**Step 6, Tool 8:**

Exemplar working together agreement for use with young carers’ services

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**Purpose**

This exemplar working together agreement is designed to support schools and young carers services to have a written understanding of how they have agreed to work together to support young carers.

**Agreement overview**

This document represents a Working Together Agreement between [insert name of school] and [insert name of young carers’ service]. It sets out the ways in which the school and young carers’ services will work together with a view to enabling the effective identification of pupils who have caring responsibilities and to enhance the school’s support for these pupils.

Please note that this is not a legally binding document.

1. **Goals and objectives**

The aim of the partnership working between [insert name of school] and [insert name of young carers’ service] is to improve the identification and support of young carers, so that they get the help they need to enjoy and achieve at school in the same way as their peers.

1. **Stakeholders**

This agreement is made between:

1) (name of school and address)

2) (name of young carers service and address)

1. **Responsibilities**

As part of this Working Together Agreement, [insert name of school] agrees to:

* Inform [insert the name of the young carers’ service] when they identify a pupil who is a young carer, provided the appropriate consent from the pupil’s family has been gained.
* With the appropriate consent, inform the young carers’ service about the targeted interventions being delivered to the pupil and impact these interventions have had on the pupil’s attainment, attendance and wellbeing.
* Where the school becomes aware of any child protection concerns, the school will [set out agreed child protection procedures and how the school will work with these through the young carers’ service].
* Include information signposting pupils to the young carers’ service on pupil notice boards and the school website.
* Make referrals to the young carers’ service for support provided by the service outside of the school e.g. 1:1 support, whole family work, clubs, activities or respite breaks.

[Where the young carers’ service is providing targeted interventions to pupils in the school]

* Provide rooms for the delivering of targeted interventions to pupils in the school by the young carers’ service which are private and are where pupils and staff feel comfortable.
* Notify the young carers’ service about schedule changes, such as fire drills by [insert agreed method] [insert agreed time].
* Notify the young carers’ service regarding school closures/staff sickness by [insert agreed method] and by [insert agreed time].
* Provide a pigeon hole for the young carers’ service, access to the school staff room and a PC.

The [insert name of young carers’ service] agrees to:

* Inform, with the appropriate consent from the pupil’s family, the Young Carers’ School Operational Lead at [insert name of school] when they identify a young carer attending, or about to attend, the school.
* Support the school to make appropriate and timely referrals to the young carers’ service by providing the Young Carers’ School Operational Lead with details regarding the support provided by the service and relevant eligibility criteria, as well as feedback relating to any referrals made.
* Where relevant and with the appropriate consent, share information regarding the impact of interventions being delivered by the young carers’ service in respect of a pupil.

[Where the young carers’ service is supporting the school to assess the needs of pupils identified as young carers]

* Support schools to assess the needs of young carers by meeting with a pupil who is or may be a young carer in the school to carry out an assessment of their needs and make recommendations for the types of support that should be delivered to the pupil inside and outside of school.

[Where the young carers’ service is providing targeted interventions to pupils in the school]

* Deliver [insert type of intervention] in the school from [insert date] to [date], with a view to [insert purpose of intervention].
* [Include here details about whether the young carers’ service can contact the young carer or family independently of the school].
* Provide the school with evidence that staff delivering the targeted interventions have completed a DBS check in respect of their role at the young carers’ service.

[Where the young carers’ service is delivering assemblies and/or lessons to pupils in the school]

* Deliver [delete as appropriate: a whole school assembly/assemblies to years xx/PSE lessons in years xx] to raise pupil awareness about young carer issues and incorporate positive messages about disability/illness.

[Where the young carers’ service is delivering staff training]

* Support the school to develop, implement and review the school’s provision for young carers by delivering training and awareness raising amongst staff.

1. **Funding**

[Include details of any costs involved in the provision of services by the young carers’ service and how these will be met].

1. **Response times**

Responses to correspondence (phone calls / emails) should be made within 2 weeks of receipt (sooner when possible). Where comprehensive responses cannot be made within this timeframe, recognition of the correspondence should be made outlining a timeline for full response.

Should the lead contact from either party be unavailable an alternative contact should be provided.

1. **Rights to change / terminate agreement**

The partnership will be reviewed at [insert timing e.g. at the start/end of each school year, every six months].

If, due to unforeseen circumstances, the school and/or the young carers’ service can no longer deliver the responsibilities set out in this Working Together Agreement, they should inform the other party immediately. A [insert agreed time frame] ‘closing period’ will be required for terminating work.