**Libraries of Sanctuary Award – Assessment Table**

The following table references the criteria and examples in the Libraries of Sanctuary Resource Pack

Comment on all areas where possible but this is not a tick box exercise; it should be organic and ongoing.

Feel free to add relevant activity not specified in the listed criteria that supports the aims of Learn, Embed, Share.

The page numbers refer to some illustrative examples in the Resource pack.

**Learn**

Learn: learning what it means to be seeking sanctuary; in general, and particularly in the context of mental wellbeing and information/support needs.

The key criteria for assessment will address the following questions: Were all staff, including support staff, made aware of the experiences, barriers and entitlements of different migrant groups in the UK? Were staff involved in work towards better practice for these groups? Has staff awareness of the issues increased?

*For examples see pp 5-6 in the Resource pack*

|  |  |  |
| --- | --- | --- |
| Learn  | Criteria  | Your evidence  |
| 1. Training and development for managers, staff and volunteers
 | 1. Raise awareness of the experiences of people seeking sanctuary (and other new arrivals). Ensure that staff are aware of the likely sensitivities and fears of people seeking sanctuary, especially those who have experienced persecution, torture or violence
 |  |
| **Panel comments** |  |
|  | 1. Provide staff with
	1. up-to-date knowledge about local communities, especially about people seeking sanctuary, including countries of origin, language skills, religious affiliations, and other cultural characteristics;
	2. Where new arrivals have settled and where they have come from, and giving details of local organisations that library staff themselves could contact for further information
 |  |
|  | 1. Ensure staff are mindful of possible threats to the safety of users and staff, especially from those who are hostile to people seeking sanctuary and other migrants
 |  |
| **Panel comments** |  |
|  | 1. Give staff encouragement and time to explore key background resources and other reading materials
 |  |
| **Panel comments** |  |
|  | 1. Invite organisations that support people seeking sanctuary to share their learning and provide awareness-raising sessions in the library, and, where possible, arranging for library staff to visit support projects
 |  |
| **Panel comments** |  |
|  | 1. Other related action not embraced by these criteria
 |  |
| **Panel comments** |  |

**Embed**

Embed: taking positive action to embed concepts of welcome, safety and inclusion within the library, including, but not limited to, other library users and library staff and volunteers.

The key criteria address evidence of embedding in the organisation’s policies and procedures and evidence of positive action your service has taken to embed, monitor and evaluate good practice.

*For examples see pp 7-14 in the Resource pack*

|  |  |  |
| --- | --- | --- |
| Embed  | Criteria  | Your evidence |
| 1. Policy, strategy, management and service development
 | 1. Actively create a welcoming and safe environment for all new arrivals, including people seeking sanctuary. Initiatives could include; make sustained efforts to bring refugee and migrant communities into your library; display a City of Sanctuary welcome sticker in a window at the entrance of the library and/or a welcome sign in multiple languages; create a dual-language library guide; ensuring that resources relevant to individual needs, cultures, age and experience are available; organising tours of the library and help with joining, and targeted activities
 |  |
| **Panel comments** |  |
|  | 1. Ensure that services are both available to everyone and targeted towards new arrivals; cultural activities include new arrivals, book stock includes works by people seeking sanctuary
 |  |
| **Panel comments** |  |
|  | 1. Signpost new arrivals to local services; help them understand ‘how things work’ in the UK
 |  |
| **Panel comments** |  |
|  | 1. Embed work on becoming a Library of Sanctuary into the mainstream e.g. through a working party, nominated lead, further staff training, information, and awareness-raising
 |  |
| **Panel comments** |  |
|  | 1. Monitor and evaluate what people seeking sanctuary think about your library service (eg the promotion, accessibility and welcoming nature of the service); involve them in this process of review and evaluation
 |  |
| **Panel comments** |  |
|  | 1. Engage local readers in books and other library materials about sanctuary – have a permanent section for stories of sanctuary, which broadens understanding and advocates for new arrivals, and promotes messages of cohesion and inclusion.
 |  |
| **Panel comments** |  |
|  | 1. Promote community cohesion, for example; provide opportunities for interaction, e.g. via ESOL groups; support people seeking sanctuary’s engagement with citizenship activities; create opportunities for volunteering and for library staff to signpost other resources/facilities.
 |  |
| **Panel comments** |  |
|  | 1. Other related action not embraced by these criteria
 |  |

**Share**

Share: sharing your vision, achievements, what you have learned, and good practice with other library services, the local community and beyond

The criteria seek evidence of wider public and community involvement as well as information about other libraries taking an interest in becoming Libraries of Sanctuary. Would any of the activities engage the local community and/or library users in wider sanctuary issues and/or understanding of these issues? Who else has engaged with the activities or been inspired to develop their awareness or undertake celebration work?

*For examples see pp 15-16*

|  |  |  |
| --- | --- | --- |
| Share  | Criteria  | Your evidence |
| Outreach, partnership, community engagement and development | 1. Raise awareness and educate others in the libraries network about your work with new arrivals
 |  |
| **Panel comments** |  |
|  | 1. Use partnership-working at strategic and local levels by forming links with other statutory and non-statutory services to maximise awareness-raising, optimise cross-service training opportunities, share your vision and inspire others
 |  |
| **Panel comments** |  |
|  | 1. Promote exhibitions/displays/ presentations/public meetings about the issues affecting people seeking sanctuary and which explore or tell the story of their experiences whenever the opportunity arises
 |  |
| **Panel comments** |  |
|  | 1. Other related action not embraced by these criteria
 |  |
| **Panel comments** |  |

**Summary of Panel conclusions**

|  |  |  |
| --- | --- | --- |
| Learn  |  |  |
| Embed  |  |  |
| Share  |  |  |
| Overall conclusion |  |  |