A breakdown of the evidence required to achieve a Bronze Young Carers in Schools Award with examples of good practice.

This resource was developed as part of the Young Carers in Schools programme, funded by the Big Lottery Fund and Queens Trust.
Introduction

This guide breaks down the five standards of the Young Carers in Schools Award, highlighting the essential evidence required to achieve each standard, using examples drawn from successful applications.

Developed in consultation with schools, this guide is designed to support schools when applying for the Young Carers in Schools Award, and provide ideas and examples for in-school displays and support.

Schools intending to apply for a Young Carers in Schools Award should use this guide in conjunction with the Award Guidance to collate their evidence; any queries can be directed to include@childrenssociety.org.uk

With thanks to the following schools for kindly allowing reproduction of their evidence:

- Thorp Academy, Tyne and Wear
- ACE Academy, West Midlands
- Fishergate Primary, York
- Melbourne Village College, Royston
- Millthorpe School, York
- Thongsley Fields, Cambridgeshire
- Tor Bridge Primary, Plymouth
- Cowley International College, St Helens
- Old Park Primary, Sandwell
- Stourport High School, Worcestershire
- The Voyager Academy, Cambridgeshire
- Wheatfields Primary School, Cambridgeshire
- Longsands Academy, Cambridgeshire

‘Supporting Young Carers in Schools: A step-by-step guide for leaders, teachers and non-teaching staff’ contains information, tools and resources for secondary and primary schools to implement effective identification and support for young carers and their families.
Steps to applying

1. Complete a baseline review to identify your ‘red’, ‘amber’ and ‘green’ areas (red – not started; amber – in progress; green – completed).
2. Return the baseline review to include@childrenssociety.org.uk.
3. Utilise the step-by-step guide to develop the ‘amber’ and ‘red’ areas.
4. Utilise the award checklist to gather evidence of ‘green’ areas.
5. Apply for a Bronze Award – schools must have a Bronze or Silver Award in place prior to applying for a Gold award.

Top tips for presenting your evidence

- Ensure all files are clearly labelled, and marked on the submission coversheet.
- Please make sure all fonts are readable and photographs are clear.
- If you are sending us an image, please send a .jpg or .png file rather than copying the picture into a word or pdf document. This means we can enlarge the photo if necessary.
- Show us the evidence in situ – for example, send a photo of a poster on a noticeboard (with a caption telling us where the noticeboard is located) instead of a copy of the poster.
- If the requested evidence needs to be ‘centrally accessible’ please be aware that not all pupils and families have internet access at all times. We are happy to receive the same piece of evidence in different formats if necessary.
- Please be aware of data protection guidelines when submitting your evidence, and ensure that young people’s confidentiality is protected at all times.

There are further tools and resources to support applications on the website youngcarer.com/ycinschools

A recorded Webinar, ‘Young Carers in Schools: Award Applications’ is available on YouTube. It outlines:

- the key steps to applying
- baseline reviews
- types of evidence submitted
- overcoming common evidencing issues
- how to submit an award.
Bronze Award: Standard One – UNDERSTAND

There are assigned members of staff with responsibility for understanding and addressing young carers needs.

At Bronze, for Standard One you are asked to show two things as **essential evidence**, the first of which is ‘name and job title of staff member(s)’.

You can do this by sending us your **baseline review** – with the names and job roles of both your leads included, this also counts as an item of **desirable evidence**.

The other part of the **essential evidence** asks that ‘the young carers leads are clearly identifiable to pupils, families and staff’.

You should send us a photograph of your noticeboard, showing your named leads. You could also put photographs of the young carers leads on the pupil noticeboard, as in the example, and submit your pictures.

There are exemplar pupil noticeboard materials in the step-by-step guide (Step 8: Tools 1 and 2).

In order to show that your young carer leads are clearly identifiable to all staff members, you need to send us a photograph of your staff noticeboard.

You can use the exemplar staff noticeboard materials in the step-by-step guide (Step 7: Tool 2), or you can print your own poster.

---

**Example pupil noticeboard**

![Young Carers noticeboard](image-url)
In order to show that your young carer leads are clearly identifiable to families, you could send us both a wide-angle picture of your parent’s noticeboard, and a close-up picture of your Young Carers team poster.

It is important that you send clear photos that evidence how the young carers leads are made identifiable. For more information, see our website.
Young Carers in Schools
A guide to evidencing the award

Bronze Award: Standard Two –
INFORM

Awareness is raised by sharing knowledge about disability, illness and young carers throughout the school.

The focus in Bronze, Standard Two, is on raising the awareness of pupils, staff, and your governing body. The **essential evidence** requires you to show firstly that there is a ‘pupil noticeboard and/or copy of webpage containing a commitment to whole school working’.

You should send this as a photograph or screenshot.

There is some guidance for a whole school commitment in the step-by-step guide (Step 5: Tool 1).
The essential evidence also requires a ‘photo of noticeboard in a staff room, endorsed by school leadership team’.

This endorsement could comprise clear contact information for the young carers senior team lead and/or a copy of the whole school commitment.

You can find guidance on raising the awareness of school staff about young carers in Step 7.

The last piece of essential evidence is a ‘copy of letter sent to governors to raise awareness about young carers and mentioned at a governors’ meeting’.

You could send us a copy of the sent letter, and minutes from the governors’ meeting or – if confidentiality is a concern – an extract showing that young carer issues were discussed by the governing body (or your school’s equivalent) is sufficient.

