



SCHOOLS OF SANCTUARY APPRAISAL PROCESS

1. Ensure that the Charter and Pledge Form has been signed by a good representation of the school community (ideally including pupils, staff, management and parents).
2. Plan to include representatives of the whole school community in the creation of an action plan and portfolio of evidence.
3. Keep a record of all activities made and planned under the three headings:
 - **LEARN**
 - **TAKE ACTION**
 - **SHARE**
4. Stay in touch with the local City of Sanctuary group, local coordinator or the national committee; let them know how you are getting on, what help you may need, and what stage you have reached.
5. Check your plans and actions against the criteria in the Charter:

Minimum Criteria to become a School of Sanctuary

- The leadership and governance of the school is fully supportive of the process
 - Learning activities about refugee/asylum/migration learning issues are included into school life at all levels.
 - The School must demonstrate how it has embedded the concept of welcome and inclusion in the school. This should show how the school will continue to develop and sustain a culture of
 - welcome beyond the award and ideally, this should be linked to the School's Improvement/Development Plan.
 - Celebration or community events which highlight the contribution of sanctuary seekers and migrants to Ireland.
 - Commitment to supporting age-appropriate active pupil voice on sanctuary and welcome/welcoming activities in the school.
 - The school publicly highlights its activities in support of welcome and inclusion in its communications including on its website and social media streams.
 - Commitment to sharing resources, ideas and achievements via the school's website or the Schools of Sanctuary website, and with other schools.
6. When you are ready, contact your local group or the national committee to arrange for an appraisal team to visit your school and review your application and portfolio. Ideally every application will include the submission of a portfolio and a face to face meeting between the appraisal team and a team from the school, or by zoom If COVID restrictions make this difficult.
 7. Once you have been recognised, work with your group to organise an award ceremony!