



POLICY  
DOCUMENT

# Young Carers Policy

<b>Document Owner:</b>		Trust Board
<b>Responsible Trust Committee:</b>		Trust Leadership Team
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<b>APPROVED</b>	
<b>Signature (Trust Board):</b>	
<b>Date:</b>	

## 1. Other relevant policies and documents

- Behaviour Policy
- Continuing Professional Development (CPD) Policy
- Equalities Policy (Students)
- Health and Safety Policy
- Health and Safety Procedures Manual
- Safeguarding Procedures Manual
- Trustee and Board Member Handbook
- Volunteer Policy
- 'Working Together to Safeguard Children' – DfE, 2013
- 'What to do if you are worried a child is being abused' – Advice for practitioners – DfE
- 'Keeping children safe in education: Statutory guidance for schools and colleges' (DfE, September 2021) issued under Section 175, Education Act 2002, the Education (Independent School Standards) (England) Regulations 2010 as amended by SI 2012/2962 and the Education (Non-Maintained Special Schools) (England) Regulations 2014
- 'Teachers' Standards: Guidance for school leaders, school staff and governing bodies', DfE, 2013
- Suffolk Local Safeguarding Children's Board documentation
- SEND Code of Practice, June 2014
- The Children's Act of 1989 and 2004
- The Children and Families Act 2014
- Carers Strategy - 2010
- Suffolk County Council's "Information Sharing Agreement between Suffolk County Council & Information Sharing: Advice for Practitioners Providing Safeguarding Services to Children, Young People, Parents and Carers

## 2. Explanation of terms used in the policy

Trust = Seckford Education Trust  
School(s) = schools within the Trust  
YCL = Young Carers Lead  
SYC = Suffolk Young Carers  
Children includes everyone under the age of 18.

## 3. Purpose of the policy

This policy outlines the Trust's position in respect of the wellbeing of Young Carers across all its schools and in all procedures. This policy covers the Trust and all its schools and as such there is no need for each school to have its own policy or procedures manual.

## 4. Policy statement

Recognition and support of our Young Carers is of paramount importance. These students will often have poor attendance, low attainment and a reduced chance of accessing further education or employment which therefore makes this an issue for us as a Trust.

4.1 **Key principles**  
This policy is designed to guide staff in the recognition and methods of support available to those identifies as Young Carers within the Seckford Education Trust. It will outline the methods of identification, the support available in school and how students can be referred to supporting outside agencies.

This policy is based around the following main objectives:

- 4.2 **Objectives**
- To identify all students who are caring for others in whatever capacity;
  - To provide confidential mentoring and counselling for students when required;
  - To provide suitable resources, information advice and guidance to support those identified.
  - Make relevant referrals to the Suffolk Young Carers Scheme, Designated Safeguarding Lead (when necessary) and to other agencies offering relevant support;
  - SYC to make contact with the parents and families of those identified as young carers and to keep them informed of the activities offered;
  - Provide a member of staff who will act as the Young Carer Lead – YCL.

### **Definition – both categories of Young Carer are covered by this policy**

A Young Carer has been defined as any child under the age of 16 who regularly gives physical, emotional or financial support to another family member.

A Young Adult Carer is someone who is between the ages of 16 and 24 who regularly gives physical, emotional and financial support to a friend, relative or partner.

A Sibling Carer is a young person who is affected by a brother or sister's disability, illness or additional needs.

5.1 Responsibilities of the Head of School on each school site

## 5. Roles and responsibilities

The Head of School will:

- Appoint a Young Carer Lead who will co-ordinate and manage visits from SYC within school;
- Ensure the promotion of the policy throughout the organisation;
- Provide the availability for support and guidance for identified individuals;
- Ensuring that the bullying, harassment and discrimination of young carers by staff or other students is not tolerated;

- Ensuring that the Assistant / Deputy Head of School (Pastoral) and the Young Carer Lead make relevant referrals to supporting professionals when necessary.

