



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

Corporate Parenting

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Purpose of this toolkit

This toolkit includes activities and exercises to help corporate parents develop the skills and confidence to apply the knowledge covered in the Corporate Parenting e-learning training module and achieve specific learning objectives.

Context

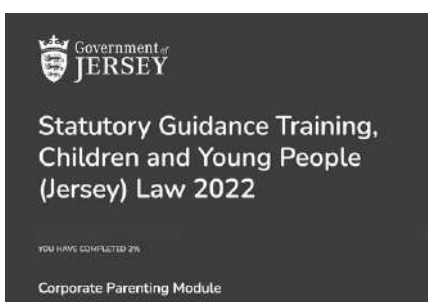
Statutory guidance has been published to support everyone who works with and/or provides services to children, young people and families to understand their roles and responsibilities under the Children and Young People (Jersey) Law 2022. A series of e-learning training modules and toolkits have also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



"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 corporate parents

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

How to use this toolkit

This toolkit has been designed to be flexible. As the corporate parenting responsibilities are held at an organisational level, most of the activities have been created to support group work. However, these activities can be adapted to support use by individuals and pairs as required.

Group work could be carried out in a team meeting or in a session dedicated to completing the toolkit activities. The exercises could be worked through with other corporate parents.

For further information about how to deliver individual, paired and group training sessions, please refer to the toolkit delivery notes available on gov.je.

There are five parts to this toolkit. Each part includes activities that are linked to at least one learning objective and these are listed on the next page.



Learning objectives

The activities and exercises in this toolkit have been designed to achieve the following learning objectives:

Learning Objective	Toolkit Activity	Delivery
1. Describe how you will meet the six corporate parenting responsibilities at an organisational level.	Part A	Group
2. Describe and give examples of how you will fulfil your responsibilities in relation to: preparing, publishing and keeping under review your corporate parenting plan in your organisation; and the process for making the information as clear, accessible and up-to-date as possible.	Part B	Group
3. Describe and give examples of the benefits of this plan for your organisation, as well as for children and young people and the public.	Part B	Group
4. Give examples of what information your organisation publishes in respect of its services for looked after children and care leavers; and the process your organisation follows to make the information as clear, accessible and up to date as possible.	Part C	Group

Learning Objective	Toolkit Activity	Delivery
5. Describe and give examples of the potential benefits of publishing this information for your organisation, as well for children and young people, and the public.	Part C	Group
6. Describe and give examples of how your organisation reports on how it has discharged its corporate parenting functions; and the process for making the information as clear, accessible and up to date as possible.	Part D	Group
7. Describe and give examples of the benefits of this report for your organisation, as well as for children and young people and the public.	Part D	Group
8. Describe and give examples of the different ways that your organisation might work collaboratively with other corporate parents.	Part E	Individual/ Pair/Group



Part A

Meeting the six corporate parenting responsibilities

This session has been designed as a group session, useful for anyone who belongs to an organisation with a statutory corporate parenting duty.

Approximate time required: 45 mins

Preparation notes

- Ensure you have completed the relevant e-learning and read the statutory guidance related to corporate parenting.
- Book a room with sufficient space for everyone to participate.
- Invite all the relevant participants, and make sure you have everyone who will need to contribute in the room. Make sure people understand they should complete the relevant e-learning before this session.
- Gather resources including a flip chart, markers and sticky notes.
- Arrange refreshments for the session.
- Assign someone in the group to type up the actions – ensure they understand their role in the session.



Part A

Meeting the six corporate parenting responsibilities

Recall (approx. 3 minutes)

Invite the group to complete the six corporate parenting responsibilities from the prompts below:

1. Be alert to ...
2. Assess their ...
3. Promote their ...
4. Seek to provide opportunities for ...
5. Help them access ...
6. Develop and improve your...

Note: some of the phrases require several words to complete. Don't spend too long on this, it isn't a test! You can check your responses against the e-learning or statutory guidance.

Reconsider (approx. 15 minutes)

Facilitate a group discussion asking the following questions for the first five responsibilities. Individuals could take a few minutes to make notes, use sticky notes or share in a group discussion.

- (i) What does this responsibility look like in your organisation?
- (ii) What does your organisation currently do to fulfil each responsibility?
- (iii) Are there any barriers that your organisation faces in fulfilling each responsibility?



Part A

Meeting the six corporate parenting responsibilities

Look at what has been written, are there any themes?

