

Recommended Practice Self Assessment Checklist Support Guide

Overview_

The CoderDojo Recommended Practice (RP) is a set of 5 guiding principles that the CoderDojo Foundation encourages all Dojos to meet. These 5 principles are to serve as a guide for new and existing Dojos wishing to meet best practice standards.

RP is a set of guiding principles and a general statement of policy only. It is not a legal agreement, or legal advice of any nature.

Each Dojo is responsible for the activities conducted by them, and must ensure their own compliance with local laws. The CoderDojo Foundation accepts no responsibility or liability for a Dojo's activities, whether it follows this RP or not.

The five principles are;

1. Building a volunteer led community
2. Creating a safe space for young people
3. Encompassing the CoderDojo ethos
4. Online safety
5. Review and Communication

This document will serve as a guide to support Dojos aligning with Recommended Practice to complete their RP Self Assessment Checklist.


Self Assessment Checklist_

There are 6 sections to the Self Assessment Checklist:

1. Cover sheet - Please input general information about your Dojo
2. P1 - Please complete in relation to Principle 1
3. P2 - Please complete in relation to Principle 2
4. P3 - Please complete in relation to Principle 3
5. P4 - Please complete in relation to Principle 4
6. P5 - Please complete in relation to Principle 5

Section 1 - Cover Sheet

Please fill in the relevant details for your Dojo for each section. These do not need to be exact figures and can be estimates.

CoderDojo Recommended Practice Self Assessment Check List For Dojos									
Statement of Purpose: The purpose of the CoderDojo Recommended Practice Self Assessment Check List For Dojos is to enable Dojos to quantify their progress in meeting the CoderDojo Recommended Practice principles and share this progress with the CoderDojo Foundation.									
Dojo Name:				Submission Stage:		Sign up to RP	3 Months	6 Months	1 Year
Date of Submission:				Submission Stage:					
Dojo Profile									
Dojo Location		Dojo Lead Champion		Dojo Secondary Champion		No. of Regular Mentors		No. of Non Technical Volunteers	
Average no. of attendees		Age range of Attendees				Percentage of female attendees		Attendee retention rate eg. over 6 month period	
		Six - Nine		Twelve - Fifteen					
		Nine - Twelve		Fifteen - Seventeen					
How often do you run your sessions?					What kind of venue do you use?				
Once a week		Once a Month		School		Corporate		Library	
Twice a month		Irregularly		College /University		Community Centre		Other	

Cover Sheet Index

Dojo Name

Please give your Dojo's name here. eg. CoderDojo Limerick

Date of Submission

Please input the date this iteration of the checklist is submitted.

Submission Stage

At different stages during the time you are working to align with RP you will be required to submit an updated checklist updating your progress status. Please select the stage at which you are at in aligning with RP. Stages: Sign Up, 3 Months, 6 Months, 1 Year

Dojo Location

Please enter your Dojo's location

Dojo Lead Champion

Please enter the name of the Dojos main Champion/organiser or the name of the individual who is leading the Dojo's alignment with RP.

Dojo Secondary Champion

If there is a secondary Champion/organiser in your Dojo please enter their name here.

No. of Regular Mentors

Please input the average number of regular mentors who attend your Dojo

No. of Non Technical Volunteers

Please input the number of non technical volunteers who regularly help out with your Dojo

Average No. of Attendees

Please input the average number of attendees/Ninjas who come to your Dojo

Age Range of Attendees

Please input the average number of attendees in each age group.

Percentage/ratio of Female Attendees

Please input the percentage of Dojo attendees who are female.

Average retention rate eg. over 6 month period

What percent of your attendees have been there for over 6 months?

How often do you run your sessions? Please select one of the four options;

- Once a week
- Once a Month,
- Twice a month
- Irregularly

What kind of venue do you use?

