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| **How to use the young carers brief assessment tool - A Day in the Life of …”**   * Young carers are defined as **“a person under 18 who provides or intends to provide care for another person”.** A young carer might look after someone if they are sick or have a disability, experiencing mental ill health or have a difficulty with drugs and/or alcohol. * “A day in the Life of…” brief assessment tool should be completed when there are children and young people under the age of 18 living in a household where there are caring needs. * The brief assessment will help understand as early on as possible if the child or young person is providing care, at what level, the impact this is having and inform services and the family to understand which service is best placed to support them. The tool supports any holistic assessment or referral process to ensure young carers receive the right support at the right time. * **Complete sections 1 – 3 ‘Caring Tasks** - ticking the frequency of the care being provided and detail the specific caring tasks that are being completed as well as the impact on both child/young person and adult. * **Complete section 4 ‘Assessment Outcome’** – There are 4 potential outcomes of the brief assessment. It does not matter if the child/young person is not providing all types of care - you need to consider the appropriateness and amount of care as well as the impact it is having on the child/young person and cared for person. * If the outcome of the assessment concludes the needs of the young carer and family can be met by universal and/or targeted services, the assessment can stored and monitored by the service that completed it. It does not need to be submitted to Leeds Young Carers Support Service. * It is important you regularly review the assessment in order to respond effectively if anything changes and either additional support is required from universal/targeted services, or a referral needs to be made to Leeds Young Carers Support Service. * **At any point Leeds Young Carers Support Service can be contacted for information and advice even if the outcome of the brief assessment tool concludes a referral to our service is not required.**   **Contact us**  **Telephone number** 0113 7339126  **Email address** [leedsyoungcarers@family-action.org.uk](mailto:leedsyoungcarers@family-action.org.uk)  **Enquiry Form** <https://forms.office.com/e/gAfEi4KQrC> |

**When and how to refer to Leeds Young Carers Support Service**

If the outcome of the assessment concludes the child or young person is providing a high or a very high amount of care and or the care being provided is not appropriate for age, gender, ability, stage in life *(this is what legislation refers to as inappropriate and/or excessive care)* a referral to Leeds Young Carers Support Service should be made and a full young carer’s needs assessment will be completed with the child/young person and family.

**\*\***Consent is required by parent/guardian to refer in to Leeds Young Carers Support Service**\*\***

To refer to Leeds Young Carers Support Service, two referral documents are required to be completed and submitted to [Leedsyoungcarers@family-action.org.uk](mailto:Leedsyoungcarers@family-action.org.uk)

1. **“A Day in the Life of …..” Assessment Tool** – please ensure **sections 1 – 4 are fully completed**

2. [**Early Help Part 1 - Understanding me/my family**](https://www.leedsforlearning.co.uk/Pages/Download/604dab85-132d-4cbc-bd17-f185e24c0356/PageSectionDocuments) **-** if there is already an existing Early Help Part 1 this can be submitted with any new updates.

**Please note** - Children Social Work Services do not need to complete ‘Early Help Part 1 - Understanding me/my family’ if a completed child and family assessment and most recent plan can be shared with us.

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| **Date of completion** |  | |
| **Name of Child/Young Person** |  | |
| **Date of birth** |  | |
| **Name of Cared For Person** |  | |
| **Relationship to Child/Young Person** |  | |
| **Please describe the condition or disability of the cared for person** |  | |
| **Contact details for person completing this tool:** | **Name:** |  |
| **Job title:** |  |
| **Contact email** |  |
| **Contact phone number** |  |

**Section 1 – Practical caring tasks**

A child or young person may complete some of these tasks as part of becoming independent and/or as chores. Please consider what tasks are being done by the child/young person due to the cared for person being unable to do these without their support. Consider potential risks of each task to child/young person and adult e.g. risk of injury if child lifting an adult, use of kitchen equipment such as oven, knifes, financial responsibility if food shopping alone.

