



THE LONDON BOROUGH
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Children and Young People Department

Equality Impact Assessment

Young Carers Service Procedures

Prepared by: Harriet Martyn, National Management Trainee
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Start Date: June 2008
End Date: September 2008

STAGE 1 – PLAN EQUALITY IMPACT ASSESSMENT

1a. Title of the EIA:

Young Carers Service Procedures

1b. What category of EIA is this? Please tick one of the following:

Part of planned work	<input type="checkbox"/>
Developing new policies	<input checked="" type="checkbox"/>
Changing/ updating existing policies	<input type="checkbox"/>

1c. Timetable for assessment:

Start Date	June 2008
Projected end date	End September 2008

1d. Who will do the EIA? Please complete the following table:

Name	Job Title	Roles & Responsibilities within EIA Team
Harriet Martyn	National Management Trainee	Project lead
Tracey Parry (Carers Bromley Young Carers Service)	Young Carers Service Manager	Input to and advice on consultation

1e. Identify any other resources that are needed to support EIA:

Project lead to attend training on how to conduct an EIA, if available

STAGE 2 – ANALYSE THE POLICY

2a. Briefly describe the aim of the policy:

To develop a multi-agency approach that ensures young carers receive the appropriate level of assessment and support to enable them to achieve the five outcomes of Every Child Matters.

2b. Set out the policy objectives:

- To raise awareness of young carers across all partner agencies
- To create a young carers information pack for young carers and for professionals
- To develop a protocol for joined up working between children's services and adults' services and between children's services and schools
- To recruit a young carers' social worker to help further develop the policies and put them into action in their day-to-day work
- To ensure activities provided for young carers are suitable for all young people
- To offer a carers assessment to all young carers meeting the eligibility criteria

2c. Break down the policy into its key areas:

- Defining a young carer clearly
- Develop information packs (organise content material)
- Disseminating information packs across multi-agencies
- Develop young carers protocols between ACS and Children's Social Care (CSC) and between schools and CSC and between healthcare and CSC
- Recruitment of young carers' social worker
- Reviewing activities for young carers
- Develop a young carers assessment
- Accessibility of young carers assessment on Care First
- Monitoring statistics obtained from young carers assessments

2d. List the intended recipients of the policy:

- Known young carers
- Previously unknown young carers (hidden young carers)
- Professionals who work with young carers
- Families of young carers including the cared for person

2e. Identify partner organizations and any other departments involved in delivering the policy:

- CHIN team (Young Carers Social Worker)
- Carers Bromley
- HR
- LBB Print & Design Studio
- CYP Planning & Communications team
- CYP Strategy & Performance
- CYP IT team
- Adult and Community Services

2f Identify and list any stakeholders concerned with the delivery of the policy:

- Adult and Community Services
- Children and Young People Services
- Schools
- Children’s Centres and Extended Services
- Carers Bromley
- CAMHS
- Connexions
- Local community groups including the travellers’ community and other minority communities

STAGE 3 – ANALYSE THE EQUALITY ISSUES OF THE KEY AREAS OF THE POLICY

Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	x	x	x	x	x	x

KEY AREAS:	ALL ASSOCIATED DOCUMENTS: For example: statements, forms, supporting policies ect	EQUALITIES GAP ANALYSIS:
<ul style="list-style-type: none"> • Defining a young carer clearly 	<p>DH Carers Strategy 2008: <i>Carers at the heart of 21st century families and communities: a caring system on your side, a life of your own</i></p> <p>Bromley Carers Strategy 2007</p> <p>Carers Bromley website information</p>	<p>Provides a definition for a carer but not specifically for a young carer therefore does not cover 'age' category</p> <p>Specifies upper age limit</p> <p>Defines lower and upper age limit and other traits of being a young carer</p>

