Cardiff and Vale College
Coleg Caerdydd a'r Fro

Young Carers and Care Experienced Young Person Procedures

Scope and Purpose

- The College is committed to achieving outcomes for learners which include the necessity for them to be healthy, stay safe, enjoy their course of study and achieve at the College.
- If learners are in control of their personal lives, they are more likely to achieve educationally and contribute to the overall success of the College.
- When a child or young person looks after someone in their family who has a long term physical or mental health illness, a disability, or misuses substances it is recognised that they may need extra support to help them get the most out of College.

Application

- This procedure applies to learners of the College who study at any college campus. The procedure also covers those learners who are on placement as part of their course, Apprenticeships and Work Based Learning learners.

Monitoring & Review

- Implementation of this procedure will be monitored through the Safeguarding Committee and reported on three times per year for scrutiny by the committee.

Definitions

Learner – the term 'learner' for this procedure covers learners of the College who study at any College campus. The procedure also covers those Learners who are on placement as part of their course, Apprenticeships and Work Based Learning learners.

Young Carer - A Young Carer is a young person aged between 14 and 25 who cares, unpaid, for a friend or family member who could not cope without their support. Caring can involve household chores, personal care, emotional support, communication support or looking after siblings and themselves. The level of responsibility assumed by a Young Carer is often inappropriate to their age and at a level beyond simply helping out with jobs at home which is a normal part of growing up.

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Last Revision Date:	14/09/20
Next Revision Date	30/09/22

Care Experience Young Person, Looked after, LAC, Accommodated Young People and Care Leavers - any learner identified as identified under Part 6 of the Social Services and Well-being (Wales) Act 2014 are defined within this procedure as 'care experienced young people'. This term applies to both young people currently in care, leaving care and care leavers aged 18 and over.

Child – in accordance with The Children Act 1989, the College shall regard any young person below the age of 18 as a child.

Vulnerable Adult – a person aged 18 or over who may be in need of community care services by reason of mental or other disability, age or illness and who is, or may be unable to take care of himself or herself, or unable to protect himself or herself against significant harm or serious exploitation.

Adult at Risk - a person aged 18 or over who is experiencing or is at risk of abuse or neglect; has needs for care and support (whether or not any authority is meeting any of those needs); and as a result of those needs is unable to protect himself or herself against the abuse or neglect or the risk of it.

Additional Learning Need – a person aged 0-25 who has additional learning needs if he or she has a learning difficulty or disability (whether the learning difficulty or disability arises from a medical condition or otherwise) which calls for additional learning provision to be made.

Personal Adviser – a person who is appointed by the local authority at 17/18 to support the young person leaving care to make choices about learning and work and to signpost to further support externally. The Personal Adviser currently can be a trusted member of the young person's family or a friend but is more commonly employed by the Local Authority in this role. In some cases, the Social Worker responsible for the young person at 16 continues as Personal Adviser.

Personal Education Plan (PEP) - This is the plan drawn up for learning at school or college. These plans are designed to establish clear targets and actions to respond effectively to each child's needs and provide a continuous record of their achievements. In addition, a Personal Education Plan is an opportunity to listen to children, record their hopes and worries and clearly show their stated aspirations. Ideally, the PEP should feed into the development of a Pathway Plan at 16.

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Identifying a Young Carer

Unless the College is advised about a learner's home circumstances, Young Carers risk first being identified by negative aspects of their behaviour or work. Some Young Carers worry about bullying or interference in their family life and may seek to conceal their role from their peers and from teachers.

Some of the indicators that might indicate that a learner has unrecognised responsibilities are:

- Regular lateness or unauthorised absence, possibly increasing.
- Tiredness in college.
- Erratic response to homework with incomplete, late or non-compliance to set tasks.
- Lack of concentration, anxiety or worry.
- Under-achievement for potential capability.
- Behavioural problems, especially inappropriate responses possibly resulting from anger or frustration.
- Few or no peer friendships but possibly with a good relationship with adults and presenting as very mature for their age.
- Victim of bullying, perhaps linked to a family member's disability or state of health, e.g. Substance misuse or due to Young Carer not being perceived by peers as dressing in the latest fashion.
- Lack of interest in extra-curricular activities, especially after college.
- Apparent parental disinterest due to non-attendance at parental meetings.

All the potential indicators mentioned may be indicators of a range of problems, some not associated with caring, however in dealing with any learner exhibiting any of the signs, staff should consider asking the learner if they are helping to look after someone at home.

Any concerns about a learner who may be considered an as yet unidentified Young Carer or Looked After Young Person should be reported to the College's wellbeing team, via referral on My Concern. The wellbeing team, alongside course tutors and teaching teams will seek to support and gather information which will help establish if;

- The learner lives with a family member who has a disability or long-term physical or mental health illness.
- The learner has a responsibility for looking after that person over and beyond normal inter-personal relationships within a caring family setting.
- The family is in contact with a support service that could help reduce their reliance on the learner.

Some families will choose not to disclose this information. Any information gained as a result of this process will be held on the learner's profile on My Concern and kept securely. We will respect the right to privacy and will only share information about Young Carers and their families with people who need to know in order to be able to help. Before sharing information with anyone else, we will seek consent from the Young Carer and from a parent.

