

STEP 1

Sign up

Register at caid.org.uk/globalneighbours. You will be sent a link to the Global Neighbours Registered Schools page. Please bookmark this page as it contains everything you need to apply for accreditation and is not publicly accessible.

STEP 2

Get the tools

Everything you need to apply for accreditation is on the Global Neighbours Registered Schools page. (You will have been sent a link to this page when you registered.)

STEP 3

Get started

Complete the self-review tool together as a staff body. Use this handbook for ideas on what you could do in each category, bearing in mind that these are not prescriptive or exhaustive. (See particularly the Guidance on meeting award criteria, the Pen Portraits and the Global Citizenship Calendar.) Collate ideas from the self-review and create an action plan, covering all five areas of the Global Neighbours framework, to work towards the appropriate level of accreditation for your school.

STEP 4

Work towards accreditation

This stage will take your school a minimum of three terms to embed before you apply for accreditation. Work together to embed your action plan across the life of the school. Remember to re-visit your self-review and action plan regularly to keep track of your progress and measure the impact as you embed global citizenship in all areas of school life.

STEP 5a

Apply for a Bronze award

On the website, you will find an evidence form and can submit evidence about what you've done. An assessor will make a decision based on the evidence you provide (there is no assessor visit for a Bronze award).

STEP 5b

Apply for a Silver or Gold award

On the website, you will find an evidence form and can submit a brief overview of what you've done. You can provide more information for the assessor when they visit your school.

STEP 6

Assessor visit

An assessor will contact you to arrange a school visit. They will be looking for information and evidence about how your school has engaged with all five areas of the Global Neighbours framework. The assessor will either award your school or advise you on how to achieve an award next time.

STEP 7

Decision time

You will be sent the assessor's decision and report. Hopefully, your school can celebrate its hard work with an award. If the assessor felt more work is needed, that will be outlined in the report.



Celebrate

You will receive tools to help you celebrate your success. These include a press release to help inform the local media. Christian Aid will also send you a letterhead logo, plus a special certificate. The award lasts for up to three academic years. At the end of the award period, you will be able to re-apply.



Try again

If you were not successful in attaining an award this time, you can use the feedback to help you re-apply.

Visit: caid.org.uk/globalneighbours