



Guidance notes for completing Young Carer Statements



Introduction

The Carers (Scotland) Act 2016 states Local Authorities have a duty to offer and provide 'young carer Statements'. This information is to be used to identify needs and support required in order to achieve young carer's outcomes. This applies to any child or young person who is under the age of 18 or is still a pupil at school and who provides care to another individual.

The 'statement' is to be based on a good conversation framework and completed confidentially. The statement should not be shared with the cared for person unless the young carer specifically requests it (if over 12 years old and by parents/guardians if under 12 years. Please see consent form - Appendix D). The initial conversation can also be supported using tools e.g MACA - YC18 assessment and young carer's profile. (Available: www.girfec.fife.scot)

A judgement is also required as to whether child protection protocol should be followed and procedure applied as necessary. For examples if the child's caring role is significantly impacting on their health and wellbeing to the point it is deemed inappropriate for their age or unsafe.

This guidance is designed to support adults (for example, NHS, social care, education and third sector staff) to assist young carers to complete the 'young carer statement' and to give the assessing adult enough information to consider the level of support required. This assessment should be focused on the needs of the young carer not the person they are caring for and link into the child wellbeing pathway as appropriate.



The Conversation

Benefits for you as a young carer

- It is beneficial to complete a 'statement' so your views and opinions are heard specifically around your caring role.
- It helps adults around you to work out what advice and information you may need in relation to your caring role.
- It helps adults around you work out what support you require to continue in your caring role if this is what you wish to do.

My Caring Role

Information about the nature and extent of caring role and impact on young person's wellbeing. Find out what matters most to the child or young person:

- Tell me about your day? What does a usual week look like?
- Talk me through your routine at home?
- What do you do when you first get up/get home/go to bed?
- What matters most to you?
- What do you like to do in your spare time?
- What is difficult about your caring role?
- How do you feel about being a carer and how does this affect your day to day life?
- Check out caring responsibilities: (use jobs 'I do' checklist)
- Why are you asking for a 'statement'?

Support my family gets now

- Find out what help the young carer and 'person they care for' currently have
- Has 'cared for person' had an assessment?
- Discuss current support - family, friends, school support
- Ask do you feel willing to continue caring?
- Ask do you feel able to continue in your caring role?

Help I need to manage my caring role

'What things have worked, what makes a difference?'

Consider impact on SHANARRI indicators (see Appendix A)

- Relationships - do people listen to you?
- Living environment - what help do you need if any at home?
- Education/employment - are school/work aware of your caring role?
- Finances/budgeting - heating and food
- Balancing my caring role with other things
- How do you feel about caring role at the moment? (worried about anything in particular)
- Consider assets against risk - what is going well?

In the future I would like to be able to

- Discuss their goals and aspirations - what they wish to achieve/ things they want to do?
- What needs to be different?
- What would make life easier?
- Do you want more time for yourself?

Consider 5 key questions:

1. What is getting in the way of this child's or young person's wellbeing?
2. Do I have all the information I need to help this child or young person?
3. What can I do now to help this child or young person?
4. What can my agency do to help this child or young person?
5. What additional help, if any, may be needed from others?

Does child have a plan in place? If not do they need one?

In an emergency

- What strategies do you have in place?
- Do we need to make a plan?

(FYC use an adapted tool from Enable Scotland to plan for emergencies if FYC completing YCS info will be linked here)

Action plan

Use the eligibility criteria (Appendix B) to rate if support falls within universal, additional or intensive level. Identify risk to young carer and link to level of support required to reduce risk and impact of their caring role. If there are significant concerns consider whether the child protection process or CWP should be followed. Also consider assets/strengths.

- Is the young carer able (and willing) to continue in their role?
- What is the risk of the caring role breaking down?
- Is the caring role inappropriate or excessive for age/stage of child or young person? Is this impacting on their development?
- If Y.C do not meet criteria discuss what is going to be provided

Support needs

- Give information about local support available in relevant local authority area (See Appendix C - website list)
- Discuss nature and extent of caring role and if appropriate.
- Should support be provided in the form of a break?
- Decide overall level of support = universal, additional or intensive?

Consider completing conversation over two sessions. Initial conversation to plan and identify outcomes and the second conversation to check levels of support and if action plan are accurate

Review date

The 'statement' should be reviewed within an agreed timescale with the young carer. The adult who NHS, social care, education and third sector staff completed the initial statement is responsible for reviewing this. The named person needs to be informed and reviews logged on the education system (SEEMiS) if permission given to do so. Any subsequent reviews must contain information about if the support provided helped.