Please note that you need to be raising your governors’ awareness of young carer issues in general – the definition of a young carer for example – and the impacts of this upon their well-being and education. Informing them of your plans to apply for a Young Carers in Schools Award is good, but not sufficient to meet the criteria.

Dear governors

Meeting the needs of young carers at [INSERT NAME OF SCHOOL]: information for governors

At [name of school] we are aware that some of our pupils are young carers – children under 18 who are caring for a family member or friend who is ill, has a disability or has mental health or addiction problems. Young carers are a vulnerable and disadvantaged group who frequently experience difficulties in their education as a result of their caring role. They are specifically mentioned in Ofsted’s evaluation inspection schedule and are often eligible for free school meals and Pupil Premium Funding.

Identifying and supporting pupils with caring responsibilities is a low cost and effective way of improving the attainment of this often low achieving pupil group. We are therefore keen to ensure that our governors have the information and resources they need to consider the needs of young carers as part of their evaluation of the school's provision and how well it meets the needs of our pupils.

As part of the Young Carers in Schools programme, a national initiative to equip schools and award effective practice, Carers Trust and The Children’s Society Young Carers in Pupils partners have produced specific resources for governors. These resources are enclosed and include:

- Key information about young carers and the potential impacts a caring role can have on a pupil’s academic achievement, attendance and wellbeing;
- The roles and responsibilities of the governing body in monitoring effective provision for young carers;
- Frequently asked questions for school governors and senior leadership teams;
- A checklist to support governing bodies in evaluating the effectiveness of their school’s provision;
- Further information about the Young Carers in Schools programme.

We recommend that governors schedule an agenda item to discuss their school’s support for young carers. We encourage the governing body to consider appointing a lead governor with this remit and to inform the governing body if they carry out this responsibility.

The school has a scheme to support a Young Carers’ School Operational Lead who will carry out a baseline review of the school’s current provision for young carers and their families. We will provide a summary of this review and relevant recommendations prior to your discussion.

Yours sincerely
Bronze Award: Standard Three –
IDENTIFY

Young carers are being identified within your school.

Standard Three aims to ensure that information on the impacts of caring, and on how to identify and signpost young carers, is centrally accessible for all school staff.

The first piece of essential evidence is a ‘photo of staff noticeboard containing information for teachers and school staff’. The staff noticeboard needs to display information on the impacts, identification and signposting of young carers, such as in the examples.
The second piece of essential evidence is ‘material on the intranet or stored on school’s shared drive regarding impacts, identification and signposting’.

We would like you to show us what material is available, ideally via a screenshot. You could also signpost to this information on your noticeboard as in the example and submit the pictures.
Bronze Award: Standard Four – LISTEN

Young carers in your school are listened to, consulted with and given time and space to talk if they need to.

Standard Four requires you to send evidence of ‘drop-in sessions at available times for young carers’ and how these sessions are advertised to young carers. Depending on the size and/or set-up of your school this might be a weekly group session or an informal open-door policy.
The second piece of essential evidence is ‘evidence of a system for young carers to communicate with staff’.

You can evidence this standard by sending a photograph or screenshot of your message box and a photograph of your pupil noticeboard.

Posters highlighting drop-in sessions and/or email addresses for young carers to communicate with staff must be shown in situ, ie we must be able to see that these posters are visible to pupils.
Young Carers in Schools
A guide to evidencing the award

Bronze Award: Standard Five – SUPPORT

Young carers are supported within the school, and signposted to other resources and services outside the school.

There is only one piece of essential evidence required for Standard Five at Bronze level, and that is a ‘photo of a pupil noticeboard with information about support available within the school, including signposting to school nurses, homework support and peer mentoring’.

Example support information poster
Depending upon the size and/or set-up of your school, the types of support available to young carers may differ. If school nurses are not available for student clinics or appointments, it may be appropriate to advertise alternative health support.

Homework clubs do not have to be arranged solely for young carers, but they need to be signposted and available to young carers. This could be done by including a homework club poster on the young carers noticeboard.

If peer mentoring is not available or appropriate in your setting, other well-being support could be offered and advertised.

Guidance to implementing support services in schools is available in the step by step guide (Step 6: Setting up Systems to Identify, Assess and Support Young Carers).
Contact us

Carers Trust
32–36 Loman Street
London SE1 0EH
Tel: 0844 800 4361. Fax: 0844 800 4362
Email: info@carers.org
carers.org
babble.carers.org
youngercarersmatter.org
professionals.carers.org
facebook.com/CarersTrust
twitter.com/CarersTrust
youtube.com/user/CarersTrust

The Children’s Society
Unit 4, Calford House
Wessex Business Park
Wessex Way
Colden Common SO21 1WP
Tel: 01962 711 511. Fax: 01962 711 512
Email: include@childrenssociety.org.uk
childrenssociety.org.uk
youngcarers.com
twitter.com/ChildSocInclude
facebook.com/childrenssociety

The Children’s Society is a registered charity number 221124. Registered Office: Edward Rudolf House, Margery Street, London WC1X 0JL

Carers Trust is a registered charity in England and Wales (1145181) and in Scotland (SC042870). Registered as a company limited by guarantee in England and Wales No.7697170. Registered office: 32–36 Loman Street, London SE1 0EH