**STEP 6**

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**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. |  |

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| **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. |  |
| 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:   * Offer access to the school staff room and a PC. * If the young carers’ service is providing targeted interventions to pupils, offer rooms with privacy, where pupils and staff feel comfortable |  |
| 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. |  |

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| **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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