Please mark one of the following options with an 'X' or input your response in 'Other';

- School
- College/University
- Corporate
- Community Centre
- Library

Section 2 Principle 1 _

Principle 1 - Building a Volunteer Led Community

Our Dojo is driven by a community of passionate volunteers

1.0 Building a Volunteer Led Community						
Our Dojo is driven by a community of passionate volunteers						
Indicator	Completed Yes/No	If this is not relevant please explain	If not completed, what is your next step	Measurable Outcomes for your Dojo	Evidence of Completion Provided? (Y/N)	Details of Evidence
1.1 Our Dojo is volunteer led.						
1.2 Our mentors are volunteers who are passionate about inspiring the next generation.						
1.3 All of our volunteers are aware of the role they are volunteering to do. They have reviewed the mentor guide and are happy that they have adequate support.						
1.4 All of our volunteers reviewed and agree to our Dojos Volunteer Agreement.						
1.5 We encourage parental involvement and participation in our Dojo.						

Index_

Indicator

This details the indicators that support your Dojo aligning with Recommended Practice

Completed Y/N

Specify if you have completed the indicator or not.

If this is not relevant please explain

Detail explanation or no please given reason not completed.

If not completed, what is your next step?

Detail your plan of action and next step. Include Estimated due date of completion (dd/mm/yy)

Measurable Outcomes for your Dojo

Please specify the tangible steps you are undertaking and align with this principle and their measurable outcomes

Evidence of Completion provided? Y/N

Specify whether you have provided evidence of completion

Details of Evidence

See below for examples of evidence for each indicator.

Evidence - Indicators (Principle 1):

- 1.1. Our Dojo is volunteer led.
 - Is it your Dojo policy that no volunteers (technical or otherwise) receive compensation?
- 1.2. Our mentors are volunteers who are passionate about inspiring the next generation.
 - Detail the level commitment of Mentors
 - Does the recruitment process of your Mentors include evaluating potential mentors on their passion for passing on knowledge to the next generation as well as their other skills such as coding knowledge, experience of working with young people?
 - Confirm that all mentors have read the Mentor Agreement
- 1.3. All of our volunteers are aware of the role they are volunteering to do. They have reviewed the mentor guide and are happy that they have adequate support.
 - Detail how you make your volunteers aware of the specification of their roles
- 1.4. All of our volunteers reviewed and agree to our Dojos Volunteer Agreement
- 1.5. We encourage parental involvement and participation in our Dojo.
 - Detail how and how often you reach out to parents to get them involved.

Section 3 Principle 2_

Principle 2 - Creating a safe space for young people

Our Dojo has taken the steps we deem necessary to ensure our Dojo is a safe space for young people to be creative

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Indicator	Completed Yes/No	If this is not relevant please explain	If not completed, what is your next step	Measurable Outcomes for your Dojo	Evidence of Completion Provided? (Y/N)	Details of Evidence
2.1 We have researched and taken necessary steps to ensure we meet best practice child protection standards in accordance with our region.						
2.2 We have a child protection policy in place which all our volunteers are aware of and are trained in its necessary procedures or if this isn't a requirement in your region all mentors have reviewed the CoderDojo Child Protection 101 document.						
2.3 We have reviewed our Dojos space and are happy that necessary assessments, such as fire and safety standards, have been met.						
2.4 Our long term committed volunteers have been background checked or all parents/guardians remain at our Dojo for the duration of the Dojo session.						
2.5 We have appropriate public liability insurance or our venue sponsor/host covers our insurance.						
2.6 All of our attendees and their parents have reviewed and agree to our Dojos Attendee Agreement.						

Indicator

This details the indicators that support your Dojo aligning with Recommended Practice

Completed Y/N

Specify if you have completed the indicator or not.

If this is not relevant please explain

Detail explanation or no please given reason not completed.

If not completed, what is your next step?

Detail your plan of action and next step. Include Estimated due date of completion (dd/mm/yy)

Measurable Outcomes for your Dojo

Please specify the tangible steps you are undertaking and align with this principle and their measurable outcomes

Evidence of Completion provided? Y/N

Specify whether you have provided evidence of completion

Details of Evidence

See below for examples of evidence for each indicator.

