



Scottish Borders and NHS Borders Partnership Eligibility Framework for Young Carers

Local Young Carer Eligibility Criteria

Implementation date: 1st April 2018

1. Purpose

- 1.1 The Carers (Scotland) Act 2016 (to be implemented from 1 April 2018) is designed to support young carers' health and wellbeing and help make caring more sustainable.
- 1.2 The Act introduces new rights for unpaid carers and new duties for local authorities to support both adult and young carers based on their identified needs, which meet the local eligibility criteria.
- 1.3 Scottish Borders Council, NHS Borders and partner agencies have set out local eligibility criteria to determine carers that are eligible for support, informed by national guidance.
- 1.4 Carers, and the people they support, must be at the centre of care planning. They should have the opportunity to define their contribution to the care of the person, know what to expect and be clear about the support they are entitled to.
- 1.5 In the case of young carers, they are entitled to be children first and foremost. Our approach will ensure compatibility with frameworks like 'Getting it Right for Every Child', so that the frameworks are compatible.
- 1.6 To achieve this, a framework of eligibility criteria has been developed covering two aspects:
 - i the definition of levels and types of need for support.
 - ii the thresholds that must be met to be eligible for support.

2. Definitions

Why do we need eligibility criteria?

- 2.1 The purpose of having eligibility criteria is to ensure the limited public resources available are targeted at those with the greatest level of need. It also enables public bodies to demonstrate equity, consistency and transparency in both the decision making process and the allocation of resources.
- 2.2 Once they are set, the local eligibility criteria are used alongside a carers support plan as part of the assessment. The application of eligibility involves an exchange of information between all parties and determines what level of advice, guidance or provision of formal support is necessary to meet the needs of the young carer.

Meaning of "carer"

- 2.3 An individual who provides or intends to provide unpaid care for another individual (the "cared-for person").

Meaning of "young carer"

- 2.4 A young carer is a carer who is under 18 years old. It also includes carers who are 18 years old and are still in school.

2.5 Young Carer Statement

The purpose of a Young Carer Statement (YCS) is to identify and record each young carer's individual needs, personal outcomes and support to be provided by the responsible local authority to meet those needs.

The table of indicators for young carers (page 8) are linked to the Wellbeing indicators:

Safe,
Healthy,
Achieving,
Nurtured,
Active,
Respected,
Responsible.
Included

The use of the local eligibility criteria for young carers is in relation to the impact of the caring role on the young carer. The young carer might have other needs unrelated to the impact of the caring role. Any other needs that are identified should be discussed during the YCS
See appendix 2

2.6 Terminal Illness

This is an infection or an illness which will result in death. Terminal illnesses are regarded as incurable. The medical profession uses the term when life expectancy is likely to be 6 months or less.

3. Eligibility Criteria

- 3.1 In the Scottish Borders our approach to applying eligibility is underpinned by a strong commitment to prevention and early intervention. We have a well-established working relationship with the third sector and they deliver many preventative services across the communities of the Scottish Borders. The focus of prevention and early intervention is to support young carers to have a good quality of life using the eligibility criteria.
- 3.2 The Young Carer Statement (YCS) has been designed to look at the quality of life of the young carer in the context of their caring role. The purpose of completing a plan is to identify any issues that are impacting on the health and wellbeing of the young carer. With a focus on outcomes the support plan is completed with both the young carer and the practitioner having an effective conversation about what matters to them (the young carer).
- 3.3 The focus when completing a YCS is to improve the health and wellbeing of the young carer. The plan will identify personal outcomes for the carer and include a contingency plan with emergency contacts should the situation change. Information and advice will also be provided at this stage including young carers' rights and income maximisation.
- 3.4 All relevant staff will work with young carers to complete a YCS. Once the plan is completed the local eligibility criteria is applied to ensure that the right level of support is offered at the right time.

4. Process

- 4.1 The Carers (Scotland) Act 2016 comes into force on 1 April 2018. The Act requires that local authorities (and effectively Health and Social Care Partnership) set out a local eligibility criteria. The application of eligibility in practice can be broken down into four steps as follows:

Step One

A young carer can be supported to complete a Young Carer Statement (YCS). This will involve having an effective conversation between the young carer and a practitioner focused on the health and general wellbeing of the carer. Following this stage a young carer may not have eligible need and may require some advice and guidance or access to community based preventative services.