Set review date If the Y.C 18 years or above, consider statement to be completed until ACSP is in place and encourage they link in with adult services about their own needs. Remember to sign 'statement' and give copy to young carer

How this information will be used

Please explain to the young carer how this information will be used and stored. Remind them that in order to provide the right support, it may be necessary to share the information on this form with people who work in other services such as education, social work, NHS Fife and third sector.

Further, if the young carer asks you to share their statement with the person they care for, formal explicit consent from the young carers (over 12 years) must be obtained and recorded. See appendix D (to be stored in child's file relevant to supporting service)

When a Council Service is completing the Young Carer Statement, then the information on privacy and permissions must also be attached. This can be found on the Fife Direct website:

www.fifedirect.org.uk/privacy/children_and_families

www.fifedirect.org.uk/privacy/education

Appendix A

Wellbeing indicator	Description to discuss with child/Young Person
Safe	<ul style="list-style-type: none"> • You feel protected from harm at home and in school. People around you teach you how to protect yourself from harm • You are not scared when you go out in your local area. You know when things might be risky and stay away from danger • The people who care for you know where you are and who you are with
Healthy	<ul style="list-style-type: none"> • You have healthy food to eat and you exercise and you get the chance to spend time outside • The people who look after you also encourage/help you with this • People who look after you make sure you get help when you are ill • You enjoy life and feel able to deal with difficult things that may happen
Achieving	<ul style="list-style-type: none"> • You are learning new skills in school and have hobbies and interests out of school • You do the best you can do and the adults in your life encourage you to do your best too • If you are struggling e.g with homework someone can help you and you can get the help you need in school too • I am developing the independence needed for my age
Nurtured	<ul style="list-style-type: none"> • You feel cared for and supported by the people that live in your home • People who care for you can afford to provide you with right about of food and clothing • Your home is clean and warm in the winter • Someone at home listens when you want to tell them about what you like, dislike or need • You are learning to look after yourself and make decision that affect you
Active	<ul style="list-style-type: none"> • You do fun things in your spare time • You have the chance to take part in leisure and sporting activities in your area • The adults in your life help you to find ways to do the things that interest you
Respected	<ul style="list-style-type: none"> • You feel that people listen to you before making decisions that affect you • You are involved in making decisions about your life • If you need to you can get support to tell people about your views and decisions • You are treated with dignity and respect at home and in school

Wellbeing indicator	Description to discuss with child/Young Person
Responsible	<ul style="list-style-type: none"> • You listen to others and try to understand their views • You know the difference between right and wrong • You can manage your own behaviour • Adults can trust you to follow instructions • You know what is expected for your age • Adults around you set a good example about how to behave • Travels independently if age appropriate to do so
Included	<ul style="list-style-type: none"> • You feel like you belong when you are with your friends, family and in school • You are able to take part in activities and spend time with people who are important to you • You get to meet different people and experience different things • You feel that other people want you around • You feel listened to and your views are taken seriously • You have meaningful and supportive friendships

Appendix B

Wellbeing Indicators: impact and risk to Y.C's outcomes

Rating Scale	Universals support > local authority 'power to support'			Targeted > local authority 'duty to support'	
	No impact	Low/Universal	Moderate/Additional	Substantial/Intensive	Critical/Child Protection
	1-2	3-4	5-6	7-8	9-10
Safe/Living environment	Y.C free from abuse, neglect or harm at home, at school and in the community.	Y.C's situation at home/ within community is currently stable and manageable.	Y.C's situation at home is fluctuating and there is potential risk to Y.C and Cared for person.	Y.C's situation at home has potential to break down and there are safety risks which cannot be remedied in the short term.	Young carer's situation at home is unsuitable and there are significant safety risks for the Y.C and the Cared for person.
Health	Y.C is in good physical and mental health with no identified medical needs.	Y.C is able to manage some aspects of the caring/family/social roles / responsibilities and contact - there is a possibility of the Y.C's health being affected.	Y.C is able to manage some aspects of caring/ family/social roles / responsibilities and contact - the Y.C's health is being affected.	Y.C is having difficulty in managing aspects of the caring/family/ domestic/social roles/ responsibilities - the Y.C's mental and physical health is affected as a result.	Y.C has significant physical/mental difficulties due to the impact of their caring role - this may cause life threatening harm and negative impact on development.
Achieving/Education	Y.C continues to access education/ training and has no difficulty in managing caring and education.	Y.C has some difficulty managing caring, education/ training. There is a risk to accessing education in the long term.	Y.C has difficulty managing caring, education/ training. There is a risk to accessing education in the medium term.	The Y.C is missing education / training and there is a risk of this ending in the near future.	The Y.C is at significant risk or has had to give up education/training.
Nurtured/Relationships	Y.C has positive emotional wellbeing. Has a nurturing place to live - Does not require additional help. Has a positive relationship with the cared-for person.	Caring role beginning to have an impact on emotional wellbeing - May require additional help. Risk of negative impact on relationship with cared for person.	There is some impact on the Y.C's wellbeing and on their relationship with the cared for person resulting in a strained relationship. Need additional help in a suitable care setting.	There is a major impact on a daily basis to the Y.C's wellbeing and impact on the cared for person. Y.C is unable to sustain many aspects of their caring role.	Complete breakdown in the relationship between the person and the Y.C, unable to continue caring/ has difficulty sustaining vital aspects of caring role. Input is needed for the Y.C wellbeing. Y.C never feels acknowledged, therefore feels excluded.