Evidence - Indicators (Principle 2)

- 2.1 We have researched and taken the necessary steps to ensure we meet best practice child protection standards in accordance with our region.
 - Detail your understanding of required child protection legislation in your region.
 - Provide details of system in your Dojo fitting these requirements (eg. All mentors are background checked or All parents of attendees under 18 are required to attend.)
- 2.2 We have a child protection policy in place which all of our volunteers are aware of and are trained in its necessary procedures or if this isn't a requirement in your region all mentors have reviewed the CoderDojo Child Protection 101 document.
 - Detail your policy for making existing and new volunteers aware of Child Protection Procedures in your area or for training in this area.
- 2.3 We have reviewed our Dojos space and are happy that necessary assessments, such as fire and safety standards, have been met.
 - Detail if there is regular contact with the Dojo venue manager/owner in order to ensure all your fire and safety protocol is kept up to date.
 - Detail how you store and set up equipment in order to minimise risk of accidents both during your Dojo and when you are not there. i.e leads etc
- 2.4 Our long term committed volunteers have been background checked or all parents/guardians remain at our Dojo for the duration of the Dojo session.
 - Detail your Dojo policy on background checking (how long do you suggest after a volunteer starts should they be background checked).
- 2.5 We have appropriate public liability insurance or our venue sponsor/host covers our insurance.
 - Is your public liability insurance covered by your venue or otherwise?
- 2.6 All of our attendees and their parents have reviewed and agree to our Dojos Attendee Agreement.

Section 4 Principle 3_

Principle 3 - Embodying the Ethos

3.0 Embodying the ethos						
All Dojos are inherently different but all abide by a common set of CoderDojo values and principles which our Dojo embodies.						
Indicator	Completed Yes/No	If this is not relevant please explain	If not completed, what is your next step	Measurable Outcomes for your Dojo	Evidence of Completion Provided? (Y/N)	Details of Evidence
3.1 We do not charge attendees to attend or participate in our Dojo.						
3.2 Attendees are encouraged to work with one another through peer mentoring and self led learning.						
3.3 Our Dojo does not resemble a classroom environment, it is a space facilitated by mentors who encourage young people to explore and create technology.						
3.4 Diversity among our attendees is respected, we don't discriminate against race, gender, sexual orientation or religion.						
3.5 We actively encourage our long term young members to have an active role in the operations running and direction of our Dojo.						

All Dojos are inherently different but all abide by a common set of CoderDojo values and principles which our Dojo embodies.

Indicator

This details the indicators that support your Dojo aligning with Recommended Practice

Completed Y/N

Specify if you have completed the indicator or not.

If this is not relevant please explain

Detail explanation or no please given reason not completed.

If not completed, what is your next step?

Detail your plan of action and next step. Include Estimated due date of completion (dd/mm/yy)

Measurable Outcomes for your Dojo

Please specify the tangible steps you are undertaking and align with this principle and their measurable outcomes

Evidence of Completion provided? Y/N

Specify whether you have provided evidence of completion

Details of Evidence

See below for examples of evidence for each indicator.

Evidence - Indicators (Principle 3)

- 3.1. We do not charge attendees to attend or participate in our Dojo.
 - Please confirm
- 3.2. Attendees are encouraged to work with one another through peer mentoring and self led learning.
 - Detail how you encourage peer learning in your Dojo
- 3.3. Our Dojo does not resemble a classroom environment, it is a space facilitated by mentors who encourage young people to explore and create technology.
 - Detail your awareness of how your Dojo does not represent a classroom environment eg. project based, self led, curriculum based
- 3.4. Diversity among our attendees is respected, we don't discriminate against race, gender, sexual orientation or religion.
 - How does your Dojo respect and promote diversity?
- 3.5. We actively encourage our long term young members to have an active role in the operations, running and direction of our Dojo.
 - Describe the role of any young members who currently actively participate in the running of your Dojo.
 - Detail how you encourage young members of your Dojo to get involved in the running of your Dojo i.e suggesting content, peer mentoring

Section 5 Principle 4

Principle 4 - Online Safety

4.0 Online Safety						
We have researched data protection in our jurisdiction and will ensure we use members details for the purposes collected.						
Indicator	Completed Yes/No	If this is not relevant please explain	If not completed, what is your next step	Outcomes for your Dojo	Evidence of Completion Provided? (Y/N)	Details of Evidence
4.1 Our mentors have familiarised themselves with the CoderDojo Mentor Online Safety document.						
4.2 Our Dojo attendees are aware of the importance of web safety and have read the CoderDojo Ninja Online Safety document.						
4.3 Our Dojo only allows age appropriate content.						
4.4 Our Dojo abides by data protection regulations in our jurisdiction.						