<ul style="list-style-type: none"> • Develop information packs (organise content material) • Disseminating information packs across multi-agencies • Develop young carers protocols between ACS and CSC and between schools and CSC and healthcare and CSC 	<p>Social Services Inspectorate (used in Bromley Young Carers Service Specification)</p> <p>Princess Royal Trust for Carers</p> <p>Carers UK</p> <p>Barnados</p> <p>Carers Bromley young carers information pack for professionals</p> <p>Children's Trust database</p> <p>Princess Royal Trust for Carers</p> <p>Bromley Carers Strategy 2007</p> <p>DH Carers Strategy 2008 (Chapter 6, p. 122)</p>	<p>Very comprehensive and defines upper age limit</p> <p>Does not specify age</p> <p>Defines upper age limit</p> <p>Defines upper age limit</p> <p>Produced in 2000 but covers: the services provided by Carers Bromley Young Carers Service; definition of a young carer; facts about Bromley's young carers; the effects of caring; other identified groups in need; a charter of rights for young carers; laws that support young carers; and a poem by a young carer.</p> <p>Children's Trust is a partnership of multi-agencies including schools, GPs etc. Their database will be used as template for whom to disseminate the information packs to.</p> <p>Exemplar of a protocol between Adults and Children's services being used as template for LBB; guidance for education professionals on PRTC being used to develop protocol between CSC and schools</p> <p>Action point noted for CSC and ACS to develop a cross-agency protocol</p> <p>Consultation of young carers revealed that they valued the importance of joined up working between Children's and Adults'</p>
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<ul style="list-style-type: none"> • Recruitment of young carers' social worker 	<p>LB Lewisham's Young Carers' Social Worker JD/PS</p> <p>Reading BC's JD/PS Young Carers' Development Worker</p>	<p>Services</p> <p>The JD/PS are being used as a template to recruit a YCSW at LBB.</p> <p>Young Carers' Social Worker is not a post that exists in many councils. Sometimes Young Carers' Development Workers are found but not that frequently.</p> <p>The post is being advertised in line with Bromley's Equality Policy.</p>
<ul style="list-style-type: none"> • Reviewing activities for young carers 	<p>Carers Bromley website</p> <p>Carers Bromley</p>	<p>Listings of activities for three different age ranges (4-7; 8-11; 12-18) provided by Carers Bromley Young Carers Service</p> <p>Carers Bromley has the POASSO Level 2 Community Legal Services Quality Mark for the delivery of their services</p>
<ul style="list-style-type: none"> • Develop a young carers assessment tool 	<p>Bromley Carers Strategy 2007</p> <p>Other councils' assessment tools for young carers e.g. Surrey CC, LB Harrow, North Yorkshire CC, Croydon all have young carers' assessment tools already</p> <p>Carers Bromley</p>	<p>Pledges to: <i>'Offer assessments to children and young carers to ensure we continue to identify and support children and young people who have caring responsibilities'</i></p> <p>Surrey CC and LB Harrow had the most comprehensive but clear and simple-to-use form so this will be used as a template which can be adapted to fit Bromley's needs. NYCC assessment tool was geared mainly towards younger children, and Croydon's was quite wordy.</p> <p>Carers Bromley Young Carers Service use an assessment tool (often just to serve as a checklist or guidance to the professional assessing the young carer) which is very similar to the one being developed for LBB.</p>

<ul style="list-style-type: none"> • Accessibility of young carers' assessment on Care First • Monitoring statistics obtained from young carers' assessments 	<p>Carers (Recognition and Services) Act 1995</p> <p>Carers and Disabled Children Act 2000</p> <p>Carers (Equal Opportunities) Act 2004</p> <p>Other councils' young carers' assessments</p> <p>Unknown</p>	<p>Gives carers the right to an assessment even if the person being cared for doesn't qualify for their own needs' assessment.</p> <p>All carers have a right to an assessment of their needs separate from an assessment of the person being cared for.</p> <p>Councils must inform all carers of the right to an assessment of their needs.</p> <p>Other councils have versions of their assessment tool that can be completed and submitted online (e.g. Surrey CC) though not necessarily on Care First so this is unknown as such.</p> <p>Unknown but monitoring of statistics is already in place for other information contained on Care First</p>
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Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	X	X	X	X	X	x

KEY AREAS:	QUANTITATIVE DATA: For example: monitoring information, census data, performance indicators, Borough benchmark data, customer surveys	EQUALITIES GAP ANALYSIS :
<ul style="list-style-type: none"> • Defining a young carer clearly 	<p>National census 2001 data (used in LBB Carers Strategy 2007 and DH Carers Strategy 2008)</p> <p>Carers Bromley data</p>	<p>55,000 young carers known of in the UK; 175,000 young people in the UK identified as providing some care; 810 young carers (between 5 and 19 years old) in Bromley</p> <p>375 young carers on the Carers Bromley Young Carers Service database as at 8th August 2008.</p>