Step Two

When a YCS is completed it will have identified a young carer's outcomes. At this stage the good conversation continues around how these outcomes can be achieved and also how we will use the framework for eligibility criteria to identify their level of support. For primary school children the practitioner could be their teacher, nurse or an outside agency, for secondary school children, the practitioner could be their guidance teacher, nurse or an outside agency. For those who enter tertiary education e.g. Further Education, discussions should continue with appropriate staff involved to ensure a supported transition.'

Step Three

If a young carer has identified outcomes that meet the eligibility threshold they will be informed of the options they have. The level of support available will be explained and the young carer will be informed of any available resources.

Step Four

With a level of support agreed it is at this stage the young carer will then decide what support option would work best for them and how they would prefer to arrange any support.

- 4.2 Young carers will be fully involved in each of the stages above and will be informed throughout the application of eligibility.

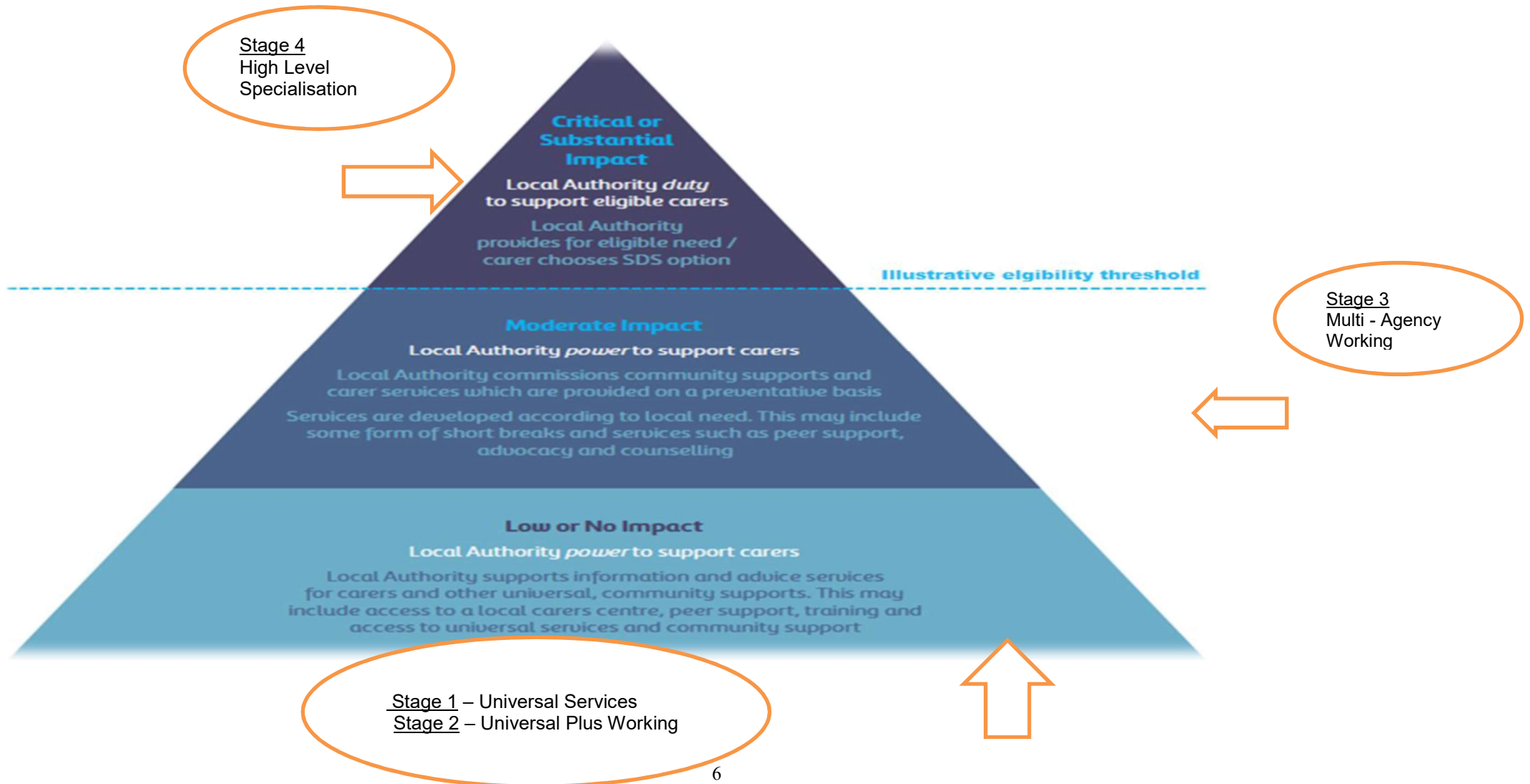
5. Eligibility for services

5.1 Eligibility for services is decided in terms of risk to an individual. There are five indicator categories:

No risk	Indicates that there are no quality of life issues resulting from the caring situation. The young carer's health and wellbeing is not at risk and they are able to achieve a good life balance. They do not currently have any requirement for support or advice.
