

# CHECKLIST FOR BRONZE: RIGHTS COMMITTED



This checklist provides you with a quick overview of the actions you need to take to achieve the first stage of the Unicef UK's Rights Respecting Schools Award, Bronze: Rights Committed, and what documents you need to submit to your Professional Adviser. Find out who your Professional Adviser is [here](#).

Bronze is a planning stage. To be accredited at Bronze, you plan the actions that your school will take to Silver: Rights Aware, the second stage of the RRSA. For more detailed guidance, forms and documents, please visit our [website](#).

	ACTIONS	DONE?
1	<b>Inform the whole school community that the school is working on the RRSA</b> Including pupils, staff, parents and governors.	
2	<b>Become familiar with the United Nations Convention on the Rights of the Child</b>	
3	<b>Get your pupil-led Steering Group in place</b> Include Steering Group actions in your Action Plan for Silver.	
4a	<b>Measure your starting point</b> Carry out the staff and governor and appropriately aged pupil questionnaires. You can find these on our <a href="#">website</a> . If you would like to complete these online with SurveyMonkey, please let your Professional Adviser and <a href="mailto:rrsa@unicef.org.uk">rrsa@unicef.org.uk</a> know so they can set you up.	
4b	<b>Complete the School Questionnaire Summary spreadsheet with your questionnaire results</b> Find this on our <a href="#">website</a> . If you have used SurveyMonkey, you need to request the results from our central team at <a href="mailto:rrsa@unicef.org.uk">rrsa@unicef.org.uk</a> .	
5	<b>Review your school practice against the Silver Outcome Descriptors for each of the three RRSA Strands</b> "RAG rate" each descriptor and record in the RAG column of the Action Plan for Silver. Find some guidance and the Action Plan for Silver form on our <a href="#">website</a> .	
6	<b>Complete the Action Plan for Silver</b> Use the "RAG rating" to prioritise your areas for development. Identify actions to strengthen each Strand, and record these on your Action Plan for Silver document.	
7	<b>Complete the School Context Data form</b> This is not required as part of the accreditation process for Bronze. However, please complete the form with information from the last full academic year if you haven't already. Find this on our <a href="#">website</a> .	
8	<b>Contact your Professional Adviser</b> When you have completed the above steps, email your Professional Adviser. Within the email: <ul style="list-style-type: none"> <li>• Explain how you have informed the whole school community that the school is working on the RRSA</li> <li>• Confirm that you have an active Steering Group helping to lead your RRSA work</li> </ul> Attach the following documents to your email: <ul style="list-style-type: none"> <li>• Action Plan for Silver</li> <li>• School Questionnaire Summary spreadsheet</li> <li>• School Context Data form</li> </ul>	