Are there any action points that would help your organisation with any/all of the first five responsibilities? *Actions may be internal to your organisation and/or may involve other parties, such as collaboration with other corporate parents.*

Reflect (approx. 12 minutes)

Responsibility six is about developing and improving your organisation's role as a corporate parent.

This session has already helped you to achieve this, but it is useful to reflect on the learning so far and understand if any actions have been identified to help your organisation move forward.

As a group, discuss:

- What have you learned today?
- What does your organisation do well in its corporate parenting role? *(think about skills and knowledge rather than services)*
- What does your organisation need to develop as a corporate parent? *(again, think about skills and knowledge rather than services)*
- What support does your organisation need to develop as a corporate parent?



Part A

Meeting the six corporate parenting responsibilities

Action Planning (approx. 5 minutes)

Ensure that for every issue identified you have captured:
Who is responsible for following this up?
When they must do this by?

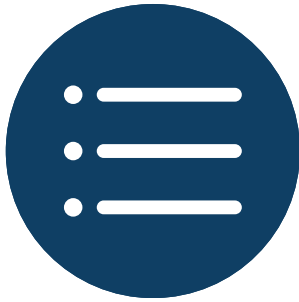
Proof of Learning (approx. 2 minutes)

Remind people of the objective for this session, ask the group if they feel they have achieved it:

- Describe how you will meet the six corporate parenting responsibilities at an organisational level

Close (approx. 5 minutes)

Thank everyone for their contributions and let them know when the next session together is going to be.



Part B

Planning by corporate parents

This is a session for a management team of an organisation with a statutory duty to prepare a plan on how it will carry out its corporate parenting responsibilities.

Approximate time required: 1.25 - 1.5 hours

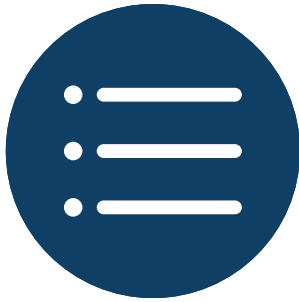
Preparation notes

If you are facilitating the session:

- Ensure you have completed the relevant e-learning and read the statutory guidance related to planning by corporate parents.
- Book a room with sufficient space for everyone to participate.
- Invite all the relevant participants, and make sure you have everyone who will need to contribute in the room. Make sure people understand they should complete the relevant e-learning before this session.
- Gather resources including a flip chart, markers, sticky notes and a laptop to create an action plan in real time.
- Arrange refreshments for the session.
- Assign someone in the group to type up the actions – ensure they understand their role in the session.

Welcome (approx. 5 minutes)

Open the session with a warm welcome and ice-breaker if necessary. Give the purpose of the session and establish any ground-rules you think necessary.



Part B

Planning by corporate parents

Discussion 1 (approx. 15 minutes)

Engage the group in the topic by facilitating a general discussion about planning by corporate parents. Some useful questions include:

- What is a corporate parenting plan?
- What do you think it should include?
- When are we going to produce our first / next one?
- Why is this important?

The statutory guidance includes a checklist as an example of the information that you must and may include in your organisation's plan. It may be useful to refer to it now and compare the information to your responses. Please refer to information on strategic planning in the corporate parenting section of the statutory guidance.

Brainstorm 1 (approx. 10 minutes)

As an organisation, you must show how you plan to carry out the six responsibilities with reference to your services. You may wish to include objectives that link to your responsibilities.

Ask each person to think of one objective for their organisation and record this on a sticky note. Also record how this objective demonstrates that your organisation is meeting its responsibilities and how this could be measured.



Part B

Planning by corporate parents

You could use an Outcomes Based Accountability[®] approach to support your planning. Please refer to [An Outcomes Framework for Early Childhood in Jersey](#) for more information.

Brainstorm 2 (approx. 7 minutes)

Considering the objectives you have discussed, use sticky notes to brainstorm the question: Who should we involve in the creation of our plan?

Review and encourage responses.

Ensure responses include consulting with other corporate parents and considering the views of children and young people.

You may wish to refer to the [Participation Standards for Children and Young People](#).

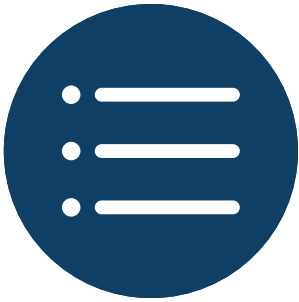
Action Planning 1 (approx. 10 minutes)

Ensure that the objectives you have discussed are captured.