Low risk	Indicates that there may be some quality of life issues but low risk to a young carer's capacity for independence or health and wellbeing. There may be some need for universal and/or preventative support or advice.
Moderate risk	Indicates that there is some risk to a young carer's capacity for independent living and health and wellbeing. This may call for provision of some health and social care services.
Substantial risk	Indicates that there is major risk to a young carer's capacity for independent living and health and wellbeing. Likely to require urgent provision of health and social care services.
Critical risk	Indicates that there are significant risks to a young carer's capacity for independent living and health and wellbeing. Likely to require immediate provision of social care services.

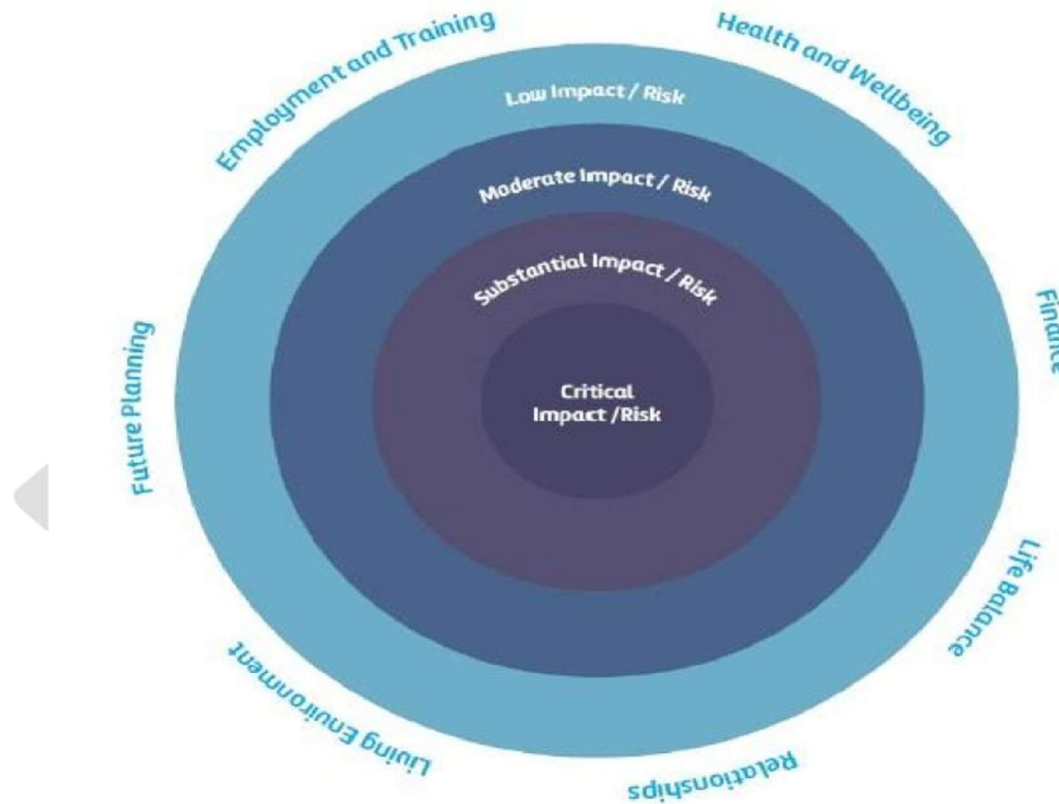
6 Eligibility thresholds: where eligibility sits in relation to young carer support as a whole

Below is an illustrative example of the eligibility criteria in practice and if the young carer has reached critical or substantive stage Link with adult carers support to confirm if the adult requires more external support



7. Determining the impact of the caring role and associated risk

Below is an illustrative example showing how criteria for reaching thresholds can be used to assess levels of need against the young carer's outcomes. All of these outcomes will be discussed during the completion of a YCS.