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| **Practical Caring Tasks by Child** | **Frequency (click on box to check)** | **Examples of what the child is doing** | **Impact on child** | **Impact on cared-for person** |
| Prepare, cook and clean at mealtimes | Never  Sometimes  A lot |  |  |  |
| Household cleaning | Never  Sometimes  A lot |  |  |  |
| Redecorating and gardening | Never  Sometimes  A lot |  |  |  |
| Food shopping by myself | Never  Sometimes  A lot |  |  |  |
| Help with household paperwork | Never  Sometimes  A lot |  |  |  |
| Work part time to bring in extra money | Never  Sometimes  A lot |  |  |  |
| Look after brothers and sisters alone | Never  Sometimes  A lot |  |  |  |
| Lift heavy items or people | Never  Sometimes  A lot |  |  |  |
| **Other** (please specify): | Never  Sometimes  A lot |  |  |  |

**Section 2 – Personal caring tasks**

Please consider any immediate risks and/or support needs of the child/young providing personal care. The risk could be to the child/young person and/or to the adult and may require you to take immediate action as well as referring to Leeds Young Carers Support Service. For example, preparing and/or administering medication may carry risk of overdose, help with bathing/showering may pose a risk of injury to child/young person and/or adult.

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| **Personal Caring Tasks by Child** | **Frequency (click on box to check)** | **Examples of what the child is doing** | **Impact on child** | **Impact on cared-for person** |
| Help with bathing/showering/shaving etc | Never  Sometimes  A lot |  |  |  |
| Help with dressing | Never  Sometimes  A lot |  |  |  |
| Help during the night | Never  Sometimes  A lot |  |  |  |
| Help with eating | Never  Sometimes  A lot |  |  |  |
| Communicate/interpret for someone | Never  Sometimes  A lot |  |  |  |
| Medicate – prepare, administer or remind | Never  Sometimes  A lot |  |  |  |
| **Other** (please specify): | Never  Sometimes  A lot |  |  |  |

**Section 3 – Emotional caring tasks**

Please consider the amount of responsibility the child/young person has to provide emotional care and support to the cared for person. Emotional care can sometimes go unnoticed but the time dedicated to providing emotional care can be significant and have the same impact on the child/young person as the practical and personal care being provided.

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| **Emotional Caring Tasks by Child** | **Frequency (click on box to check)** | **Examples of what the child is doing** | **Impact on child** | **Impact on cared-for person** |
| Keep them company | Never  Sometimes  A lot |  |  |  |
| Comfort them when they are upset | Never  Sometimes  A lot |  |  |  |
| Keep an eye on them/worry about them | Never  Sometimes  A lot |  |  |  |
| Take the person you care for out on your own | Never  Sometimes  A lot |  |  |  |
| **Other** (please specify): | Never  Sometimes  A lot |  |  |  |

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| 1. No caring activity recorded   The carer is an adult – the child is not providing any care. | Signpost to [Carers Leeds](https://www.carersleeds.org.uk/) – supports all adult unpaid carers in Leeds: |
| **Reason for decision and action taken**: | |

**Section 4 – Outcome of assessment and next steps -** The practitioner completing this form must complete this section.

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| 1. The child is providing low amounts of care and taking in to account age, gender, ability and stage in life this is felt to be appropriate, and no additional support is required. | Ensure that the service currently supporting the child and other universal services such as school, monitors and regularly reviews the young carer’s situation |
| **Reason for decision and action taken**: | |

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| 1. The child is providing moderate amounts of care and taking in to account age, gender, ability and stage in life this is felt to be appropriate, but child, young person and/or family requires some additional support. | Identify what support can be provided within universal or targeted services and refer child and adult as appropriate. The Family Hub central line is tel: 0113 535 0185, or email: [family.hubs@leeds.gov.uk](mailto:family.hubs@leeds.gov.uk).  If you feel the caring tasks are not appropriate for age, gender, ability, stage in life and/or the family are experiencing additional difficulties and you require further guidance and advice please contact Leeds Young Carers Support Service. |
| **Reason for decision and action taken:** | |

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| 1. The child is providing high amounts of care and/or taking in to account age, gender, ability and stage in life this is felt to be inappropriate. | If there are safeguarding implications, please discuss with your organisation’s safeguarding lead to consider whether to discuss with the Duty and Advice team.  If there are no safeguarding implications for the child, refer to Leeds Young Carers Support Service for completion of a full young carers needs assessment. |
| **Reason for decision and action taken:** | |