

REGISTRATION FOR PARTICIPATION IN THE MENTORING PROGRAMME

IMPORTANT: Before you sign: Please read through the programme information or ask our coordinators for information and advice. Please do not make any hasty decisions. The programme is almost free of charge, but requires your active participation!

Please speak to the legal guardians in your family. EVERYONE should agree to your child's participation in the programme. Please clarify any fundamental concerns and fears BEFORE you register. We are available to assist you as your contact!

Please read our data protection guidelines. You must agree to these provisions in order to participate in the programme.

I hereby register my daughter / my son

Surname of the child		First name of the child	
Age and date of birth of the child		Address: Street, house no., postcode and town	

bindingly for participation in the mentoring programme of kein Abseits! e.V.

YES NO I confirm that all legal guardians have been informed about the participation in the mentoring programme of kein Abseits! and agree to it.

YES NO My child has been informed that the mentor has the duty to instruct and supervise him/her during activities outside the home. My child knows that he/she must follow the mentor's instructions

YES NO I have read the conditions of participation (as of 03/2023) and data protection guidelines (as of 03/2023) of kein Abseits! e.V. and agree to them.

VOLUNTARY: I agree to the use of photos and videos showing my child for the public relations work of kein Abseits! These include the platforms Instagram, Facebook, Youtube, TikTok. (voluntary)

First name and surname of legal guardian (= PARENT)		PARENT telephone number	
Place, date		Signature	

CONDITIONS OF PARTICIPATION FOR THE MENTORING PROGRAMME

(03/2023)

Dear parents, dear children,

We are delighted that you and your child are interested in the mentoring programme and that your child would like to take part. Please read this information carefully before making a decision. If you can answer YES to most of the questions, there is nothing to stop you from registering.

1. Does my child have enough time?

Our programme is almost free of charge. You will only have to pay for BVG tickets if your child does not have a monthly school travel card. Mentors receive EUR 170 for entrance fees and activities for themselves and their child. BUT: The mentoring programme lasts eight months and is time-consuming. There are weekly meetings of three to four hours. That's a total of 25 to 30 meetings. Your child must bring this time with them.

How do you assess the situation?

YES NO My child has at least three days of free, unscheduled time

2. Is my child curious and adventurous?

The programme is intended for children aged eight and over. It supports and encourages children's curiosity, desire to move and discover. This is NOT school tutoring or learning therapy. School topics can play a role, but it is primarily about the active and meaningful organisation of leisure time. With this programme, we want to support families who want to encourage their child's love of discovery.

How do you assess the situation?

YES NO My child would like to do more, and we would like to support them even more.

3. Can we handle a volunteer?

Our programme is based on an active time together between your child and an adult. The adult does this on a voluntary basis (= free of charge, voluntarily) in their free time. He/she has already invested time and effort before starting to participate (introductory meeting, attended training, submitted a certificate of good conduct). Reasons for his/her commitment include 'I find it exciting to discover the city together with a child', 'I want to do something meaningful in my free time and support a child in its development',

'As a child, I myself experienced that adults encouraged me - I want to give something back.' To maintain this commitment, your involvement and the support of family members is important. Can you guarantee the following?

YES NO I can ensure that appointments and agreements between my child and the volunteer are adhered to.

4. Am I willing to support the association and the programme coordinators?

We make every effort to ensure that the mentoring period is an eventful and meaningful journey for everyone involved. We achieve this by employing permanent, full-time coordinators who have high standards of quality and act professionally. To keep our mentoring programme running, we have to apply for funding, take part in competitions and raise donations. Good public relations work is important for this. And you can support us in this endeavour: By reporting when you are satisfied. By allowing us to show a photo of your child if we ask you to do so or by taking part in a survey that we carry out after the end of the programme. Are you ready to do this?

YES NO I will support the association Kein Abseits! in its public relations work when I am satisfied.

If you have answered all questions with YES, then nothing stands in the way of you registering. If you have ticked NO, please contact us and clarify your concerns.

We are looking forward to an exciting mentoring period!

BRIEF INFORMATION ON THE MENTORING PROGRAMME

★ TIME LAPSE

1st month	Launch party with parents, children and volunteers
2nd month .. 7th month	Weekly meetings of the tandem during free time (approx. 3-4 hours). Joint writing of a project diary. Phone calls, meetings with the kein Abseits! coordinator. 3 x organised group activities for tandems.
8th month	Closing party with parents, children and volunteers. Awarding of certificates to the participants.

★ ROLES AND TASKS IN THE MENTORING PROGRAMME

Custodian/ Family	... ensure that the appointments are reliably organised. ... support relationship building.
Child (mentee)	... keeps agreed appointments. ... makes suggestions and contributes ideas for leisure activities. ... tries out new things. ... writes entries in the project diary.
Volunteer (Mentor)	... keeps agreed appointments. ... makes suggestions and contributes ideas for leisure activities. ... manages EUR 170 budget for activities ... writes entries in the project diary
kein Abseits! team (coordinator)	... organises the meeting. ... supervises the tandems (mentee + mentor) during the eight months ... keeps in touch and is available for the carers during the eight months. ... organises the farewell.

★ WHAT CAN YOU EXPECT FOR YOUR CHILD FROM PARTICIPATING IN THE PROGRAMME?