The Assistant / Deputy Head will:

- Ensure that all relevant referrals are made to supporting agencies and to the YCL within school when appropriate;
- Liaise with Pastoral Staff as to the current students identified under their supervision and responsibility;

5.2 Responsibilities of the Assistant Head of School/ Deputy Head of School

- Meet regularly with the Young Carer Lead to discuss any issues arising.

- Develop appropriate methods of identifying students in school who are “Young Carers”;
- Maintain the referral system within school;

5.3 Young Carer Lead

- Meet with the Suffolk Young Carers representative on a regular basis;
- Meet with all students referred as Young Carers;
- Develop and maintain supporting schemes such as home-work clubs and Student drop in sessions supported by the Young Carer volunteer team;
- Liaise with the Assistant Head of School, Designated Safeguarding Lead, Pastoral Officer, SENCO, Young Carer Lead and Attendance Officer on a regular basis;
- Maintain communication with Key Stage/Year/Phase Leads as to the current students identified under their supervision and responsibility.

5.4 Responsibilities of all staff in each school

The responsibilities of the teaching, support staff and volunteers are:

- To be able to identify all those who are performing a Young Carer role;
- To ensure appropriate recognition and support is offered within school by all staff;
- To ensure that the appropriate referrals are made in compliance with legislation, Codes of Practice and School policy.

Identification of Young Carers can be through the following:

**The young carer may have to perform any of the tasks mentioned below:**

- Cooks or prepares meals regularly for anyone in the family;
- Takes or collects siblings to and from school;
- Regularly makes feeds for baby siblings or changes their nappies;
- Helps any family member to dress;
- Helps any family member to feed;
- Helps any family member to wash or with any other personal hygiene tasks;
- Regularly washes and irons clothes for the rest of the family; <sup>4</sup>
- Regularly does the weekly shopping alone;
- Assists a family member to take essential medication;
- Baby sits for younger siblings regularly whilst parents are working;
- Contributes financially to help support the family;

- Gives regular emotional or physical support to a family member who may be suffering from an addiction, substance abuse or mental illness;
- Gives regular emotional or physical support to a family member who may be involved in an abusive relationship, separation or divorce;
- Any other way in which the student feels that they may be supporting others in their family on a regular basis.

Once a Young Carer has been recognised staff will be contacted by the Young Carer Lead and the Assistant/Deputy Head of School to make them aware of the needs of the individuals concerned.

- Students will be identified by the methods discussed above;
- The attendance and punctuality of the Young Carers will show signs of improvement;
- The attainment grades of the Young Carer will show improvement;
- The general emotional and physical welfare of those identified will show signs of improvement;
- The achievement of the Suffolk Young Carers Award creditations.

Success will be reviewed annually by the Head of School in liaison with the Assistant/Deputy Head of School/ Young Carer Lead.

#### 5.6 Confidentiality

It is imperative that those identified as Young Carers can be confident of staff confidentiality. Information shared may be of a very personal or sensitive nature emanating from different sources. Young Carers can expect that privacy and confidentiality will be maintained.

Young Carers will also be informed that where information has been gained which relates to incidents or situations that require immediate notification to the Designated Safeguarding Leader or other Statutory Investigative Organisations, this information will be shared. Confidentiality will be maintained between those organisations which have a duty to act on the information shared.

## 6. Complaints

Any complaints about this policy from outside the Trust should be made in accordance with the Trust's Complaints Policy.

Complaints that are in the public interest and relate to suspected malpractice may be appropriate to raise under the Trust's Whistleblowing Policy.

## 7. Compliance and performance monitoring

The Trust will review this policy annually and ensure that practice across the Trust and all schools is in line with this policy. Any review will take into account the most up-to-date legislation and statutory guidance.

The Trust has identified a range of Assurance Methodologies as tools by which compliance with policies can be tested. Those most relevant to this policy include:

- Internal audit;
- External audit;
- Local Advisory Board Member visits;
- Random testing by line managers.