

# CHECKLIST FOR SILVER: RIGHTS AWARE



This checklist provides you with a quick overview of the actions you need to take to prepare to be accredited at the second stage of the Rights Respecting Schools Award, Silver: Rights Aware.

For more detailed guidance, forms and documents, please visit our [website](#).

	ACTIONS	DONE?
1	<p><b>Celebrate achieving Bronze: Rights Committed</b> Inform the whole school community. You can display your Bronze logo and certificate, hold an assembly, and send out a letter to parents and carers to let them know.</p>	
2	<p><b>Begin your RRSA journey to Silver: Rights Aware</b> Organise regular Steering Group meetings to prioritise and carry out your actions using the Action Plan for Silver you completed for the Bronze accreditation. This is a working document, so keep adding actions to the second column and review your current position to identify impact.</p>	
3	<p><b>Consult with your pupil-led RRSA Steering Group</b> Discuss your progress using the Silver Outcome Descriptors. Have you met the criteria under each of the three Strands? In what way? Have you got evidence?</p>	
4	<p><b>Ensure the Award is an ongoing item of staff meeting agendas</b> Staff should feel confident to know what it means to teach and learn <b>ABOUT</b> rights, <b>THROUGH</b> rights and <b>FOR</b> rights. Find out more in the Teaching and Learning Toolbox in the resources section on our website.</p>	
5	<p><b>Identify evidence to meet the Silver Outcome Descriptors</b> Evidence might include planning, policies, pupils' work and assemblies so that you have an overview of the learning that is taking place and its impact.</p>	
6	<p><b>Measure your progress</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.</p>	
7	<p><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>.</p>	
8	<p><b>Complete the School Evaluation: Silver form</b> You may include feedback from questionnaires, reports from your school inspection body, comments from parents, etc. Find the form on our <a href="#">website</a>.</p>	
9	<p><b>Consult with staff and pupils and contact your Professional Adviser to organise a date for your Silver: Rights Aware accreditation</b> Submit the following documents to your Professional Adviser:</p> <ul style="list-style-type: none"> <li>• School Questionnaire Summary spreadsheet</li> </ul>	

	<ul style="list-style-type: none"> <li>• School Evaluation: Silver</li> </ul> <p>Please give your Professional Adviser plenty of notice – certain times of the year can be very busy, especially the summer term. Find out who your Professional Adviser is <a href="#">here</a>.</p>	
<b>10</b>	<p><b>Raise an invoice</b></p> <p>Your Professional Adviser will request to raise an invoice. Please pass to your school office to add a Purchase Order number, and return to <a href="mailto:rrsa@unicef.org.uk">rrsa@unicef.org.uk</a>.</p>	
<b>11</b>	<p><b>Prepare a programme for the Silver accreditation</b></p> <p>Send this to your Professional Adviser at least a week ahead of the day. Find a suggested programme on our <a href="#">website</a>.</p>	