Ensure that for every person or group identified you have captured:

Who is responsible for following up with them?

When must they do this by?



Part B

Planning by corporate parents

Discussion 2 (approx. 10 minutes)

Discuss the presentation of the report. Useful questions can include:

How can we make it clear for the potential audiences?

How should we increase accessibility, so that it is useful to everyone who needs it?

How are we going to keep it up-to-date?

Brainstorm 3 (approx. 5 minutes)

Divide a sheet of flip chart paper vertically into two columns. Write group responses to the questions:

What are the benefits of this plan for our organisation?

What are the benefits for children and young people?

Review responses and ask the question: Are there any other public benefits?

Action Planning 2 (approx. 10 minutes)

Reflect on the findings from Discussion 2 and Brainstorm 3 to identify any actions that should be taken forward to inform and improve your corporate parenting plan.



Part B

Planning by corporate parents

For every action identified, ensure you have captured:
Who is responsible for following up with them?
When must they do this by?

If no actions are identified, capture the findings so that they can be shared with the group after the session to inform the work around preparing, publishing and reviewing your corporate parenting plan.

Proof of Learning (2 minutes)

Remind people of the objectives for this session, ask the group if they feel they have achieved them:

- Describe and give examples of how you will fulfil your responsibilities in relation to: preparing, publishing and keeping under review your corporate parenting plan in your organisation; and the process for making the information as clear, accessible and up-to-date as possible
- Describe and give examples of the benefits of this plan for your organisation, as well as for children and young people and the public



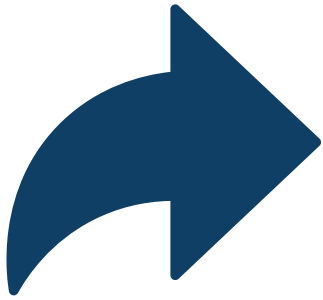
Part B

Planning by corporate parents

Close (approx. 5 minutes)

Thank everyone for their contributions and let them know when the next session together is going to be.

If you are running Parts B, C and D together in one session you will not close here, but it could be a good point for a break.



Part C

Publishing information about services

This is a session for a management team of an organisation with a statutory duty to publish information about their corporate parenting services.

Approximate time required: 1 hour

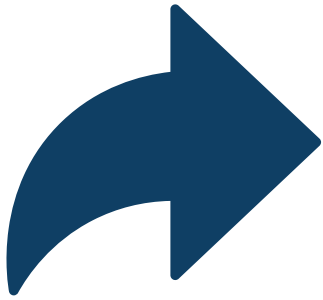
Preparation notes

If you are facilitating the session:

- Ensure you have completed the relevant e-learning and read the statutory guidance related to publishing information about corporate parenting services.
- Book a room with sufficient space for everyone to participate.
- Invite all the relevant participants, and make sure you have everyone who will need to contribute in the room. Make sure people understand they should complete the relevant e-learning before this session.
- Gather resources including a flip chart, markers, sticky notes and a laptop to create an action plan in real time.
- Arrange refreshments for the session.
- Assign someone in the group to type up the actions – ensure they understand their role in the session.

Welcome (approx. 5 minutes)

Open the session with a warm welcome and ice-breaker if necessary. Give the purpose of the session and establish any ground-rules you think necessary.



Part C

Publishing information about services

Discussion 1 (approx. 10 minutes)

Engage the group in the topic by facilitating a general discussion about publishing information about services as a corporate parent. Some useful questions include:

- What services do we provide as corporate parent?
- What do we need to publish? (*Prompt: you need to publish information about the services you offer to looked after children and care leavers*)
- What information do we already have in the public domain?
- When are we going to produce our next public information?
- Why is this important?

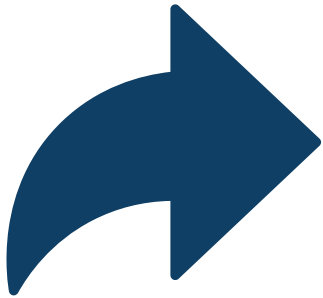
Brainstorm 1 (approx. 7 minutes)

Use sticky notes to brainstorm the question: How should we fulfil our duties to communicate publicly?

Review and encourage responses. Refer to the useful questions included above to support discussions.

Ensure responses include 'always there' information such as websites and literature, as well as 'timely' information such as annual reports.