We understand that communication with the Foundation is important to shape the movement.

Indicator

This details the indicators that support your Dojo aligning with Recommended Practice

Completed Y/N

Specify if you have completed the indicator or not.

If this is not relevant please explain

Detail explanation or no please given reason not completed.

If not completed, what is your next step?

Detail your plan of action and next step. Include Estimated due date of completion (dd/mm/yy)

Measurable Outcomes for your Dojo

Please specify the tangible steps you are undertaking and align with this principle and their measurable outcomes

Evidence of Completion provided? Y/N

Specify whether you have provided evidence of completion

Details of Evidence

See below for examples of evidence for each indicator.

Evidence - Indicators (Principle 4)

- 4.1. Our mentors have familiarised themselves with the CoderDojo Mentor Online Safety document.
 - Describe the level of awareness that your Dojo provides for mentors in Online Safety.
- 4.2. Our Dojo attendees are aware of the importance of web safety and have read the Ninja Online Safety document.
 - Detail how you make your attendees aware of being safe online
- 4.3. Our Dojo only allows age appropriate content.
 - Provide detail on how you filter age appropriate content.
- 4.4. Our Dojo abides by data protection regulations in our jurisdiction.
 - Detail your regional data protection regulations and measures you take to stay in line with this regulation.

Section 6 Principle 5_

Principle 5 - Review and Communication

5.0 Review and Communication						
We understand that communication with the Foundation is important to help shape the movement.						
Indicator	Completed Yes/No	If this is not relevant please explain	If not completed, what is your next step	Measurable Outcomes for your Dojo	Evidence of Completion? (Y/N)	Details of Evidence
5.1 We agree to assist in providing information to the Foundation which may be required for partnerships and measuring impact.						
5.2 We commit to taking all genuine feedback from members of our Dojo, including complaints, about our Dojo seriously.						
5.3 We encourage our volunteers and members to contribute to the greater CoderDojo movement through adding to the Kata Knowledge Base and the GitHub page.						
5.4 We encourage our volunteers and members to engage with the greater CoderDojo community through the community groups, social media, forums and Community Calls.						

We understand that communication with the Foundation is important to help shape the movement.

Indicator

This details the indicators that support your Dojo aligning with Recommended Practice

Completed Y/N

Specify if you have completed the indicator or not.

If this is not relevant please explain

Detail explanation or no please given reason not completed.

If not completed, what is your next step?

Detail your plan of action and next step. Include Estimated due date of completion (dd/mm/yy)

Measurable Outcomes for your Dojo

Please specify the tangible steps you are undertaking and align with this principle and their measurable outcomes

Evidence of Completion provided? Y/N

Specify whether you have provided evidence of completion

Details of Evidence

See below for examples of evidence for each indicator.

Evidence - Indicators (Principle 5)

- 5.1. We agree to assist in providing information to the Foundation which may be required for partnerships and measuring impact.
→ Provide a short paragraph on how you do this.
- 5.2. We commit to taking all genuine feedback from members of our Dojo, including complaints, about our Dojo seriously.
→ Detail your policy for handling complaints
- 5.3. We encourage our volunteers and members to contribute to the greater CoderDojo movement through adding to the [Kata Knowledge Base](#) and the [GitHub page](#).
→ Provide a short paragraph on how you do this.
- 5.4. We encourage our volunteers and members to engage with the greater CoderDojo community through the community groups, social media, forums and [Community Calls](#).
→ Provide a short paragraph on how you do this.