

Step 5

Tool 3: Checklist of other principal documents which should reference young carers

Purpose

This checklist sets out a number of key documents where schools should make specific reference to young carers. The names of documents will vary from school to school and should therefore be adapted to suit local circumstances.

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School Prospectus	In place?
Include the Step 5, Tool 1: Recommended points to include in a whole school commitment , including details about how to contact the Young Carers School Operational Lead.	

School Behaviour Policy	In place?
Acknowledge the impact of a caring role as a possible cause for behavioural issues and where concerns about behaviour are raised, consider whether these may be due to a potential caring role.	
Consider implementing a time out card system for pupils, including young carers, so if a pupil feels they need to leave an activity due to stress, they can show the time out card to teachers.	
Make provision for lunchtime detentions as well as after-school detentions to meet the needs of young carers.	

Attendance and lateness policy	In place?
Acknowledge the impact of a caring role as a possible cause for poor attendance and lateness and actions the school is taking to support pupils who are young carers.	

Anti-bullying policy	In place?
Acknowledge research findings that 25% of young carers say they are bullied at school because of their caring role. Specify the actions that the school is taking to develop and maintain a positive whole school ethos where young carers and their families are respected and valued (select relevant items from Step 5, Tool 2).	

Mobile phone policy	In place?
Be flexible, where appropriate, for example allowing young carers to use a telephone to call home during breaks and lunchtimes so as to reduce any worry they may have about a family member.	

Accessibility Plan	In place?
Show how the school understands the needs of families of young carers by ensuring the school is accessible and welcoming to parents with disabilities and/or illness, offering additional support to enable them to attend parent's evenings or other school events. Consider home visits where appropriate.	
Offer additional support to remove any communication barriers with parents so that parents are able to be fully engaged with the education of their child.	
Consider how best to support those parents who find it difficult to escort younger children to school.	

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