Consider the format and language of your communications so that they are accessible for your audiences.



Part C

Publishing information about services

Action Planning (approx. 10 minutes)

Ensure that for every channel of information you have captured:
Who is responsible?
When must they do this by?

Brainstorm 2 (approx. 5 minutes)

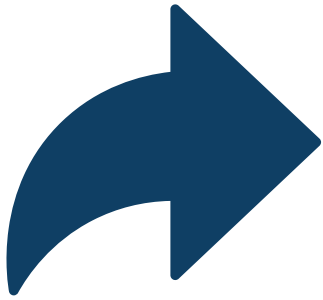
Divide a sheet of flip chart paper vertically into two columns.
Write group responses to the questions:
What are the benefits of communicating this information for our organisation?
What are the benefits for children and young people?

Review responses and ask the question: Are there any other public benefits?

Discussion 2 (approx. 5 minutes)

Discuss the question: How can we make our information timely, relevant and interesting to our audiences?

If this has been discussed in Brainstorm 1, this is an opportunity to add more detail and identify any actions, for example engaging with your audiences and / or other corporate parents to understand the audience's preferences / requirements.



Part C

Publishing information about services

Proof of Learning (approx. 2 minutes)

Remind people of the objectives for this session, ask the group if they feel they have achieved them:

- Give examples of what information your organisation publishes in respect to its services for looked after children and care leavers; and the process your organisation follows to make the information as clear, accessible and up to date as possible
- Describe and give examples of the potential benefits of publishing this information for your organisation, as well for children and young people, and the public

Close (approx. 5 minutes)

Thank everyone for their contributions and let them know when the next session together is going to be.

If you are running Parts C and D together in one session you will not close here, but it could be a good point for a break.



Part D

Reporting by corporate parents

This session is for a management team of an organisation with a statutory duty to report on how they have carried out their corporate parenting responsibilities, planning and collaborating functions, and other corporate parenting functions.

This session presupposes that you have already prepared and published your plan on how you will meet the six corporate parenting responsibilities (see Part B). Your report should align, and be responsive to, your plan.

Approximate time required: 1 hour

Preparation notes

If you are facilitating the session:

- Ensure you have completed the relevant e-learning and read the statutory guidance related to planning and reporting by corporate parents.
- Book a room with sufficient space for everyone to participate.
- Invite all the relevant participants, and make sure you have everyone who will need to contribute in the room. Make sure people understand they should complete the relevant e-learning before this session.
- Gather resources including a flip chart, markers, sticky notes and a laptop to create an action plan in real time.



Part D

Reporting by corporate parents

- Arrange refreshments for the session.
- Assign someone in the group to type up the actions – ensure they understand their role in the session.

Welcome (approx. 5 minutes)

Open the session with a warm welcome and ice-breaker if necessary. Give the purpose of the session and establish any ground-rules you think necessary.

Discussion 1 (approx. 15 minutes)

Engage the group in the topic by facilitating a general discussion about the responsibility to report on how you have carried out your corporate parenting responsibilities, planning and collaborating functions, and other corporate parenting functions.

Some useful questions include:

- What were the main objectives in our corporate parenting plan?
- How can we measure our performance against these objectives?
- When are we going to produce our first (next) report?
- Why is this important?



Part D

Reporting by corporate parents

The statutory guidance includes a checklist as an example of the information that you must and may include in your organisation's reporting. It may be useful to refer to it now and compare the information to your responses. Please refer to information on reporting in the corporate parenting section in the statutory guidance.

Brainstorm 1 (approx. 7 minutes)

Use sticky notes to brainstorm the question: Who should we involve in reporting?

Review and encourage responses.

Action Planning 1 (approx. 10 minutes)

Ensure that for every person or group identified you have captured:

Who is responsible for following up with them?

When must they do this by?



Part D

Reporting by corporate parents

Brainstorm 2 (approx. 5 minutes)

Divide a sheet of flip chart paper vertically into two columns.

Write group responses to the questions:

What are the benefits of reporting for our organisation?

What are the benefits for children and young people?

Review responses and ask the question: Are there any other public benefits?

Discussion 2 (approx. 10 minutes)

Discuss the presentation of the report. Useful questions can include:

- How can we make it clear for the potential audiences?
- How should we increase accessibility, so that it is useful to everyone who needs it?
- How are we going to keep it up-to-date?

Action Planning 2 (approx. 5 minutes)

Ensure that for every issue identified you have captured:

Who is responsible for following this up?