College Support for Young Carers and Looked After Young People

The College undertakes the following support provision for learners who are young carers or Looked After Young People (LAYP);

- Awareness raising sessions will take place, tutorial sessions and staff and Governor training.
- Wherever possible staff will talk to Young Carers and LAYP in private and not in front of their peers.
- Information about the Young Carer and their family or LAYP will only be shared with people who need to know in order to help.
- Young Carers have the option to be put in touch with the local Young Carers' Service once they fit the criteria.
- Where possible we will negotiate deadlines for homework etc. in advance of them being set with curriculum areas.
- Additional support needs for Young Carers or LAYP struggling to achieve their potential will be identified and provided where appropriate and in consultation with Young Carers organisation or corporate parent.

- Alternatives for Young Carers or LAYP unable to attend out of college activities due to their caring role will be considered.

- We will liaise with support services to ensure that we can refer and signpost families to additional help.

- If a parent is unable to travel to parent meetings or sessions due to family circumstances, we will try to make alternative arrangements. The Young Carer or parent may request this.

- We will provide advice about how young people can get into college where transport is a problem.

- The college is accessible to parents who have mobility and communication problems and where accessibility of campus is an issue, invite parents to another accessible campus.

- We seek feedback and ideas from Young Carers, LAYP and their families.

- Establish individual pupil support plans for those Young Carers or LAYP with specific needs where appropriate.

- We allow Young Carers to use a telephone to call home during breaks and lunch times so as to reduce any worry they may have about a family member.

- The Head of Additional Learning Needs and Wellbeing, Wellbeing and Safeguarding Coordinators, and the Wellbeing Team will keep up to date with national and local developments and with legislation and guidance affecting Young Carers and their families.

- Retain a percentage of the allocated Financial Contingency Fund for LAYP learners which is non means tested.

- Waiver any enrolment fees for learners who are LAYP.

- If appropriate, any young carer or LAYP who has co-occurring additional learning needs can access an enhanced transition into College through the Additional Learning Needs team.

- Welcome any child, parent or family member who wishes to discuss their family circumstances so that we can help the learner in achieving their potential.

- Give unqualified access to our Wellbeing Hubs and support from our Wellbeing Officers.

Confidentiality and Safeguarding

16 to18-year old learners have the same entitlement to confidentiality as adults.

All staff work within the College's Safeguarding and Confidentiality policies and procedures and cannot offer absolute confidentiality to their students. In exceptional circumstances the staff member may take the decision to break confidentiality, with or without the learner's consent, if necessary. In this case their professional judgement will be used if:

There is a risk of the learner harming themselves or being harmed.

There is risk to another person being harmed.

There is risk of a serious crime being committed, major threat or if ordered to do so, by Court Order or anything else pertaining to the law of the land.

In all these cases the staff member will refer the learner, or the concern disclosed to the College's Safeguarding Team who may invoke and follow the Safeguarding Procedure.

Case Management/Electronic files/notes

Wellbeing Officers, working with any young carers or LAYP will keep records of all support on My Concern. Learners' attendance with the counselling service will be recorded on Bacpac.

In accordance with best practice, the use of paper records will be kept to a minimum. Any databases/software in the recording/administration of the service are password protected, encrypted and backup using the College's information management procedures.

Documents and learner case files will be retained for a period of 6 years from the end of the academic year of their last enrolment with the College.

Restorative Approaches and Complaints

The College is committed to restorative approaches and these form the basis for repairing harm.

Learners who are not satisfied with any aspect of the Wellbeing Service should initially discuss their concerns with the Safeguarding and Wellbeing Co-Ordinator. If they feel they cannot or if they feel their complaint has not been dealt with satisfactorily, they may contact the Head of Additional Learning Needs and Wellbeing.

If the learner wishes to make a formal complaint, the College's complaints procedure should be followed.

Equality and Diversity

Cardiff and Vale College is committed to the fair treatment of its users of its services, regardless of race, gender, gender identity, religion, sexual orientation, age, physical/mental disability, pregnancy or marital status. In accordance with College procedures, this procedure was written using the principles of equality impact assessment.

Statistics relating to the age range, curriculum area, gender, ethnic origin, disability and number of visits, will be reported by the Wellbeing to the Head of Additional Learning Needs. This information will be used to monitor any trends emerging within the College and to make improvements in line with the College's commitment to Equality and Diversity.

Linked Procedures

- Learner Relationship Operational Procedures
- Health and Safety
- Data Protection
- Bullying and Harassment
- Fit to Study
- Substance Misuse
- Health and Safety
- Equality and Diversity
- Safeguarding
- Student Complaints
- Wellbeing
- Additional Learning Needs

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Location and Access to the Policy

This is available from the website/ staff intranet/ Moodle and may be out of date if printed.

Date approved: 14/09/2018	Responsible Manager: Head of Additional Learning Needs and Wellbeing
Approved by: QSB	Executive Lead: Deputy Principal
Review date: 30/09/2022	Accessible to Students: Yes