Youth Friendly Employer Member Resource

Supporting young staff on Furlough - Checklist

We have created this checklist for our Youth Friendly Employer Members to run through to ensure that they are providing young staff with the support that they need.

Please feel free to add to this resource and make it your own. Consider using a RAG system to assess where you are and what more needs to be done. We would also love to hear from you with any case study or your own tips and experiences you would like to share!

**Prior to placing staff in furlough**

|  |  |  |
| --- | --- | --- |
|  | Responsibility | Complete |
| Consultation   * Ensure that young staff members are clear about what is happening, why and what the process is * Understand the personal home circumstances of young staff members and identify any risks or areas of support that will need to be put into place * Discuss with young staff concerns that they may have and co-design possible strategies that will help them * Agree your keeping in touch plan |  |  |
| Clear information   * Following consultation provide all of the agreed information in writing to young staff * Ensure that all processes are documented * Ensure that young people have details of the people they need to keep in touch and details of their line manager or mentor |  |  |
| Signposting   * Provide young people with links to resources and supporting information should they need any help or advice whilst they on furlough, in particular mental health and wellbeing services |  |  |

**Whilst on furlough**

|  |  |  |
| --- | --- | --- |
|  | Responsibility | Complete |
| Regular catch up’s are scheduled   * Ensuring team and individual catch up’s are scheduled * For individual catch up’s there is a process to work through * For team catch up’s there is a variety of activities such as quizzes, competitions and business updates * Young staff are invited to support the team catch up’s |  |  |
| Providing opportunities   * Provide regular updates on the range of opportunities available to young people including:   + Skill development   + Volunteering   + Fun, recreational activities   + Young Professional |  |  |
| Metal health and wellbeing surveys   * Create short surveys that can be used to check in with colleagues and pick up any concerns (please ask our team for further examples) |  |  |
| Signposting   * Provide young people with links to resources and supporting information should they need any help or advice whilst they on furlough, in particular mental health and wellbeing services |  |  |

**Coming back to work**

|  |  |  |
| --- | --- | --- |
|  | Responsibility | Complete |
| Consultation   * Surveys and interviews to understand barriers and challenges * Review the findings and share the support that will be in place * Provide regular briefings so that young people know where the business is at |  |  |
| Safety Preparations   * Share what the back to work plan is, risk assessments and what training and support will be in place for staff returners |  |  |
| Setting expectations   * Make sure that young staff understand the expectations placed upon them. Run through this in a discussed and then follow up in writing |  |  |
| Test & learn   * Have a practical and flexible approach, test with young people how they are feeling, what else they may need and if policies and processes are working |  |  |