

Bristol City of Sanctuary Schools of Sanctuary Process

- 1) **Contact bristol@cityofsanctuary.org** to express your interest in becoming a School of Sanctuary. We will then send through a resource pack and [Guidelines and Criteria](#).
- 2) A member of our Schools of Sanctuary group will arrange a meeting/telephone call to **discuss the process**
- 3) **Sign up to an organisational pledge**, committing the school to acknowledge and support the CoS charter & organisational values. The award is a whole-school initiative, so securing leadership support at this stage is helpful.
- 4) We will send you an **audit template**, which you can then use to demonstrate what has been done to date and what areas need more work
- 5) Create a **plan** to develop the areas in which room for improvement has been identified by the audit. Please make sure that you compile an **evidence file** (a formal portfolio, visual diary, PowerPoint etc) to demonstrate what you are doing. The award assessors will use the criteria as an assessment framework, so you should create a format that best showcases your work across the processes of Learn, Embed & Share.
- 6) **Share** your progress with the school community, using traditional and social media outlets.
- 7) Submit your **application** to our Schools of Sanctuary group, making sure to tick the box to say that you support the [City of Sanctuary Charter](#). We will then contact you to carry out an assessment visit and/or a phone interview to review the application.
- 8) Once awarded, it is time to share your achievements! Please **publicise** on the school website and on social media pages.

We would encourage you to link up with local groups and schools. You should also link in with Refugee Week, using it as an opportunity to further explore the themes of sanctuary. Use the award as a launch pad for further development of sanctuary work across the school. Remember, the award is not a standalone piece of work but should be treated as an ongoing effort within the school to ensure it remains a School of Sanctuary. Plan for re-appraisal in three years.

Thank you for your efforts to build a City of Welcome, Safety and Hope for all.