

# GUIDANCE FOR SILVER VIRTUAL ACCREDITATION VISITS

Please contact [rrsa@unicef.org.uk](mailto:rrsa@unicef.org.uk) if you have any queries.

BEFORE THE VISIT	
1	<p>Complete the School Evaluation: Silver form to check you are ready for your accreditation visit. Identify:</p> <ul style="list-style-type: none"> <li>▪ How has the outcome been achieved?</li> <li>▪ What difference has been made?</li> <li>▪ What evidence do you have?</li> </ul> <p>You may include feedback from questionnaires, reports from your school inspection body, comments from parents, etc.</p> <p>Find the <a href="#">form</a> on our website within the Forms and Guides section, under the Resources tab.</p> <p>As the accreditation will be virtual, the School Evaluation form needs to contain enough detail for the assessor to see what you have achieved.</p>
2	<p>Request a date. Contact your <a href="#">Professional Adviser</a> with two or three potential dates. Your request will then be shared with an assessor who will contact you to confirm the date and to request a purchase order number for the cost of the assessment. See page 3 for costs.</p>
3	<p>Bring together some sample evidence of your RRSA journey that can be shared with us digitally. Think about what you would want us to see or hear about if we were visiting you. These can be included in a simple PowerPoint. We have a template for you <a href="#">here</a>.</p> <p>This might include <b>some</b> of the following:</p> <ul style="list-style-type: none"> <li>▪ planning documents linked to articles</li> <li>▪ examples of policies</li> <li>▪ reference to rights in the school improvement plan</li> <li>▪ a selection of pupils' work across different year groups</li> <li>▪ assemblies or an assembly planner</li> <li>▪ photographs of displays – choose your three favourite ones</li> <li>▪ photographs of some class charters</li> </ul>

	<ul style="list-style-type: none"> <li>▪ minutes from steering group or school council meetings</li> <li>▪ campaigning or fundraising you have been involved in</li> <li>▪ a selection of emails / letters from parents or governors exemplifying the impact of RRSA</li> <li>▪ links to relevant website pages, Twitter feeds etc.</li> </ul> <p>Please organise by Strands if possible. Make sure the presentation isn't too large otherwise it will be difficult to send.</p> <p><b>We will delete all materials sent after the accreditation report is completed.</b></p>
4	<p>A week before the assessment date please send or upload to the Box link sent by your assessor:</p> <ul style="list-style-type: none"> <li>▪ School Evaluation: Silver</li> <li>▪ School Questionnaire Summary (if they have already been completed – This is not compulsory)</li> <li>▪ Evidence - examples on PowerPoint</li> <li>▪ <a href="#">Silver Virtual Accreditation - Suggested Programme pdf</a></li> </ul>
5	<p>The day before:</p> <p>Optional: Arrange to check the video platform, Microsoft Teams, to make sure that everything works.</p>
<h2 style="color: #0070C0; margin: 0;">DURING THE VISIT</h2>	
6	<p>Make sure you have identified a school member of staff to attend all sessions, ideally this will be your RRSA coordinator.</p>
7	<p>Be flexible. If at any point anyone needs a break the meeting can be adjourned, and we appreciate that network connections are not always reliable.</p> <p>The assessor should have a short break (10-15) minutes before feeding back to the headteacher and coordinator – this allows them to clarify the highlights of the 'visit' they particularly want to share and to properly prepare the recommendations they wish to give you.</p>
8	<p>The visit will probably last between one and a half and two and a half hours.</p> <p>During the accreditation, the assessor(s) will have conversations with:</p>

	<ul style="list-style-type: none"> <li>▪ The headteacher and RRSA coordinator and senior leaders to discuss their role in achieving the three RRSA Strands</li> <li>▪ Staff, governors and parents (optional at Silver)</li> <li>▪ Groups of students</li> </ul>
9	The assessor will tell you on the day of the accreditation visit if you have been successful in meeting the Silver: Rights Aware criteria.
<b>AFTER THE VISIT</b>	
10	Assuming you are successful, you will receive a report from your assessor, the Silver: Rights Respecting logo will be emailed to you, and you will receive a banner and certificate in the post once schools reopen. You can display these on your school website and documentation.

## RRSA COSTS

### ACHIEVING SILVER RIGHTS AWARE

Continuing central support, telephone and email support, a virtual accreditation visit, an accreditation report, guidance for steps towards achieving Gold: Rights Respecting.

Size of school (pupils)	Silver cost
< 50	£75 + VAT
50 – 99	£225 + VAT
100 – 249	£350 + VAT
250 – 499	£500 + VAT
500 – 999	£630 + VAT
> 1000	£900 + VAT