	Stage 1 – Universal Services	Stage 2 – Universal Plus Working	Stage 3 – Multi Agency Working	Stage 4 – High Level Specialised Provision	
	Caring – no impact no risk	Caring – low impact low risk	Caring - impact moderate - moderate risk	Caring impact - substantial – substantial risk	Caring impact – critical critical risk
Safe	YC is protected from abuse, neglect or harm (safety) at home, in school & in the community	Potential risk to safety of YC at home, in school & in the community	Identified risk to safety of YC at home, in school & in the community	Significant risk to safety of YC at home, in school & in the community	The level of caring poses a high level impact to the safety of the YC
Healthy	YC in good health YC has good emotional wellbeing Good relationship with cared for person	YC's health is beginning to be affected YC' emotional health is beginning to be affected Risk of detrimental impact on relationship with cared for person	YC has identified health needs There is some impact on YC's emotional health Some detrimental impact on relationship with cared for person	YC has a health need that is unmet Significant impact on YC's emotional wellbeing Relationship with cared for person is significantly affected	YC has unmet health needs that are having a significant impact on wellbeing and requires immediate support YC's emotional wellbeing is critical Relationship with cared for person has reached crisis point
Achieving	YC is engaged in learning & actively participating in home, school or community life	YC beginning to have difficulty in learning & participating in home, school or community life	YC has some difficulty in learning & participating in home, school or community life	YC has significant difficulty in learning & participating in home, school or community life	YC has disengaged from learning & not participating in home, school or community life
Nurtured	YC has a nurturing home environment	YC at potential risk of not having a nurturing home environment	YC has identified risk of not having a nurturing home environment	YC has significant risk of not having a nurturing home environment	YC does not have a nurturing home environment and needs are not being met

	Stage 1 – Universal Services	Stage 2 – Universal Plus Working	Stage 3 – Multi Agency Working	Stage 4 – High Level Specialised Provision	
	Caring – no impact no risk	Caring – low impact low risk	Caring - impact moderate - moderate risk	Caring impact - substantial – substantial risk	Caring impact – critical critical risk
Responsible	YC has regular opportunities and encouragement to play active & responsible roles at home, school & community	YC has some opportunities and encouragement to play active & responsible roles at home, school & community	YC has limited opportunities and encouragement to play active & responsible roles at home, school & community	YC has few opportunities and encouragement to play active & responsible roles at home, school & community	YC has no opportunities and encouragement to play active & responsible roles at home, school & community
Respected	YC feels heard & involved in decisions that affect them	YC sometimes feels heard & involved in decisions that affect them	YC increasingly feels that they are not heard in decisions that affect them	YC often feels excluded & disempowered from that affect them	YC always feels excluded & disempowered from decisions that affect them
Included	YC has equity of opportunity to social, educational, physical & economic opportunities	YC has some equity of opportunity to social, educational, physical & economic opportunities	YC has limited equity of opportunity to social, educational, physical & economic opportunities	YC has very limited equity of opportunity to social, educational, physical & economic opportunities	YC has no equity of opportunity to social, educational, physical & economic opportunities
Transition/ future planning	Young carer is confident about the future and has no concerns	Young carer is largely confident about the future but has minor concerns	Young carer is not confident about the future and has some concerns	Young carer is anxious about the future and has significant concerns	Young carer is very anxious about the future and has severe concerns

10. Terminal Illness Regulations

To ensure Carers get the support they need, local authorities in Scotland must offer a Young Carers Statement (YCS) to anyone identified as an unpaid carer. These plans help carers to think about the support they may need now, and in the future. It helps identify who is best to provide the support needed, and to improve the health and wellbeing of the carer.

As part of the Carers (Scotland) Act, which enhances the rights of carers in Scotland, new directions have been laid by Scottish Ministers to introduce timescales for offering and completing these support plans for carers of terminally ill persons.

Many carers of people who have a progressive illness are likely to already have had a support plan or statement, well before the cared-for person meets the definition of being terminally ill. While this means the new requirements will apply to a small number of carers, the new local authority directions should be treated as a backstop, rather than a target.

The points you need to know about the new Carers Act Terminal Illness Regulations.