<ul style="list-style-type: none"> • Develop information packs (organise content material) • Disseminating information packs across multi-agencies • Develop young carers protocols between ACS and CSC and between schools and CSC and healthcare and CSC 	<p>No quantitative data available</p> <p>No quantitative data available</p> <p>National Carers Strategy 2008 (Research by Dearden and Becker, <i>Young Carers in the UK: the 2004 report</i>, 2004)</p>	<p>Young carers on the Carers Bromley database range from 4 to 18 years old with an average age of 12.</p> <p>198 female young carers and 179 male young carers as at 14th August</p> <p>Of the 375 young carers on the database, 268 are White British with the next largest majorities being 'Black/Black British-Caribbean' (21); 'White-other' (19); and 'Mixed-other' (17).</p> <p>Carers Bromley employs a Community Development Worker to go out into other communities and raise awareness about Carers Bromley's services. The worker works particularly with Somali communities but also aims to find out about other minority communities and makes referrals where necessary.</p> <p>Content will be based on Carers Bromley Young Carers Service information pack, which is now out of date.</p> <p>Agencies to which the information will be disseminated will be determined based on two databases listing partner agencies; one used by Carers Bromley and the other by the Children's Trust. Carers Bromley has a professional database of GPs, schools and voluntary sector agencies.</p> <p>Research indicates that as many as 27% of young carers of secondary school age are experiencing problems in attending and achieving at school. This emphasises the</p>
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<ul style="list-style-type: none"> • Recruitment of young carers' social worker 	<p>No quantitative data available</p>	<p>importance of joined up working between CSC and schools.</p> <p>This is the first time that this post is being recruited for but it is being done so in line with Bromley's Equal Opportunities Policy.</p>
<ul style="list-style-type: none"> • Reviewing activities for young carers 	<p>Carers Bromley</p>	<p>In the 1st quarter of 2008/9 financial year, Carers Bromley Young Carers Service provided 9 age-appropriate breaks to 126 young carers and 1 weekend break with 17 young carers benefiting from overnight respite.</p>
<ul style="list-style-type: none"> • Develop a young carers assessment 	<p>NI 135 (as stated in the National Carers Strategy 2008)</p>	<p>This indicator monitors carers receiving needs assessments or a review of their needs and a specific carers' service, or advice and information.</p>
<ul style="list-style-type: none"> • Accessibility of young carers assessment on Care First 	<p>No quantitative data available</p>	<p>From research, it is known that other local authorities use Care First or other online social care systems to store their assessment forms but no exact figure is available for how many Local Authorities apply this practice.</p>
<ul style="list-style-type: none"> • Monitoring statistics obtained from young carers assessments 	<p>No quantitative data available</p>	<p>A new performance indicator will be developed specifically to monitor the number of young carers' assessments being carried out as well as how many resulted in No Further Action; how many were referred back to CAF/voluntary sector/schools/hospitals; and how many led onto statutory assessments.</p>

Category:	Age	Disability	Gender	Race	Religion/ Belief	Sexual Orientation
Considered in EIA?	X	X	X	X	X	x

KEY AREAS:	QUALITATIVE DATA: For example: customer opinion surveys, staff forums, focus groups, "Getting it Right" feedback	EQUALITIES GAP ANALYSIS :
<ul style="list-style-type: none"> • Defining a young carer clearly 	Expert advice	Advice was sought from an LBB Educational Psychologist with regards to a lower age limit for young carers. This proved a very blurry and contentious area. However, based on the development of a child's abstract and emotional thought, it was considered that the lower age limit should be 8 years old with exceptions permissible in certain circumstances.
<ul style="list-style-type: none"> • Develop information packs (organise content material) 	Staff discussions between Carers Bromley and CYP	<p>A template for LBB's information pack was designed based on Carers Bromley's established but outdated information pack. Permission was obtained from Carers Bromley to use certain aspects of their information pack and best practice was shared as to what should be included and excluded from the pack.</p> <p>The back cover of the information pack lists approximately 10 other languages which the pack can be translated into on request. This information will also be made available on the website.</p>
<ul style="list-style-type: none"> • Disseminating information packs across multi-agencies 	Discussions with the Bromley Gypsy / Traveller Project	Discussions with the Project Worker for the Traveller Project informed us that the information pack would not be the best way of communicating with this community as there is a high level of illiteracy. Word of mouth was described as the most effective method of communication. Another suggestion for successful partnership working was to

