**Tools to support services to gather impact data from schools**

**Tool 1:**

Exemplar meeting evaluation forms

08

**Fal**

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 **Guidance**

The following evaluation forms can be used by young carers services to monitor and track the impact of meetings they hold with school staff.

The forms are designed to be used alongside Tools to support services to build and maintain engagement with schools: Tool 1 Sample network meeting agendas. They should be handed out and completed by participating school staff at the end of the training session/meeting.

**Meeting 1 – Kick-off meeting**

[insert date and title of event/training/meeting]

Thank you for attending and participating in this [event/training/meeting]

Please indicate on a scale of 1–5 how far you agreed with the statements below at the start of the session. (1 = strongly disagree; 5 = strongly agree)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | (please tick) | 1 | 2 | 3 | 4 | 5 |
| 1 | I understood who young carers are and what responsibilities they may have at home |  |  |  |  |  |
| 2 | I understood what impact caring responsibilities can have on young carers’ physical health, emotional wellbeing and socialisation |  |  |  |  |  |
| 3 | I understood why so many young carers are hidden |  |  |  |  |  |
| 4 | I understood what barriers young carers may face in their education |  |  |  |  |  |
| 5 | I understood that young carers are specifically mentioned in the Ofsted Common Inspection Framework and that they are often eligible for free school meals and Pupil Premium Funding |  |  |  |  |  |
| 6 | I understood the rationale for developing a whole school approach to identifying and supporting young carers. |  |  |  |  |  |
| 7 | I knew the potential signs that a pupil may be a young carer. |  |  |  |  |  |
| 8 | I knew what steps to take to begin developing a whole school approach to identifying and supporting young carers (i.e. the steps outlined at Bronze level within the Young Carers in Schools programme). |  |  |  |  |  |
| 9 | I knew what support was available through YCiS and from my local young carers service to help me meet the needs of young carers in my school |  |  |  |  |  |

Now please indicate how far you agree with the statements after participating in the event/training/meeting

|  | (please tick) | 1 | 2 | 3 | 4 | 5 |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | I understand who young carers are and what responsibilities they may have at home |  |  |  |  |  |
| 2 | I understand what impact caring responsibilities can have on young carers’ physical health, emotional wellbeing and socialisation |  |  |  |  |  |
| 3 | I understand why so many young carers are hidden |  |  |  |  |  |
| 4 | I understand what barriers young carers may face in their education |  |  |  |  |  |
| 5 | I understand that young carers are specifically mentioned in the Ofsted Common Inspection Framework and that they are often eligible for free school meals and Pupil Premium Funding |  |  |  |  |  |
| 6 | I understand the rationale for developing a whole school approach to identifying and supporting young carers. |  |  |  |  |  |
| 7 | I know the potential signs that a pupil may be a young carer. |  |  |  |  |  |
| 8 | I know what steps to take to begin developing a whole school approach to identifying and supporting young carers (i.e. the steps outlined at Bronze level within the Young Carers in Schools programme). |  |  |  |  |  |
| 9 | I know what support was available through YCiS and from my local young carers service to help me meet the needs of young carers in my school |  |  |  |  |  |

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| --- |
| To identify and support young carers effectively I think our school should . . . |
| A question I have in relation to young carers is . . . |
| Any further comments you would like to make: |

**Meeting 2 – Working towards Bronze (1)**

[insert date and title of event/training/meeting]

Thank you for attending and participating in this [event/training/meeting]

Please indicate on a scale of 1–5 how far you agreed with the statements below at the start of the session. (1 = strongly disagree; 5 = strongly agree)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | (please tick) | 1 | 2 | 3 | 4 | 5 |
| 1 | I had a detailed understanding about what the Young Carers in Schools (YCiS) Bronze Award criteria look like in practice |  |  |  |  |  |
| 2 | I understood the rationale for schools implementing each of the YCiS Bronze Award criteria. |  |  |  |  |  |
| 3 | I know what practical steps I need to take to implement the criteria fully. |  |  |  |  |  |
| 4 | I understood what support young carers may need to attend school and arrive on time, make good progress and achieve, and to have positive well-being. |  |  |  |  |  |
| 5 | I understood what evidence was required for a Bronze YCiS Award. |  |  |  |  |  |
| 6 | I understood the application process for a YCiS Award. |  |  |  |  |  |

Now please indicate how far you agree with the statements after participating in the [event/training/meeting].

