which they are obliged to complete and submit every Monday by 2.00 pm and are binding on them after approval. The working time schedule must comply with the Labor Code.
* In case of absence, the director is represented by an authorized internal pedagogical worker. Substitutability is limited to the solution of operational and organizational matters.
* The work of non-teaching staff is managed by the principal or a representative authorized by him.
* On weekdays on school days, normal operation usually begins at 9.00 am and ends between 5.00 pm and 8.00 pm Limited holidays are provided during the holidays, which are approved by the principal.
* Entrance to the SVČ building is possible only through the doors of the main entrance and the entrance from the parking lot. Visitors are allowed into the building only

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with the knowledge of an internal or external employee, outside the period from 12 to 4 pm, and when children have free admission, for which the authorized pedagogical worker is responsible. During the activities of the circles, given by the schedule, the head of the interest department is responsible for the safety of the participants present, including increased supervision at the beginning and end of the circle, when people accompanying children enter the building.

* According to the schedule of activities, a responsible pedagogical worker is appointed for working days, who checks the switching off of electrical appliances, including lights, closing windows, closing rooms and connecting corridors, and locking the building at the end of the activity. In the event that any activity exceeds the specified schedule in later hours or on weekends and holidays, the used space is checked and locked by a person designated on the basis of a signed Protocol on the handover of keys.
* SVČ premises can be used by other organizations or individuals on the basis of mutual cooperation.
* The director of SVČ may provide the premises for rent for a fee. The condition is a written contract with precisely defined leased premises, the length of the lease and advertised days with a time limit of the premises used.
* The inventory of assets is carried out by an inventory committee appointed by the director at least once a year.
* Purchases of materials and equipment can be made only with the consent of the director.
* Smoking, including electronic cigarettes, and the consumption of alcoholic beverages, including the use of narcotics and psychotropic substances, are strictly prohibited in all indoor areas of the SVČ and in the garden area.

All internal and external, teaching and non-teaching staff are obliged to call on a person who does not comply with the ban on smoking or the use of electronic cigarettes, or is clearly under the influence of alcohol or other addictive substances and is in a state of endangering himself or another person, property or public order. , not to continue in this negotiation or to leave the space where the hobby education takes place

* The promotion of political parties and political movements and advertising which is in conflict with the aims and content of hobby education is not permitted in any event or activity of the SVČ.

**2.1 Organizational structure**

Director - manages internal pedagogical staff, economic and operational staff

* manages external circle leaders and other employees on the basis of agreements and ZL out of employment
* coordinates the organization of events and controls their budget
* communicates with representatives of the founder and other institutions
* provides space rentals
* approves the purchase of materials and property

- performs pedagogical work in all areas of hobby education

* coordinates external pedagogical staff and their pedagogical activities
* provides applications for hobby education
* organizes and participates in events
* organizes camps (suburban and residential)
* submits documents for accounting processing
* provides documents for the processing of agreements on the performance of work and documents for wages

Accountant - performs separately accounting and payroll

Coordinator - in the absence of the director, ensures the operation of the organization

* manages external circle leaders and other employees on the basis of agreements and ŽL outside the employment relationship in organizational matters
* manages the activities of operational employees
* works closely with leisure educators
* coordinates the school registry agenda

- performs pedagogical work in all areas of hobby education

* coordinates external pedagogical staff and their pedagogical activities
* provides applications for hobby education
* organizes and participates in events
* organizes camps (suburban and residential)
* submits documents for accounting processing
* provides documents for the processing of agreements on the performance of work and documents for wages

Circle leader / external worker - performs activities related to the work area

* cooperates with the director and the coordinator

**2.2 Working hours**

1. The weekly working time of internal employees at 100% full-time is 40 hours. The employee is obliged to organize the activity so that it can be performed during normal working hours, except for events that are approved in advance by the director.
2. Internal pedagogical staff - individual working hours with uneven distribution within the calendar year. Binding working hours for a calendar week are set by the director according to

submitted proposal in a weekly schedule, which the staff member submits to the Director each Monday for approval. Each pedagogue records the records of direct pedagogical work in a weekly schedule. Any changes to the weekly schedule are subject to the approval of the Director. The maximum length of a work shift can be 12 hours.

