

Step 3

Tool 4: Checklist to support governing bodies evaluating the effectiveness of their school's provision for young carers



The following checklist aims to support governing bodies when reviewing the effectiveness of their school's provision for young carers and their families.

This review could be discussed as a discrete agenda item at a governing body meeting or as part of governor's existing processes relating to, for example, inclusion or vulnerable pupils.

It sets out the key actions that governors should complete to help ensure the school's provision for young carers is effective. As it is recognised that governing bodies will be at different stages in the journey to ensuring effective support for young carers, to enable governors to prioritise, it categorises these actions into two categories: the basics and best practice.

To effectively identify and support young carers, all governing bodies should review progress regularly with a view to ultimately achieving best practice for young carers.

To complete the review, governors should give each activity contained in the spreadsheet a RAG status (Red – not started; Amber – in progress; Green – completed).

Governors can also use the checklist to record what it intends to do to resolve any Amber/Red areas, as well as who will complete these resulting actions and a target completion date.

Key activity – The Basics	RAG Status	Proposed Action	Owner	Target completion date
<p>The governing body understand the broad issues affecting young carers, recognise that many pupils attending their school have caring responsibilities and are committed to ensuring the delivery of a whole-school approach to meeting the needs of this vulnerable pupil group. For example they have read Step 1: Gaining an understanding about young carers or material provided by the local young carers' service.</p>				
<p>The governing body understand their role and responsibilities in relation to ensuring effective provision for young carers as set out in Step 3 Tool 3: Role and responsibilities of a governing body: ensuring the effectiveness of their school's provision for young carers and their families.</p>				
<p>The governing body have received a report from the school's senior leadership team (SLT) identifying strengths and weaknesses in the school's current provision for young carers and actions that will further improve provision. This report sets out recommendations for any changes in whole school practice or use of resources that require approval at governing body level.</p>				
<p>Governors have reviewed the report and, where appropriate, agreed recommendations for changes in whole school practice or use of resources.</p>				
<p>Governors have agreed how and when it will next review the school's provision for young carers. N.B. These reviews should take place at least once during each school year.</p>				

RAG Status	Proposed Action	Owner	Target completion date
	<p>The governing body has appointed a named Young Carers' Lead Governor who is responsible for ensuring the school meets the needs of young carers effectively, in line with relevant national and local developments, including changes in legislation and guidance.</p>		
	<p>The Young Carers' Lead Governor develops and maintains up-to-date knowledge about young carer issues, the steps schools should take to meet young carers' needs, as well as relevant national and local developments including changes in legislation and guidance. This could include reading 'Supporting Young Carers in Schools: A Step-by-step Guide for Leaders, Teachers and Non-teaching Staff' and/or attending training on young carer issues that may be provided by the local young carers service. Such training should be extended to the wider governing body where possible.</p>		
	<p>The Young Carers' Lead Governor uses their specialist knowledge about how schools can meet young carers' needs to inform the governing body's reviews of the school's provision for this pupil group and to provide relevant feedback to the senior leadership team.</p>		
	<p>Governors have considered young carers as part of its reviews of the school's use of Pupil Premium funding.</p>		
	<p>Where appropriate, governors have considered young carers when reviewing the school's whole school development plans.</p>		