

## Kids in Museums Manifesto Self-Assessment Tool Instructions

### Introduction

The Kids in Museums Manifesto Self-Assessment Tool enables museums, heritage sites and cultural organisations to do a light touch self-audit of how well they meet the [Kids in Museums Manifesto](#). Our Manifesto is a set of guidelines based on feedback from children, young people and families about their experiences of visiting museums.

Embedding the Manifesto can help museums make improvements to their offer for children, young people and families. This self-assessment tool is particularly designed for those with limited budgets.

### How to use the Self-Assessment Tool

#### 1. Complete Part 1: Self-Assessment Table.

This will enable you to evaluate your museum's current family friendly provision. You may wish to ask other staff, such as front of house staff or volunteers, to give feedback on specific aspects of your provision. Be honest with your score for each section. Use 0 if you don't currently offer this aspect in your museum, 3 to represent an average score and 5 to indicate that you are fully meeting the criteria, or N/A if this section is not relevant to your organisation. You may wish to add up your score to gauge your performance in each section, but there is no pass mark.

#### 2. Complete Part 2: Table A – Strengths.

Once you have completed your self-assessment table, look at the areas where you scored 4 or 5 and fill in Part 2: Table A – Strengths. These are the areas in which you successfully meet our Manifesto. Make sure you share your successes with colleagues from across your organisation. For example, you could do this in your staff, volunteer and Trustees meetings, in newsletters or on bulletin boards. You could also contribute to the Kids in Museums #ManifestoMonday social media feature.

#### 3. Complete Part 2: Table B – Weakness and Opportunities.

Once you have completed Table A, look at the areas where you scored 3 or below and fill in Part 2: Table B – Weaknesses and Opportunities. These are the areas you can think about addressing as an organisation to improve your provision for families. You can use this tool to think about quick short-term wins, medium and longer-term work, and to help you to prioritise your changes. It doesn't matter how many areas your organisation picks to improve upon, for example you may decide to pick a top five, or more.

Work with colleagues and/ or volunteers from across your organisation to ensure work is embedded. For example, some museums have created a cross-departmental team with 'family champions' to work on their offer. Do you need to offer training to staff or incorporate being family friendly into your organisational policies, strategies or procedures?

You may find it useful to look at the links in our [No and low cost ways to meet the Kids in Museums Manifesto](#) online resource for useful, budget-friendly ideas to improve your offer. You can

also explore our other [online resources](#). These include guides to taking part in our programmes and practical advice on how to make your museum more accessible.

Finally, Appendix I: Funding sources makes a range of suggestions for how to potentially fund the improvements to your provision.