|  | (please tick) | 1 | 2 | 3 | 4 | 5 |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | I have a detailed understanding about what the Young Carers in Schools (YCiS) Bronze Award criteria look like in practice |  |  |  |  |  |
| 2 | I understand the rationale for schools implementing each of the YCiS Bronze Award criteria. |  |  |  |  |  |
| 3 | I know what practical steps I need to take to implement the criteria fully. |  |  |  |  |  |
| 4 | I understand what support young carers may need to attend school and arrive on time, make good progress and achieve, and to have positive well-being. |  |  |  |  |  |
| 5 | I understand what evidence was required for a Bronze YCiS Award. |  |  |  |  |  |
| 6 | I understand the application process for a YCiS Award. |  |  |  |  |  |
| 7 | The event enabled me to share details relating to my schools’ provision of young carers including, the progress my school has made, challenges my school has face and impacts my school has achieved. |  |  |  |  |  |
| 8 | The meeting enabled me to discuss the challenges involved in implementing the Bronze Award criteria and potential solutions |  |  |  |  |  |

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| To identify and support young carers more effectively I think our school should . . . |
| A question I have in relation to young carers is . . . |
| Any further comments you would like to make: |

**Meeting 3 – Working towards Bronze (2)**

[insert date and title of event/training/meeting]

Thank you for attending and participating in this [event/training/meeting]

Please indicate on a scale of 1–5 how far you agreed with the statements below at the start of the session. (1 = strongly disagree; 5 = strongly agree)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | (please tick) | 1 | 2 | 3 | 4 | 5 |
| 1 | I had a detailed understanding about the rationale for implementing [insert the Bronze Award criteria that you focused on as part of this session’s in-depth workshop about the criteria that the participants are finding challenging to implement]. |  |  |  |  |  |
| 2 | I had identified practical solutions that would enable me to implement [insert the Bronze Award criteria that you focused on as part of this session’s in-depth workshop]. |  |  |  |  |  |
| 3 | I was confident that I had gathered/knew how to gather the evidence required for a Bronze YCiS Award. |  |  |  |  |  |

Now please indicate how far you agree with the statements after participating in the [event/training/meeting].

|  | (please tick) | 1 | 2 | 3 | 4 | 5 |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | I have a detailed understanding about the rationale for implementing [insert the Bronze Award criteria that you focused on as part of this session’s in-depth workshop about the criteria that the participants are finding challenging to implement]. |  |  |  |  |  |
| 2 | I have identified practical solutions that would enable me to implement [insert the Bronze Award criteria that you focused on as part of this session’s in-depth workshop]. |  |  |  |  |  |
| 3 | I am confident that I have gathered/know how to gather the evidence required for a Bronze YCiS Award. |  |  |  |  |  |
| 4 | The event enabled me to share details relating to my schools’ provision of young carers including, the progress my school has made, challenges my school has face and impacts my school has achieved. |  |  |  |  |  |
| 5 | The event enabled me to review the evidence I have gathered for a YCiS Award and, where appropriate, gain advice from other schools’ and the local young carers service about how to strengthen my award application. |  |  |  |  |  |

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| To identify and support young carers more effectively I think our school should . . . |
| A question I have in relation to young carers is . . . |
| Any further comments you would like to make: |

**Meeting 4 – Working towards Silver (1)**

[insert date and title of event/training/meeting]

Thank you for attending and participating in this [event/training/meeting]

Please indicate on a scale of 1–5 how far you agreed with the statements below at the start of the session. (1 = strongly disagree; 5 = strongly agree)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | (please tick) | 1 | 2 | 3 | 4 | 5 |
| 1 | I understood what the YCiS Silver level criteria, relating to raising awareness about young carers and embedding young carers within existing school systems, look like in practice |  |  |  |  |  |
| 2 | I understood the rationale for each criteria |  |  |  |  |  |
| 3 | I knew what practical steps I need to take to implement the criteria. |  |  |  |  |  |
| 4 | I understood what evidence I need to gather to demonstrate that I have these criteria in place. |  |  |  |  |  |

Now please indicate how far you agree with the statements after participating in the [event/training/meeting].

