

## Step 6

# Tool 7: Checklist for effective partnership working between schools and young carers services

### Purpose

This checklist aims to support effective partnership working between schools and young carers' services. It sets out the key actions schools should carry out when establishing links, and developing a partnership with their local young carers' service.

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### First steps...

### Completed?

Ask the young carers' service what support it provides to young carers and their families and the eligibility criteria that the service works to.	
Find out what support the young carers service is able to provide to schools.	

### Agree what support will be delivered...

### Completed?

Agree on aims and objectives for the work to be undertaken in school.	
Ensure common understanding about what the eligibility criteria means for which pupils they would work with and when.	
Agree what support will be paid for by the school through funds such as Pupil Premium.	
Agree how and when partnership working will be reviewed.	

### Developing joint-ways of working

### Completed?

Agree procedures for sharing information regarding pupils' attainment, attendance and wellbeing and the impact of interventions being delivered by the school and/or the young carers' service.	
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### If appropriate...

Agree on the duration and times the young carers' service will be in school to deliver support to the school and/or young carers.	
Agree on rooms, equipment and resources the young carers' service can use: <ul style="list-style-type: none"> <li>● Offer access to the school staff room and a PC.</li> <li>● If the young carers' service is providing targeted interventions to pupils, offer rooms with privacy, where pupils and staff feel comfortable.</li> </ul>	
Agree methods of communication between the school and the young carers' service regarding school closures/staff sickness, schedule changes, such as fire drills.	
Set up a pigeon hole for the young carers' service.	
Agree how pupils will communicate with the young carers' service.	
Agree a protocol for if and when the young carers' service can contact the young carer or family independently of the school.	
Make the young carers' service the school's charity.	

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**Before you begin operating...**

**Completed?**

Verify the young carers' service DBS checks.	
Agree child protection procedures and how the young carers' service will work with these through the school.	
Agree procedures for dealing with the awareness of any unlawful or potentially unlawful activity.	

**Developing and delivering support for young carers**

**Completed?**

Share data, with the appropriate consent, about identified young carers.	
Put information about the young carers' service on a notice board.	

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