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Legal Literacy Change Project:

Evaluating organisational legal literacy

Dartington Trust

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Evaluating organisational legal literacy

This resource accompanies the **Standards for organisational legal literacy tool**, which should be read first. This template may then be used to record and evaluate an organisation's level of legal literacy, as measured against a set of standards, and to record action steps to create any changes required. This tool supports organisations to plan and allocate lead responsibility for actions necessary to further promote legal literacy.

First, record your evaluation of the level of legal literacy achieved by your organisation, then record the action steps required to further develop legal literacy in areas where such development is needed.
This template will support you to:

- Record the evidence you have for your degree of confidence in the legal literacy of your organisation.
- Use a 'Red/Amber/Green' (RAG) rating system to capture the key outcomes of your evaluation and to focus attention on priority areas.
- Determine what action steps are necessary to secure improvements in any areas in which these are necessary.
- Allocate lead responsibility and timescales for completion of the actions identified.
- Identify how you will know when the sought improvements have been achieved.
- Use a further RAG rating to evaluate the scale of improvement and identify where further action may be needed.

Legal literacy standard	Evidence for my evaluation of the extent to which my organisation meets this standard:	Initial RAG rating:	Action steps to create any change required (including any organisational changes needed to facilitate the actions):	Lead responsibility:	Timescale:	How will the organisation know things have improved?	Final RAG rating:
1. Law visibly informs decision-making.		Red					Red
2. The standards for lawful decision-making from administrative law inform supervision and practice.		Red					Red
3. Practitioners and supervisors have access to legal advice.		Red					Red
4. Managers and supervisors receive training on the legal rules.		Red					Red

Legal literacy standard	Evidence for my evaluation of the extent to which my organisation meets this standard:	Initial RAG rating:	Action steps to create any change required (including any organisational changes needed to facilitate the actions):	Lead responsibility:	Timescale:	How will the organisation know things have improved?	Final RAG rating:
5. All workers are supported to gain, maintain and be confident in the legal literacy their role requires of them.		Red					Red
6. There is supervisory or management oversight of the legal literacy used to make significant decisions.		Red					Red
7. Supervisors are able to maintain up-to-date legal knowledge and support practitioners with lawful decisions.		Red					Red

Legal literacy standard	Evidence for my evaluation of the extent to which my organisation meets this standard:	Initial RAG rating:	Action steps to create any change required (including any organisational changes needed to facilitate the actions):	Lead responsibility:	Timescale:	How will the organisation know things have improved?	Final RAG rating:
8. Practitioners are encouraged and able to draw attention to the legality of organisation procedures and decision-making.		Red					Red
9. The organisation values exchange and development of knowledge and expertise through advice sessions, case study groups, seminars and/or learning sets where implementation of the legal rules features strongly.		Red					Red
10. There is shared understanding across agencies about legal rules applicable in safeguarding and wellbeing.		Red					Red

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