	Universals support > local authority 'power to support'			Targeted > local authority 'duty to support'	
	No impact	Low/Universal	Moderate/Additional	Substantial/Intensive	Critical/Child Protection
Rating Scale	1-2	3-4	5-6	7-8	9-10
Active/Life balance	The Y.C has opportunities to take part in activities such as play, recreation and sport at home, in school and in the community.	The Y.C has some opportunities to take part in activities such as play, recreation and sport at home, in school and in the community.	The Y.C has limited opportunities to take part in activities such as play, recreation and sport at home, in school and in the community.	The Y.C has few opportunities to take part in activities such as play, recreation and sport at home, in school and in the community which may have a negative impact on healthy growth and development.	The Y.C has no opportunities to take part in activities such as play, recreation and sport at home, in school and in the community and this is impacting negatively on healthy growth and development.
Respect/Responsible	The Y.C has regular opportunities to be heard / be involved in decisions and have a responsible role to be involved in decisions that affect them.	The Y.C has some opportunities to be heard and involved in decisions and have a responsible role to be involved in decisions that affect them.	Due to their caring role, the Y.C has limited opportunities to be heard and involved in decisions that affect them.	The Y.C has few opportunities to be heard and involved in decisions that affect them.	The Y.C has no opportunities to be heard and involved in decisions that affect them. This impacting significantly on their health and well being.
Included/Finances	The Y.C feels accepted as part of the community in which they live and learn. Has time to become part of community activities. Free from financial stress.	The Y.C feels some acceptance as part of the community in which they live and learn but is unsure how to participate in community activities. There is a small risk of financial stress.	Due to their caring role, the Y.C has limited acceptance as part of the community in which they live and learn. There is a medium risk of financial pressure.	The Y.C feels isolated and not confident in the community in which they live in. Lack significant connections with other young people. Need financial support.	The Y.C does not feel accepted as part of the community in which they live in. The carer's financial position is severe - there is financial hardship.

Appendix C: Local Organisations



Fife Young Carers

Fife Young Carers supports children and young adult carers aged 8- 25 years who look after someone in their family who are ill or have a disability. It is a local charity committed to improving the support and information provided to young carers in Fife.

www.fifeyoungcarers.co.uk

email: admin@fifeyoungcarers.co.uk



Fife Carers Centre

Fife Carers Centre will support adult carers in their caring role with relevant information as well as practical help. They give information and the means to use it to carers on a wide range of topics from applying for benefits to learning more about the condition affecting the person they care for.

www.fifecarerscentre.org

email: centre@fifecarers.co.uk



Homelands

The Homelands Trust-Fife is an independent Fife based charity working to improve the quality of life of individuals affected by disability, people with life limiting conditions and their carers, through the provision of holiday accommodation.

www.homelands-fife.co.uk

email: info@homelands-fife.co.uk



Crossroads

Crossroads Fife Central are a registered charity operating across Central and North East Fife, providing high quality person centred support to carers who are caring for someone of any age with any disability or illness. Support is provided in the form of Short Breaks.

www.crossroadsfifecentral.org

e-mail: june@crossroadsg.co.uk



Kindred

Kindred is for parents of children with complex needs. Kindred provides practical information, advocacy, emotional support and guidance. They support families of severely ill and/or disabled children.

www.kindred-scotland.org/fife

e-mail: fifeenquiries@kindred-Scotland.org



LINK

East Fife and Levenmouth Mental Health Befriending Projects.

In 2003 LINK set up the Adolescent Befriending Project working with 12 - 18 year olds in East Fife and Levenmouth. The projects aim to recruit, train and support volunteers who will be matched to people who are isolated due to mental problems.

www.linkbefriending.org.uk



On your doorstep

On Your Doorstep Fife is a searchable database of community groups, organisations, information and support in local communities across Fife.

www.onyourdoorstepfife.org