<ul style="list-style-type: none"> • Develop young carers protocols between ACS and CSC and between schools and CSC and healthcare and CSC • Recruitment of young carers' social worker • Reviewing activities for young carers 	<p>Staff discussions</p> <p>Involve young carers in recruitment process</p> <p>Consultation of young carers</p> <p>Voice YC at Carers Bromley Young Carers Service</p>	<p>recruit a specialist worker (ideally from the Gypsy Traveller community) who could build up trust and reassure the rest of the community, explaining the services available to young carers in a non-pressurised way.</p> <p>Expert advice was sought from the Head of Access and Admissions for schools regarding the protocol between CSC and schools.</p> <p>A protocol between ACS and CYP is being developed by the Policy Officer in CSC. The protocol for young carers between CSC and ACS will be fed into this with a link to the document provided.</p> <p>A panel of four young carers selected from Voice YC, the young carers' forum, was involved in interviewing the candidates for this job. They then fed back their thoughts to the panel of managers also interviewing the candidates.</p> <p>A consultation has been sent out to all young carers on Carers Bromley's register asking them what they think services could be improved for them and their family; how more young carers could be encouraged to join Carers Bromley; what their opinion of young carers' assessments is; and how awareness of young carers can be raised amongst professionals</p> <p>Voice YC is a forum for Young Carers aged 11+ which is used to discuss and evaluate the range of activities on offer to all age groups and decide what other activities/information sessions/services would be beneficial additional services to</p>
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	Surveys to young carers	offer young carers at Carers Bromley After each activity, a survey or evaluation form is sent to every young carer to complete. This is used to appraise the activity and the results are fed back to young carers via a regular newsletter. The feedback is also used to adapt the activities in future.
<ul style="list-style-type: none"> • Develop a young carers assessment 	Staff discussion between IT Systems Management/Research & Statistics/Policy Officer in CYP/Group Manager CHIN team/Head of Children's Social Care	A range of staff from CYP was involved in debating what format the young carers' assessment should take, how it should be used on Care First and how the data that it generates should be monitored
<ul style="list-style-type: none"> • Accessibility of young carers assessment on Care First 	Staff discussion between IT Systems Management/Research & Statistics/Policy Officer in CYP/Group Manager CHIN team/Head of Children's Social Care	A range of staff from CYP was involved in debating what format the young carers' assessment should take, how it should be used on Care First and how the data that it generates should be monitored
<ul style="list-style-type: none"> • Monitoring statistics obtained from young carers assessments 	Staff discussion between IT Systems Management/Research & Statistics/Policy Officer in CYP/Group Manager CHIN team/Head of Children's Social Care	A range of staff from CYP was involved in debating what format the young carers' assessment should take, how it should be used on Care First and how the data that it generates should be monitored

Review activities for young carers	Race Religion / Belief Sexual orientation	Responses from young carers' consultation to be collated and feedback to be incorporated into Action Plans SLA between LBB and Carers Bromley due for review. Will look at how delivery of services can be improved.	Beginning November 2009 March 2009	Lisa Fernicola (Young Carers Social Worker) Carers Bromley and Susan Phillips / Andy Crawford / Ruth Wood	
Develop a young carers assessment	Race Age Gender	Ensure that a spread of different age ranges; young carers from different backgrounds and a balance of both sexes complete the assessment	Review to be conducted in 12 months time (September 2009)	Susan Phillips / Kate Stuart	

Accessibility of young carers assessment on Care First		This must be up and running for the Young Carers Social Worker to use.	January 2009	Susan Phillips / Kirk Chamberlain	
Monitoring statistics obtained from young carers assessments	Age Gender Race	Ensure that statistics detailing these equality categories are being recorded.	Review to be conducted in 12 months time (September 2009)	Susan Phillips / Kate Stuart	

STAGE 5 – Feedback From Stakeholders On Draft Action Plan

Stakeholder	Date consulted	Feedback	Impact on Action Plan
Departmental Equality Group			

STAGE 6 – Submit Draft Action Plan To DMT

Date submitted:	11 th September 2008
Feedback:	Document sent round to DMT for information and feedback was good. Interest shown in seeing results from young carers' consultation. Point made about Children's Centre located near Travellers' Community which could be used to forge links between young carers information and Travellers.
Changes made: (If required)	Comments taken into account in Action Plan

STAGE 7 – Integrate Agreed Actions & Targets Into I&E Plans

Date complete:	
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STAGE 8 – Produce And Publish EIA Report

Date published:	
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