Parental Engagement checklist

Please note: when we refer to 'parental engagement' or 'parents', carers and guardians are also included within this.

This checklist is designed to help your setting improve and develop engagement with parents when planning and delivering your careers programme.

STEP	ACTION	DONE
Step 1. Parental Engagement CPD	• Complete free, online self-paced training to help you embed parental engagement in careers education more strategically. • Use the templates, resources and case studies to make parental engagement in careers more targeted, progressive and integrated. Further resources and support are embedded within the modules. • There's always more that can be done to establish and maintain effective parental engagement, connect with peers and colleagues within your local network to share ideas and best practice. Don't forget to talk to your Enterprise Co-Ordinator/Enterprise Advisor. • There is a range of Careers Leader Training available to support you in your role, this includes learning about effective parental engagement strategies.	☐ ☐ ☐ ☐
Step 2. Parent and Carer Engagement Toolkit	• Explore the research within the Toolkit, highlighting how education settings can best support parents to help young people make informed careers and education decisions. • Visit the Getting Started section on the Parent and Carer Engagement pages on the Resource Directory to begin.	☐ ☐
Step 3. Impact evaluation Compass evaluation and the Careers Impact internal leadership review	• Log in to Compass+ to review your latest Compass evaluation results. • Identify any gaps you may have in your evaluation that relate to parental engagement (Sub-benchmarks 1.3, 1.5 and 2.2 mention parental engagement specifically). • Use the Careers Impact internal leadership review as an opportunity to bring leaders together to reflect on the impact of careers education on learner outcomes and wider organisational priorities. • The internal leadership review can become a driver for positive engagement with parents and carers (Sub-themes 3.4 and 3.5 mention parental engagement specifically). • Find out more about impact evaluation more generally by reading our How to Guides. • Visit the Resource Directory - use the filters on the left-hand side to find supporting resources to help you fully achieve Gatsby Benchmarks 1 and 2.	☐ ☐ ☐ ☐ ☐
Step 4. Explore Your Child's Future – a questionnaire for parents and carers	• Familiarise yourself with the relevant Your Child's Future (YCF) question set for your education setting. • Review our handy delivery resources to help you share YCF effectively with parents and carers. • Visit the Compass+ Help Centre to understand how to view parents and carers responses, read a YCF case study, and access guidance on how to integrate parent and carer feedback into careers impact evaluation.	☐ ☐ ☐
Step 5. Record Parental Engagement activities effectively	• If your setting has connected the Management Information System (MIS) to Compass+, read our Help Centre article that explains how to record parental engagement activities effectively. • If you don't have a mechanism in place already for effectively recording your careers activities, prioritise finding a way to do this so you can keep track of parental engagement activities that are being delivered in your setting. • Think about how you can build on activities that are already being delivered to capture parental engagement i.e. at a Parents/Transition evening, offer careers conversations with a Careers Adviser, ask parents if they could deliver an activity as an employer, come in as a guest speaker for example, or host a workplace visit. Read a Parental Engagement case study for inspiration.	☐ ☐ ☐