



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 undertake full training and subsequent refresher training as required by OurKidsCode.
- 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.
- 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.
- In order to ensure prompt payment, I agree to follow the OurKidsCode workshop **Booking a MeetUp** process
- I have read and understood the Facilitator Policies and Procedures on 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 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>)

Facilitator Name

Date



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



Rialtas na hÉireann
Government of Ireland



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