1. **TIMESCALES:** Once an authority identifies a young carer of someone who is terminally ill, a Young Carer Statement (YCS) must be offered within two working days. If unable to do so within 2 working days due to unforeseen circumstances, this offer must be made as soon as reasonably practicable.
2. **NOTIFICATION DATE:** The 'Notification date' is the date which the young carer accepts an offer to prepare a YCS. The 'Substantive conversation' must take place within 5 working days (or any other date as requested by the carer) of the notification date.
3. **SUBSTANTIVE CONVERSATION:** The 'Substantive Conversation' is the first conversation which the responsible local authority has with a relevant young carer. Any immediate or urgent personal outcomes and needs for support in relation to a young carer of a cared-for person who is terminally ill are identified during the first conversation.
4. **TIMESCALE FOR COMPLETION & CARER CHOICE:** Where the substantive conversation takes place within 5 days of the notification date then the YCS must be prepared within 10 working days of the notification date. (Note: If a carer specifies a date beyond the 5 day period, a new timescale applies – see Regs section 5 (2)(b) & 5(3))
5. **YCS:** The YCS can be a shortened version but must cover areas set out in section 9(1)(a), (b), (e), (f), (i) and (j) of the 2016 Act. A review date must be set and, if applicable, the remainder of information which should be in the plan under section 9 should be added. Support arranged as a result of the Plan or Statement should be recorded.
6. **IMPORTANT DATES TO BE RECORDED:** When completing a Young Carers Statement, the following dates must be recorded:
 - Date we became aware of the young carer and the terminal illness diagnosis.
 - Date the young carer accepts the offer a YCS (notification date).
 - Date of the substantive conversation.
 - Date YCS was completed.

11. Equalities and Impact Assessment

To be updated

12. Review

This policy and associated procedures will be reviewed within three years subject to any further changes in legislation.

13. Related Documents

[Carers \(Scotland\) Act 2016](#)
[Scottish Parliament – Carers \(Scotland\) Bill](#)
[Getting it right for every child - GIRFEC](#)
[Self-Directed Support Policy](#)
[Scottish Borders Young Carer Strategy 2015 – 2018](#)

Note* There will be additional documents included – Short Breaks Statement, added to this list.

14. Concerns and complaints

We value comments and complaints about the Children and Young People Service and NHS Borders functions for which we are responsible and will use information from them to help us to improve what we do. We want to hear from you if you have any comments or wish to complain. To assist you to make a complaint we have developed a [Complaints Handling Procedure](#) which sets out how we will handle complaints.

If you wish to make a complaint, suggestion, compliment or general query about our work, or our decisions, please do so by following the guidance set out and by completing the [online form](#).

Appendix 1: Definitions under the Carers (Scotland) Act 2016

Meaning of “carer”

In the Act a “carer” means an individual who provides or intends to provide care for another individual (the “cared-for person”).

But subsection (1) does not apply -

- (a) in the case of a cared-for person under 18 years old, to the extent that the care is or would be provided by virtue of the person’s age, or
- (b) in any case, to the extent that the care is or would be provided
 - (i) under or by virtue of a contract, or
 - (ii) as voluntary work.

The Scottish Ministers may by regulations:

- (a) provide that “contract” in subsection (2)(b)(i) does or, as the case may be, does not include agreements of a kind specified in the regulations
- (b) permit a relevant authority to disregard subsection (2) (b) where the authority considers that the relationship between the carer and the cared-for person is such that it would be appropriate to do so.

In this Part “relevant authority” means a responsible local authority or a responsible authority (see section 41(1)).

Meaning of “young carer”

In the Act a “young carer” means a carer who—

- (a) is under 18 years old, or
- (b) has attained the age of 18 years while a pupil at a school, and has since attaining that age remained a pupil at that or another school.

Meaning of “adult carer”

In the Act an “adult carer” means a carer who is at least 18 years old but is not a young carer.

Appendix 2 Young Carers Statement

About me:

My name:
My date of birth:
Identifies as:
My ethnicity:
My address:
My telephone number:
My school:
My GP:
The best way to get in touch with me:
Please tell us if you need any help with communicating (e.g., do you need an interpreter, braille etc

Young Carers Statement :

Details of person, the young carer has requested to assist in the completion of this YCS for e.g. a friend/relative, Carers Centre, teacher, social work

1a Your circumstances

Do you care for the person in your home?	Yes:		No:	
For how long have you been providing care?				
Approximately, how many hours each day and week do you provide care?				
How many other people (including children) are there in your household?				
Do any of these people also provide care?	Yes:		No:	
If 'yes' please give details, including ages:				
Do you care for anyone else?	Yes:		No:	
If 'yes' please give details:				

