

# Step 7

## Tool 4: Staff training facilitator guide

### Purpose

The Young Carers School Operational Lead should ensure training is delivered as part of all staff inductions and regularly features in staff continuous professional development, for example as part of a staff INSET day, staff meeting or twilight session.

The purpose of this resource is to support the Young Carers School Operational Lead to deliver this training in their school. It provides guidance for them to use when preparing for and delivering the training and contains interactive activities to engage staff members.

Outside agencies, such as a local young carers service, may also be able to provide support with staff training or deliver the training themselves. Your school might want to consider inviting other professionals working in your school to join training sessions and even share training with other schools in the same school cluster or multi-academy trust.

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# Notes for the Young Carers School Operational Lead/member of staff delivering the training

## Preparation prior to the training

- Ensure you understand young carers' issues (see **Step 1: An introduction to young carers**) and how school staff can effectively identify and support young carers and their families (see **Step 7, Tool 1**). You will also need to be familiar with the systems/processes in place in your school for identifying, assessing, supporting and monitoring outcomes for young carers and their families.
- Make sure you are familiar with the training materials, and have made appropriate changes to **Step 7, Tool 5: PowerPoint for use in staff training**. There are a number of slides which require modification to suit your individual school structure or local circumstances.

## Timing

- This training session is planned to last approximately one hour, including time for staff to reflect on their learning by filling in training evaluation forms. The Young Carers School Operational Lead may wish to customise the materials, for example altering activities or selecting key slides, to manage time.
- Time allowances within the notes are indicative and provided as a guide.

## Training points

- The PowerPoint contains small group activities. You will need to set up the training room to enable staff to sit in small groups. You should also encourage staff to sit in mixed groups

(for example, teachers, non-teaching support staff, senior leadership team) to enable the sharing of expertise.

- During training sessions, staff might identify themselves as carers and highlight their own support needs. It would be useful to make information available for adult carers, such as Carers Trust's website, local carers support information and the NHS Carers Direct Support line.

## Resources the Young Carers School Operational Lead needs

- **Step 7 Tool 6: Handout for use in staff training.**
  - Staff will use this hand out to write down their answers to an activity.
  - Staff will be in groups of 4–5 and one sheet will be needed per group.
  - You should also have a copy for your own reference.
- **Step 7 Tool 7: Staff training evaluation form.**
  - This will be handed out at the end of the training.
  - One evaluation hand out will be needed for each staff member.

## Resources participants need

- Pen and paper.
- Flipchart paper and marker pens for activity.
- PowerPoint presentation in note form, 3 slides to page.

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