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1. For overtime work held on weekends or holidays, internal pedagogical staff are entitled to compensatory leave.
2. External employees - work a specified number of hours according to the agreed agreement on work outside employment.
3. Non-teaching staff - working hours are set individually with an even distribution and in accordance with the employment contract and any amendments. The maximum length of the work shift may be 12 hours in extraordinary situations and with the prior consent of the director.
4. Leaving the workplace during working hours is always subject to the approval of the director. Exceptions to this obligation are pre-approved and submitted weekly plans to the Director.
5. Business trips and the start of leave are always approved by the director in advance and on a special form.
6. The rest break is set according to the Labor Code at 30 minutes, at the latest after six hours worked.
7. An unannounced absence from the workplace must be reported immediately to the director of SVČ or an authorized employee. In the event of illness, the staff member (or, in the serious case, the family member) must immediately report to the director or his deputy and deliver a medical certificate as soon as possible. In addition to illness or serious health problems, pedagogical staff provide medical care outside working hours.
8. Delayed work discipline is considered to be a delayed start of work in the Embassy, ​​non-performance of actions caused by an employee, damage to the good name of SVČ, defamation and dissemination of false news.
9. The monthly statement of hours worked and related internal staff documents shall be submitted to the Director at the beginning of each new month.
10. **Conditions for ensuring the safety and health protection of children, pupils or students and their protection against socially pathological phenomena, manifestations of discrimination, hostility or violence**

* Pedagogical supervision is performed by a pedagogical worker of the SVČ, a leader of the circle or an external worker, who ensures the proper course of activities, safety, discipline and supervises order. The head of the interest department is responsible for the safety of children, pupils and students in the sense of generally valid regulations only for the period specified in the schedule of activities.
* To provide first aid, there are first aid kits in the rooms / kitchen. A portable first aid kit is available to provide medical treatment at events and camps.
* Pedagogical staff of SVČ, including heads of hobby departments are obliged to:

a) take into account the basic physiological needs of the participants b) create conditions for the healthy development of the participants

1. to create conditions for the prevention of social pathological phenomena, manifestations of discrimination, hostility and violence among participants
2. in the event of the detection of the above-mentioned negative phenomena and manifestations, immediately take corrective action and inform the coordinator or the director of the ascertained facts and the measures taken.
3. Encourage a person who does not comply with a ban on smoking or the use of an electronic cigarette, or who is clearly under the influence of alcohol or another addictive substance and is in a condition of endangering himself or another person, property or public order, not to continue

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to leave the space where hobby education takes place (all internal and external, pedagogical and non-pedagogical staff)

1. to observe the prescribed supervision, which is given by the schedule of pedagogical activities. Supervision at other times (eg weekend activities, occasional and spontaneous events) is provided by a teacher who is responsible for the event.

* Participants are obliged to:

1. strictly follow the instructions of the heads of the embassies to ensure safety and health protection within the ZV and related activities
2. act in such a way that they do not cause safety or damage to health for themselves or other participants
3. report any accidents (even minor injuries) immediately to the head of the embassy
4. in the event that a risk or possible deficiencies in the area of ​​safety and health protection are identified, notify the head of the embassy immediately.
5. to strictly follow the instructions of the heads of the Embassy to prevent and prevent the occurrence of socially pathological phenomena, manifestations of discrimination, hostility and violence among participants in disability and related activities
6. immediately notify the head of the embassy of any finding or suspicion of the possible occurrence of socially pathological phenomena, manifestations of discrimination, hostility or violence.
7. **Conditions for the treatment of SVČ property by children, pupils and students**

All participants in hobby education, including heads of hobby departments, are obliged to treat aids and materials gently and economically and also to protect them from theft. In the event that the material or equipment is intentionally damaged, destroyed or stolen, the culprit is obliged to compensate the damage.

1. **Method of registration of participants for individual forms of education**

♦ Admission to the forms of regular and camp activities requires a duly completed and submitted application, issued by SVČ and the consent of the client or his legal representative with the arrangements stated in the application. The application is a valid document of the school facility and the personal data of the participant are entered in the school register of regular hobby activities. The condition of admission is the payment of a fee for a given period, which is determined by the price list for the relevant school year. In case of admission of a participant during the school year, the remuneration is determined according to the duration of the interest department in the given school year.

* In some forms of occasional activities, an entry is required in the attendance list of participants, provided with the header of our facility. The price of events is given on the basis of a cost calculation.

1. **Final provision**

These Internal Rules come into force on September 1, 2019.

Jiří Janovský

director