Children and Young People (Jersey) Law 2022, Statutory Guidance:

Toolkit Delivery Notes

Government of **JERSEY**

Contents

January 2024

Purpose of the delivery notes

This set of delivery notes provides guidance on how to use the toolkits that supplement the statutory guidance e-learning modules.

Context

Statutory guidance has been published to support everyone who works with and/or provides services to children, young people and families to understand their roles and responsibilities under the Children and Young People (Jersey) Law 2022. A series of e-learning training modules and toolkits on the guidance have also been developed.

"We all must play our part in promoting and supporting the wellbeing and safeguarding the welfare of children and young people in Jersey"
Deputy I. Gardiner, Minister for Children and Education

[Children and Young People (Jersey) Law 2022 Statutory Guidance](#)
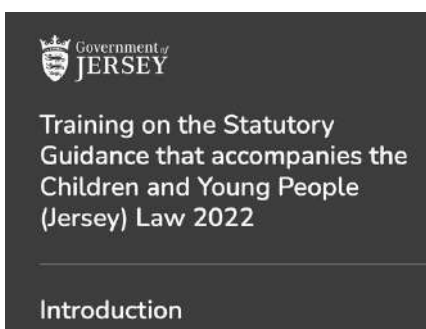
There is essential training for everyone working with and/or providing services to children, young people and families.

[Statutory Guidance training is available from gov.je](#)

How to use the toolkits

The toolkits have been designed to be flexible. Each toolkit contains activities and exercises to achieve specific learning objectives.

The learning objectives for the e-learning training modules are knowledge based - they have been designed to help develop your understanding of a part of the statutory guidance.

The learning objectives for the toolkits complement the e-learning modules by including skills based learning outcomes that help you apply the knowledge and skills from the relevant module. The learning objectives for each exercise are included at the beginning of each toolkit.

Most of the activities and exercises have been designed to support delivery in a group. Group work could be carried out in a team meeting or in a session specially set aside for this work. This could include working through the exercises with other organisations to enable multi-agency discussion.

The activities and exercises can also be adapted for individual use to support reflection on practice, and use in pairs where the exercise is completed between colleagues or with a manager.

Completing statutory guidance e-learning training modules is essential for specific roles and responsibilities. Completing the accompanying toolkit is not mandatory. Before starting a toolkit, it is required that the corresponding e-learning training module has been completed as the toolkit builds on this knowledge.

Delivering the toolkits

Most of the activities and exercises have been designed for use in groups but they can be adapted for individuals and pairs.

This section includes some information to help deliver the exercises and activities included in the toolkits with different audiences.

Individual Use - Doing the toolkit exercises on your own

- Set aside time dedicated to completing an activity. The approximate time required for each activity is included in the toolkits.
- Ensure you have completed the relevant e-learning and read the relevant section/s of the statutory guidance.
- Book a room or ensure you have a space where you won't be disturbed.
- Check the toolkit for any resources you may need. Ensure you have a journal or laptop to record your work.
- Once you have spent the amount of time you have set aside, finish what you are doing and make a note of your progress so you continue at the right place.
- Reflecting on your practice is important but can be hard work. Take some time before you start your next task.

Paired Use - Doing toolkit exercises with a manager or colleague

Before the session:

- Book a time and place that is suitably private and quiet. No more than one hour at a time is advised and you might prefer several shorter sessions.
- Ensure you both have completed the relevant e-learning and read the relevant section/s of the statutory guidance.
- Check the toolkit for any resources you may need. Ensure you have a journal or laptop to record your work.
- You may wish to read through the toolkit in advance and identify any questions you might be asked or that you would like to ask.

During the session:

- Check in with each other by asking a few general questions to establish if there are any urgent issues or demands that may impact on the session.
- Work through the questions and activities. Take time for reflection and pause to allow both parties to respond.
- Use probing and extending questions, such as "what else?", "what do you mean by that?" to explore the topic.

- Give each other plenty of verbal encouragement – this isn't easy and everyone needs a little bit of support.
- Keep an eye on the time and progress. You might need to decide whether to complete everything you intended or allow your discussions to focus on certain areas.
- Once you have spent the amount of time you have set aside, finish what you are doing and make a note of your progress so you continue at the right place.
- Make a note of your work and record any questions that have been raised along with who is going to find the required information and by when.

After the session:

- Arrange another session as required.
- Share the notes and actions that were recorded.

Group Use - Doing toolkit exercises in a group setting, for example a team meeting, or multi-agency workshop.

Group sessions require an individual to lead the exercises and activities. This could be carried out by one individual or a number of people could run different activities. Someone is also required to record any notes and actions from the session.

Before the session:

- Book a time and place that has enough room for everyone. One hour to ninety minutes is advised but this may depend on the chosen activity or activities.
- Ensure everyone has completed the relevant e-learning and read the relevant section/s of the statutory guidance.
- Read through the toolkit and note what resources such as marker pens and sticky notes are required. Think about other resources such as refreshments.
- Identify any questions that might be asked or that you would like to ask in the session. Prepare any supplementary information that may be helpful to the group.
- Consider what's going on in the team/organisation/sector at the moment that might impact the session.
- Ensure someone has agreed to lead the session and record notes and actions.
- Consider if an ice breaker activity is required and prepare as necessary.

During the session:

- Announce the purpose and ground rules of the session.
- Run an icebreaker or a settling in activity as required.
- Engage the group with the topic by asking how people got on with the e-learning.
- Start working through the exercises in the toolkit – making the group instructions clear.
- Take time for reflection and pause to allow everyone to respond.
- Bring everyone into the discussion with inclusive questions such as "and what do you think about that?", "who else has an idea about this?" or "how do you feel about that?"
- Use probing and extending questions, such as "what else?", "what do you mean by that?" or "can you think of any examples?" to explore the topic.
- Give each other plenty of verbal encouragement – this isn't easy and everyone needs a little bit of support.
- Keep an eye on the time and progress. You might need to decide whether to complete everything you intended or allow your discussions to focus on certain areas.
- Encourage everyone to make their own notes and to think about questions ahead of the next session.
- Once you have spent the amount of time you have set aside, finish what you are doing and make a note of your progress so you continue at the right place.
- Make a note of your work and record any questions that have been raised along with who is going to find the required information and by when.
- Finish on time and agree if another session is required.

After the session:

- Arrange another session as agreed.
- Share the notes and actions that were recorded.

List of toolkits

The following toolkits have been developed to supplement the learning covered in the specific statutory guidance e-learning modules:

- Working Together toolkit

- Information Sharing toolkit

- Corporate Parenting toolkit

The following toolkit supplements the Jersey's Children First 'Starting a Wellbeing Assessment' and 'How to Complete a Wellbeing Assessment and Plan Interventions' training modules. The Jersey's Children First training has been updated in line with the Children and Young People (Jersey) Law 2022 and statutory guidance.

- Responding to Need toolkit

All of the modules and toolkits are available on the Government of Jersey website.

The statutory guidance e-learning modules and toolkits are available from gov.je

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