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | (please tick) | 1 | 2 | 3 | 4 | 5 |
| 1 | I understand what the YCiS Silver level criteria, relating to raising awareness about young carers and embedding young carers within existing school systems, look like in practice |  |  |  |  |  |
| 2 | I understand the rationale for each criteria |  |  |  |  |  |
| 3 | I know what practical steps I need to take to implement the criteria. |  |  |  |  |  |
| 4 | I understand what evidence I need to gather to demonstrate that I have these criteria in place. |  |  |  |  |  |
| 4 | The event enabled me to share details relating to my schools’ provision of young carers including, the progress my school has made, challenges my school has face and impacts my school has achieved. |  |  |  |  |  |
| 5 | The meeting enabled me to discuss the challenges involved in implementing the Bronze Award criteria and potential solutions |  |  |  |  |  |

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| --- |
| To identify and support young carers more effectively I think our school should . . . |
| A question I have in relation to young carers is . . . |
| Any further comments you would like to make: |

**Meeting 5 – Working towards Silver (2)**

[insert date and title of event/training/meeting]

Thank you for attending and participating in this [event/training/meeting]

Please indicate on a scale of 1–5 how far you agreed with the statements below at the start of the session. (1 = strongly disagree; 5 = strongly agree)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | (please tick) | 1 | 2 | 3 | 4 | 5 |
| 1 | I understood what the YCiS Silver level criteria, relating to supporting young carers, look like in practice |  |  |  |  |  |
| 2 | I understood the rationale for this criteria |  |  |  |  |  |
| 3 | I knew what practical steps I need to take to implement the criteria. |  |  |  |  |  |
| 4 | I understood what evidence I need to gather to demonstrate that I have this criteria in place. |  |  |  |  |  |

Now please indicate how far you agree with the statements after participating in the [event/training/meeting].

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | (please tick) | 1 | 2 | 3 | 4 | 5 |
| 1 | I understand what the YCiS Silver level criteria, relating to supporting young carers, look like in practice |  |  |  |  |  |
| 2 | I understand the rationale for this criteria |  |  |  |  |  |
| 3 | I know what practical steps I need to take to implement the criteria. |  |  |  |  |  |
| 4 | I understand what evidence I need to gather to demonstrate that I have this criteria in place. |  |  |  |  |  |
| 5 | The event enabled me to share details relating to my schools’ provision of young carers including, the progress my school has made, challenges my school has face and impacts my school has achieved. |  |  |  |  |  |
| 6 | The meeting enabled me to discuss the challenges involved in implementing the Bronze Award criteria and potential solutions |  |  |  |  |  |

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| To identify and support young carers more effectively I think our school should . . . |
| A question I have in relation to young carers is . . . |
| Any further comments you would like to make: |

**Meeting 6 – Achieving Silver (3)**

[insert date and title of event/training/meeting]

Thank you for attending and participating in this [event/training/meeting]

Please indicate on a scale of 1–5 how far you agreed with the statements below at the start of the session. (1 = strongly disagree; 5 = strongly agree)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | (please tick) | 1 | 2 | 3 | 4 | 5 |
| 1 | I had a detailed understanding about the rationale for implementing [insert the Silver Award criteria that you focused on as part of this session’s in-depth workshop about the criteria that the participants are finding challenging to implement]. |  |  |  |  |  |
| 2 | I had identified practical solutions that would enable me to implement [insert the Silver Award criteria that you focused on as part of this session’s in-depth workshop]. |  |  |  |  |  |
| 3 | I was confident that I had gathered/knew how to gather the evidence required for a Silver YCiS Award. |  |  |  |  |  |

Now please indicate how far you agree with the statements after participating in the [event/training/meeting].

|  | (please tick) | 1 | 2 | 3 | 4 | 5 |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | I have a detailed understanding about the rationale for implementing [insert the Silver Award criteria that you focused on as part of this session’s in-depth workshop about the criteria that the participants are finding challenging to implement]. |  |  |  |  |  |
| 2 | I have identified practical solutions that would enable me to implement [insert the Silver Award criteria that you focused on as part of this session’s in-depth workshop]. |  |  |  |  |  |
| 3 | I am confident that I have gathered/know how to gather the evidence required for a Silver YCiS Award. |  |  |  |  |  |
| 4 | The event enabled me to share details relating to my schools’ provision of young carers including, the progress my school has made, challenges my school has face and impacts my school has achieved. |  |  |  |  |  |
| 5 | The event enabled me to review the evidence I have gathered for a YCiS Award and, where appropriate, gain advice from other schools’ and the local young carers service about how to strengthen my award application. |  |  |  |  |  |

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| --- |
| To identify and support young carers more effectively I think our school should . . . |
| A question I have in relation to young carers is . . . |
| Any further comments you would like to make: |



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Young Carers in Focus is a Big Lottery Fund partnership programme run by The Children’s Society in conjunction with Rethink Mental Illness, Digital Me, YMCA Fairthorne Group and The Fatherhood Institute

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