

## Step 3

# Tool 1: Young Carers Senior Leadership Team Lead duties checklist

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### Purpose

Schools should assign a Young Carers Senior Leadership Team Lead who has ownership for strategically managing the school's provision for young carers and their families.

To help you identify which member of the senior leadership team (SLT) is best placed to take up this role, the checklist below sets out the duties that need to be carried out at SLT level.

### Guidance

It is recognised that schools will be at different stages in the journey to implementing support for young carers. To enable the SLT Lead to identify what to do next, these duties are categorised into three categories:

- The basics.
- Building on the basics.
- Best practice.

To effectively identify and support young carers, all schools should review progress regularly with a view to increasing the number of actions being carried out and ultimately achieving best practice.

Please note that the duties below do not cover the day-to-day management of the school's provision for young carers. Schools may choose to delegate responsibility for day-to-day management outside of the SLT and these duties are therefore provided separately at **Step 4 Tool 1: How to identify which member of staff is best placed to become a Young Carers School Operational Lead.**

If day-to-day management is not delegated, the duties of the Operational Lead should be carried out by the Young Carers' Senior Leadership Team Lead.

## The basics

- Develop and maintain up-to-date knowledge about issues relating to young carers and their families, as well as relevant national and local developments, including changes in legislation and guidance (See **Step 1: Gaining an understanding about young carers**).
- Ensure the rest of the SLT and governing body understand issues relating to young carers and their families, and secure and maintain their commitment to developing a whole school model of identification and support for young carers.
- Ensure there is a member of school staff with operational responsibility for young carers and their families, reflect this aspect of their role when setting and reviewing their performance management objectives, and develop continuity plans for the staffing of this role (see **Step 4: Introducing a Young Carers School Operational Lead**).
- Support the Young Carers School Operational Lead to carry out a baseline review of the school's provision for young carers and their families and agree a resulting action plan to cover mechanisms to identify, assess, support and refer young carers and their families (see **Step 2: Reviewing your school's provision for young carers**).
- Sign-off appropriate recommendations resulting from the review for changes in whole school practice and any resulting resource requirements, reporting to governors as appropriate.
- Agree how and when the school's provision for identifying, assessing, supporting and referring young carers and their families should be reviewed

going forward either discretely or as part of the school's existing processes, for example, inclusion.

- Sign-off a whole school commitment to young carers and their families. Endorse the commitment on the school website, intranet, and pupil and staff noticeboards (see **Step 5, Tool 1: Recommended points to include in a whole school commitment**).
- Ensure that the Young Carers School Operational Lead has the resources they need to implement the processes to identify, assess, support and listen to young carers (see **Step 6: Setting up systems to identify, assess and support young carers**).
- Ensure the Young Carers School Operational Lead has appropriate space on staff and pupil noticeboards, the staff intranet and school website to display awareness raising material related to young carers.

## Beyond the Basics

- Ensure the Young Carers School Operational Lead, and any relevant staff identify continuous professional development (CPD) needs in relation to young carers and access local and national support to develop practice (see **Step 2: Reviewing your school's provision for young carers**).
- Facilitate the development of school policy that takes into account young carer issues by agreeing whether to implement a discrete policy relating to young carers or to review an existing policy, such as inclusion. Review/sign off drafts developed by the Young Carers School Operational Lead (See **Step 5: Acknowledging young carers in principal school documents**).

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- Make sure the needs of young carers have been considered when reviewing and agreeing amendments to existing school policies, such as anti-bullying, so that they acknowledge young carers where appropriate.
- Support the Young Carers School Operational Lead to establish and maintain a working group of school staff to support the needs of young carers including links with external agencies, such as the school nurse and a local young carers' service. Consider whether to incorporate objectives relating to young carers in the performance management arrangements of the internal staff involved (see **Step 6: Setting up systems to identify, assess and support young carers**).
- Enable timetabling of training sessions relating to young carers in all staff inductions and facilitate the timetabling of regular assemblies to raise awareness of young carer issues and/or ensure relevant parts of the curriculum, for example PSHE, include teaching that explores the roles and responsibilities of young carers.
- Ensure the Young Carers School Operational Lead has the resources and opportunities they need to provide families' with information about young carers and available support.

### Best practice

- Ensure the SLT and governing body receives regular reports on strengths, weaknesses and recommendations for developing the school's provision for young carers from the Young Carers School Operational Lead and that these reports are informed by effective use of attendance and attainment data, and proactive engagement with pupils and their families (see **Step 10: Sharing good practice with others**).
- Make sure that, where appropriate, young carers' needs are considered as part of the whole school development plan.
- Support, where appropriate, the Young Carers School Operational Lead to ensure pupil plans/provisions maps, and pupil progress meetings, are used to record and monitor the delivery of interventions, and identify young carers at risk of falling into the not in education, employment or training category.
- Facilitate links, when required, between the Young Carers School Operational Lead and external agencies, including school nurse and local young carers' service, to ensure processes for inter-agency working to support young carers and their families are established. Where appropriate, agree formal joint working together agreements and information sharing protocols (see **Step 6: Setting up systems to identify, assess and support young carers**).

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- Facilitate, when required, links between the Young Carers School Operational Lead and feeder schools, colleges, training providers and universities, to enable effective support for young carers through transitions.
- Ensure the Young Carers School Operational Lead understands the referral process to the local authority, ensures this is followed and/or undertakes whole family work to support adult/disabled siblings and prevent or reduce a caring role.
- Support, where appropriate, the Young Carers School Operational Lead to work with relevant members of staff to ensure the school and its communications are accessible to families of young carers.
- Facilitate links with feeder/linked schools to enable the sharing of good practice.

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