1b. Caring Tasks

1. Getting the person up and putting to bed	Yes:		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)

Carer's comments

1b Caring Tasks continued

2.Washing and Bathing	Yes		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's comments</i>				
3. Taking to the toilet	Yes:		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's comments</i>				
4.Managing Incontinence	Yes:		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's comments</i>				
5. Dressing and Undressing	Yes:		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's comments</i>				
6. Moving and Handling	Yes:		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's comments</i>				

1b Caring Tasks (cont'd)					
7.Planning, shopping and preparing meals	Yes:		No:		
Frequency	Daily	Weekly	Monthly	Other (specify frequency)	
<i>Carer's Comments</i>					
8.Feeding / encouraging eating	Yes:		No:		
Frequency	Daily	Weekly	Monthly	Other (specify frequency)	
<i>Carer's Comments</i>					
9.Giving or monitoring medication	Yes:		No		
Frequency	Daily	Weekly	Monthly	Other (specify frequency)	
<i>Carer's Comments</i>					
10. Providing assistance during the night	Yes:		No:		
Frequency	Daily	Weekly	Monthly	Other (specify frequency)	
<i>Carer's Comments</i>					
11. Providing emotional support	Yes		No:		
Frequency	Daily	Weekly	Monthly	Other (specify frequency)	
<i>Carer's Comments</i>					

1b Caring Tasks (Con'd)				
12. Ensuring the person is safe inside the house	Yes		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's Comments</i>				
13. Ensuring the person is safe outside the home	Yes		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's Comments</i>				
14. Dealing with difficult behaviour	Yes:		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's Comments</i>				
15. Dealing with aggressive/verbally abusive behaviour	Yes:		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's Comments</i>				
16. Managing finances and benefits	Yes:		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's Comments</i>				

1b Caring Tasks (cont'd)				
17. Dealing with crisis/emergencies	Yes		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's Comments</i>				
18. Dealing with laundry, cleaning, housework	Yes		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's Comments</i>				
19. Acting as an advocate e.g. speaking or acting on behalf of the person you care for.	Yes:		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's Comments</i>				
20. Arranging and helping to attend appointments	Yes:		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's Comments</i>				
21. Helping care or look after for siblings	Yes:		No:	
Frequency	Daily	Weekly	Monthly	Other (specify frequency)
<i>Carer's Comments</i>				

1c. Impact of caring on you?	Stage 1-2 Yes/no – Low risk
	Stage 3 Yes/no - Moderate risk
	Stage 4-5 Yes/no - Substantial/Critical
1d. Is there any training that you need to help you care	
Yes/No	
Details of course/s:	
2 Personal Safety and Risk – being worried about your own safety and of the people you care for	
1. Are you worried about the safety of the person you care for? Yes/No	
2. Are you worried about your own safety? Yes/No	
3. Is someone else you know worried about you or the person you care for? Yes/No	
4. What would help to ensure that you and the person(s) you care for remain safe?	
<i>Carer's Comments</i>	
3. Emergency care plans	
Do you have a plan in place in case of an emergency? Yes/No	
If 'yes' please provide details:	
Part 4 – Supporting you in your caring role	
What support do you think we could provide to help you in your caring role or reduce some of your concerns and worries?	
Is there anything that you would like to add to this assessment? (This may include unresolved issues that you would like recorded.)	
Young Carers Comments	

Is there anything that you would like to add to this assessment?

Parents / carers comments

The table of indicators for young carers (page 8 of the Eligibility Criteria) are linked to the Wellbeing indicators:

Safe, Healthy, Achieving, Nurtured, Active, Respected, Responsible, Included

Examples of the types of support according to eligibility threshold

Universal/Universal Plus (Stages 1&2)

- Extracurricular activities within school
- Support from pastoral staff
- Live Borders
- Generic Youth Services
- Support Groups

Locality Multi-Agency Working (Stage3)

- Information and Advice- Carer's Rights, advocacy, health and wellbeing, emergency planning

Targeted Services (stage 4)

- Young carers
- Emotional health and wellbeing
- Support to access leisure pursuits
- Replacement care/short break

Outcomes for Young Carer

Outcomes identified by Parent/carers

Outcomes identified by named person identified above

Part 5 – Summary / key actions from Assessment

5a. Assessors summary arising from Assessment

Key issues from assessment

Action and by whom

Assessment completed by:

Name:	Signature:
Job Title	Date:
Agreed support for Young Carer	
Young carers signature:	Date:
Parents / carers signature:	Date: