



**OurKidsCode**  
FAMILY CODING CLUBS

## For Facilitators: Facilitator Agreement

This is a copy of the Facilitator Agreement found in the online **Facilitator Agreement** which is completed by all OurKidsCode Facilitators before delivering OurKidsCode workshops to families.

- I understand that this role requires Garda vetting through Trinity College Dublin.
- I understand that I will be operating as an independent contractor and that I am responsible for my own taxes and other financial arrangements.
- I agree to maintain a professional manner at all times with families, stakeholders and the OurKidsCode team in my capacity as an OurKidsCode facilitator, including in person, by email and in message chats.
- I understand that it may be necessary to share the contact information of workshop registrants with me for the purpose of contacting registrants in case of emergency or last-minute cancellation. In managing that data, I agree to abide by the **Facilitator Data Processing Agreement**. (<https://www.ourkidscode.ie/private-resources>)
- Knowing that OurKidsCode is a research project that relies on data collection to publish academic papers, to shape policy and to secure funding, I understand and agree that my role as an OurKidsCode facilitator requires me to do the following for each workshop I deliver:
  - Log the workshop via the **Check In Form**
  - Support the gathering of family reaction data at the end of the workshop via the **Reaction Form**
  - Complete a Facilitator **Evaluation Form** after the workshop.
- I agree to follow the OurKidsCode workshop **Booking** process to ensure prompt payment
- I have read and understood the Facilitator Policies and Procedures on [www.ourkidscode.ie/private-resources/](http://www.ourkidscode.ie/private-resources/), including the following:
  - Workshop Cancellation Policy
  - Taster Workshop Admin Process
  - Communication and Complaints
- I have read and understood the **OurKidsCode Facilitator Manual** and agree to abide by its contents when acting in my capacity as an OurKidsCode Facilitator.
- I agree to undertake full training and subsequent refresher training as required by OurKidsCode.

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Facilitator Name

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Date



Trinity College Dublin  
Coláiste na Tríonóide, Baile Átha Cliath  
The University of Dublin



Rialtas na hÉireann  
Government of Ireland



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