

Your Carer Passport

Employee name:

Manager:

Date of first discussion:

Date of agreement:

This is designed to be a ‘live’ document to be reviewed periodically and when circumstances change, whether that is in a couple of months, or after a year.

### A straightforward way to document flexibility and support

so that it can be carried into an employee’s future roles.

**Who is a carer?**

A carer is an employee who, outside the workplace, provides unpaid care for family or friends who have a disability, illness or who need support in later life.

Around 1 in 7 of all employees juggle work with care, so caring is more common than you might think.

Although most of us care at some point in our lives, it is also something that we are not prepared for and can come as a shock. It can be difficult to talk about some of these issues if you may not have raised them in the workplace before.

This Carer Passport can be completed by any employee who has caring responsibilities which affect their work now or may do in the near future. It

is supposed to be a “live” document that is reviewed and updated when circumstances change, whether the demands of the job, or the nature of the caring responsibilities.

 **What to do**

Read our information about the Carer Passport scheme and why it is important for colleagues to be able to discuss their caring role at work.

The starting point for a Carer Passport is a conversation about caring and your needs and requirements to manage it alongside work.

In workplaces that use a Carer Passport, employees and managers say this works well when it is an open conversation.

A Carer Passport can be used as a tool by carers to ‘break the ice’ with their line manager to communicate their caring responsibilities.

The Passport enables controlled, structured conversation where relevant support can be recorded, provided and promoted.

Employer Perspective

We want to be a supportive employer and we also have to balance carers’ need for flexibility with the needs of the organisation.

We see the Carers Passport as an important tool for conversation to help this happen.

## **Who owns the Passport?**

The employee owns the Carer Passport, but it will be stored locally and securely in the employee’s personnel file.

## **What is its scope?**

This Carer Passport assumes that you are working within parameters set by

employment law along with any existing company policies. Therefore, any flexible working arrangements are subject to discussion within the business.

## **How much information?**

Aspects of caring are highly personal, and an employee should not need to disclose detailed information about their caring role if they do not wish to.

Any information held under the scheme will relate to the carer, and no identifying information about the cared for person will be stored.

This outline will help you as a carer to think through your current situation — both in your caring role and at work.

1. **Thinking about your caring role and how it affects your work.**
* What are your caring responsibilities? (See ‘How much information?’ above)
* How does this affect your work?
* What impact does work have on your caring responsibilities?
* How do you expect your caring role (and its impact) could change in future?
1. **Finding out about potential options**
* Do you know what support is currently offered in the organisation?
* Do you know about the organisation’s flexible working or leave policies?
* Are you aware of your right to request flexible working? You may decide to make a request.
* Do you need support with your own health and wellbeing?
1. **Getting support**
* Do you already receive any support in work to help combine caring with work? This can be documented here.
* What additional support would help you?
* How can the needs of the team/ organisation continue to be met?
* Is there (more) support you could get outside of work? Please see intranet page for external support organisations
* Would information and advice about support make a difference?
1. **Note any other questions or issues**
* How much would you like your colleagues to know about your situation?

Managers

* Make sure you understand what support is available for working carers, by familiarising yourself with existing policies in the Trust such as Flexible Working, Carers Leave arrangements, etc.
* It is understood that there is balance to be found between providing a compassionate response to supporting carers but also balancing the needs of the service. Each service is different and can therefore accommodate different things.
* Consider the Occupational Heath Support offer within the Trust. Can you signpost to any health and wellbeing support or is a referral needed?
* *Any adjustments that concern a permanent or temporary contractual change such as reduction in hours should be considered via the Flexible Working Policy*

Use this template to keep a confidential record of the discussion.

Caring and work - describing your situation and its impacts

Notes:

Notes:

Notes:

## Any other questions / issues

Notes:

Notes:

Are you assigned the ‘Working Carer’ competency on ESR? *(tick here)*  [ ]

*This can be done by you and approved by your manager, or directly by your manager. Please see the guides on the Staff Hub under the Carer’s Page.*

Employee consent

Both employee and line manager to keep copy:

|  |  |
| --- | --- |
| Employee signature: | Date: |
| Employer signature: | Date: |
| Date of review: | Next planned review date: |