The participating child	... develops and deepens skills and interests. ... gets new ideas for leisure activities. ... becomes more independent and self-reliant. ... feels balanced and satisfied. One-third of the children taking part in the programme report that their school performance has also improved.
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★ REGISTRATION & CONTACT ★

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DATA PROTECTION GUIDELINES FOR THE MENTORING PROGRAMME

(03/2023)

In order for the mentoring programme to succeed, we need to collect data from you and your participating child. In doing so, we comply with the laws on data protection. The law requires us to explain to you

1. why we collect the data,
2. which data we collect,
3. how we receive the data,
4. where we store the data,
5. how we use the data,
6. how we back up the data,
7. how long we keep the data,
8. what rights you have over your data,
9. who is responsible for data protection in our company.

1. Why we collect data:

- We make sure that the mentoring period goes well for everyone: Mentoring is a method of supporting your child. We will select a suitable mentor for your child from a group of adults who have applied to us. We will create a tandem consisting of a mentor and mentee (= your child) and support them for eight months. To do this, we collect data before and during the mentoring period.
- We are dependent on donations and funding: We are a non-profit organisation, and the mentoring programme costs money. To ensure that mentoring remains free of charge for you, we collect donations and apply for funding. The donors and sponsors want to know what happens with the money. To this end, we write and publish texts, photos and videos about mentoring. We use attendance lists to prove to some sponsors that we are doing what we have been given money for.
- We want the mentoring programme to improve: Your opinion is important to us. We will ask you and your child about your experiences of the mentoring period after the end of the programme.

2. What data do we collect?

- For the organisation of the mentoring programme: We ask about interests, goals, personality traits, the family situation, special wishes, particular burdens; we need your address, contact details, age of the child, availability, etc. During the mentoring session, we ask about the course of time, experiences and any problems that may arise.
- For communication about the mentoring programme: We take photos and videos and collect statements about mentoring.
- For the improvement of the mentoring programme: We ask for your opinion and your experiences of mentoring.

3. This is how we receive your data:



- Before mentoring: A coordinator employed by us will make an appointment with you for a home visit. They will ask your child questions in your presence. They use a questionnaire for this purpose. The coordinator may type the answers directly into a form on a mobile phone or tablet. The form contains exactly the questions you see on paper. You will sign a participation agreement. You will keep one copy for your records. We take the second original for our records.
- During the mentoring programme: We talk to you, your child, the mentor and perhaps the social workers. We take notes on how the mentoring is going. We sometimes take photos and videos during activities in the mentoring programme.
- After the mentoring: We talk to you, your child and the mentor. We use a questionnaire to do so.

4. This is how we store your data:

Your data, which was requested before mentoring, will be printed out and filed in a folder. We store all data in protected, password-protected cloud environments. Only employees who are directly involved in the mentoring programme (coordinators, pedagogical director, child protection officer) have access to the data. We store photos, videos and mentoring statements in the same cloud environments. All employees involved in mentoring, public relations and administration at kein Abseits! have access to this information. The one cloud environment is provided by the internet service 'Google' and is called 'GSuite'. Google fulfils data protection and security requirements that have been recognised by the EU authorities. The other cloud environment is provided by Salesforce Inc. Both companies fulfil all data protection and security requirements laid

down by the EU authorities in the GDPR. There are order processing contracts with both companies in accordance with the GDPR.

5. This is how we use your data:

- Before mentoring: We will check whether your child would like to take part in the programme and whether you agree. Then we will look for a mentor who suits your child.
- During the mentoring programme: We check whether the mentoring relationship is going well. To do this, we talk to you and your child, the mentor and the social workers from the school or accommodation.
- After the mentoring: We use statements on mentoring (anonymised) for texts. Some sponsors may want to see a list of participants to see if we have done what we were funded to do. The lists no longer show your child's first name and surname. We do not pass on any other data.
-   If you agree, we will use photos and videos of your child for our public relations work. This means we post them on our website, Facebook, Instagram, Twitter or YouTube. Or we use photos for information material (e.g. flyers and postcards) and reports. Sometimes we also share photos and videos with the press (newspapers, television).

6. This is how we protect your data:

All employees and mentors of kein Abseits! are obliged to maintain confidentiality and to protect data. Our computers and access to the cloud environments are password-protected. Folders with your data are stored in lockable storage. Only the responsible employees have access.

7. This is how long we store your data:

If your child takes part in the mentoring programme, we will keep your data for ten years. We have to do this because, as a non-profit organisation, we have an obligation to sponsors.

The file folders will be destroyed after this period has expired. The online data will be deleted from our systems after expiry of this period.

8. You have these rights over your data:

Sometimes mentoring does not materialise because the mentor or mentee leaves the project before it starts or shortly afterwards despite the initial commitment (e.g. illness, work overload, other reasons). We consider mentoring to have failed if it is cancelled before the start date or after the first two meetings after the start date.

In this case, you have the right to request that we delete all data we have about you and your child. All you have to do is notify us.

You can find out at any time what data we have stored about you and your child. If you realise that data has been entered incorrectly, you have the right to have this data corrected. All you have to do is notify us.

9. Who is responsible for the protection of your data:

Employees who deal with your data undertake to handle your data with care. All security measures are monitored by an independent data protection officer. The data protection expert is independent of Kein Abseits! because they are not employed by the association.

If you have any questions, please contact your mentoring coordinator or our data protection officer Frank Breitschaft (datenschutz@kein-abseits.de).