When must they do this by?



Part D

Reporting by corporate parents

Proof of Learning (approx. 2 minutes)

Remind people of the objectives for this session, ask the group if they feel they have achieved them:

- Describe and give examples of how your organisation reports on how it has discharged its corporate parenting functions; and the process for making the information as clear, accessible and up to date as possible
- Describe and give examples of the benefits of this report for your organisation, as well as children and young people and the public

Close (approx. 5 minutes)

Thank everyone for their contributions and let them know when the next session together is going to be.



Part E

Collaborating with other corporate parents

This has been designed as a short team session for an organisation with a statutory duty as a corporate parent. It may also be run as a solo reflective exercise or used as a pair activity.

Approximate time required: 1 hour

Preparation notes

If you are facilitating the session:

- Ensure you have completed the relevant e-learning and read the statutory guidance related to corporate parenting.
- Book a room with sufficient space for everyone to participate.
- Invite all the relevant participants, and make sure you have everyone who will need to contribute in the room. Make sure people understand they should complete the relevant e-learning before this session.
- Gather resources including a flip chart, markers, sticky notes and a laptop to create an action plan in real time.
- Arrange refreshments for the session.
- Assign someone in the group to type up the actions – ensure they understand their role in the session.

Welcome (approx. 5 minutes)

Open the session with a warm welcome and ice-breaker if necessary. Give the purpose of the session and establish any ground-rules you think necessary.



Part E

Collaborating with other corporate parents

Discussion 1 (approx. 5 minutes)

Engage the group in the topic by facilitating a general discussion about the duty to collaborate with other corporate parents. A useful question might be: Why is collaboration important?

Spider-gram brainstorm (approx. 20 minutes)

Use sticky notes to explore the question: Who are the people or bodies we should collaborate with as a corporate parent?

Write the name of your organisation in a circle in the centre of a piece of flip chart paper and add the sticky notes in a circle around the edges.

Then connect the middle circle to the sticky notes – you will have created a 'spider-gram', although yours may have more or less than eight legs!

Next ask the group two questions for each leg:

- (i) How can this organisation help us as a corporate parent? (*You may also wish to consider how you can help them*)
- (ii) How might good collaboration with them be hindered?

Write the group's answers along the spider legs.

Review and prompt for any missing bodies / factors.



Part E

Collaborating with other corporate parents

Discussion 2 (approx. 15 minutes)

Facilitate a more specific discussion about the things to consider when collaborating with other corporate parents. Two useful questions may be: How do we currently collaborate with other corporate parents? and How could we increase collaboration and what would be the benefits?

Some additional questions to aid discussion include:

- What relationship do we have with other corporate parents?
- What are the established methods for communication with other corporate parents i.e. shared boards, forums, etc.?
- Do we / should we provide advice or assistance to other corporate parents, to learn from each other and share best practice?
- Do we / should we share information with other corporate parents?
- Do we / should we support other corporate parents to develop their strategic planning?
- Do we / should we coordinate activities with other corporate parents? For example, plan activities or interventions together to tackle a specific issue experienced by looked after children and care leavers.
- Is there a benefit to publishing joint plans and reporting?
- Is there a benefit to funding activities jointly?
- Is there a benefit to developing formal partnerships?



Part E

Collaborating with other corporate parents

Remember, if you are sharing information with other corporate parents you must comply with the Data Protection (Jersey) Law 2018 and the data protection and human rights principles.

If you are considering sharing individual level data, the sharing of information must be necessary to fulfil your function under the Children and Young People (Jersey) Law 2022. It must also have a legal basis. Please refer to the information sharing flowchart in the statutory guidance and in the Information Sharing e-learning module for more information.

Corporate parents should be supporting strategic planning through the sharing of necessary data to ensure a rich understanding of the profile and needs of looked after children and care leavers.

For more information about information sharing, please refer to the Information Sharing e-learning module.



Part E

Collaborating with other corporate parents

Action Planning (approx. 5 minutes)

Ensure that for every issue identified you have captured:
Who is responsible for following this up?
When must they do this by?

Proof of Learning (approx. 2 minutes)

Remind people of the objective for the session, ask the group if they feel they have achieved it:

- Describe and give examples of the different ways that your organisation might work collaboratively with other corporate parents

Close (approx. 5 minutes)

Thank everyone for their contributions and let them know when the next session together is going to be.



For additional training information
and resources visit gov.je