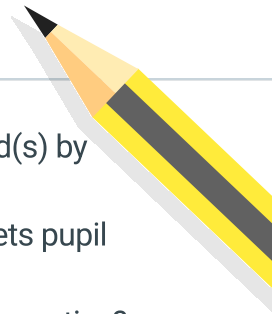


A School's Guide to Implementation Master checklist

Recommendation 3 in the guidance report, 'Adopt a structured but flexible implementation process', contains checklists at the end of each phase to help leaders reflect on implementation in their setting. **All four checklists are outlined below.**



Explore

- ☐ Are we confident that we have identified the right pupil need(s) by drawing on a range of data and perspectives?
- ☐ Have we selected an evidence-informed approach that meets pupil needs and is suitable for our setting?
- ☐ What is needed to implement this particular programme or practice?
- ☐ Are we aware of potential barriers and enablers to change in our setting?
- ☐ Is the approach feasible to implement?

Prepare

- ☐ Have we conducted implementation planning collaboratively so that it unites understanding?
- ☐ Is there a shared understanding of why the change is taking place, what it entails, and how it will be implemented?
- ☐ Have we selected a tailored package of strategies to implement the approach and address implementation barriers?
- ☐ Have we identified and empowered a range of people across the school who can support the changes?
- ☐ Are systems and structures in place to enable effective implementation?

Deliver

- ☐ Is delivery of the approach treated as a process of ongoing learning and improvement?
- ☐ Are systems in place to monitor implementation, identify barriers and enablers, and make improvements?
- ☐ Do staff feel supported by the actions of leadership?
- ☐ Is initial professional development being reinforced by follow-on support such as feedback, prompts, and reminders?

Sustain

- ☐ As new priorities emerge, is sufficient support in place to protect and maintain the implementation effort?
- ☐ Do leaders continue to acknowledge and support good implementation practices?
- ☐ Are a range of staff involved so that we aren't over-relying on individuals?
- ☐ Before deciding whether to continue, scale-up, or stop an approach, have we reviewed the previous implementation effort and outcomes achieved so far?