

WORKING CARER PASSPORT

Employee Name:	
Line Manager Name:	
Date of First Discussion:	
Date of Agreement:	

NB: Before completing this document, please read the associated document Supporting Carers in the Workplace Guidance.

This Working Carer Passport is designed to be a 'live' document to be reviewed periodically (e.g. every month, six months, or every year) or whenever caring circumstances change.

The Working Carer Passport is a straightforward way to document flexibility and support for employees with caring responsibilities, so that it can be carried into an employee's future roles or if their line management changes.

Who is a Carer?

A carer is an employee who, outside of the workplace, provides unpaid care for a person who has a disability, illness or who needs support in their life.

Around 1 in 5 of all employees' juggles work with care, so it is more common than you might think.

Although most of us care for someone 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 which may not have been raised in the workplace before.

This Working 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 a "live" document which is to be reviewed and updated when circumstances, demands of the job, or the nature of the caring responsibilities change.

What to do

Read the associated guidance and information about the Working Carer Passport Scheme and why it is important for employees to be able to discuss their caring role at work. The starting point for a Carer Passport is a conversation about caring and the flexibility required 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.

Who owns the Carer Passport?

The employee owns the Carer Passport. The Line Manager will keep a copy on the employee's file with the employee's consent.

What is its scope?

The Carer Passport assumes that you are working within parameters set by employment law and policies and procedures. Therefore, any flexible working arrangements are subject to discussion with your manager in line with thepolicies.

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 person cared for will be stored.

Employer perspective

We strive to be a supportive employer, balancing the carers' need for flexibility with the needs of the organisation and see the Carers Passport as an important tool for a constructive conversation to help this happen.

Preparing for the Conversation

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 the future?

2. Finding out about potential options

- Do you know what support is currently offered within the organisation?
- Do you know about the organisation's flexible working policies?
- Are you aware of your right to request flexible working? You may decide to request or keep the conversation to informally agreed arrangements.

3. Getting Support

- Do you already receive any support at work to help combine caring with work?
- What additional support would help you?
- How can the needs of the team/organisation continue to be met?
- Is there support you could get outside of work?
- Would information and advice about support make a difference?

4. Questions/Issues

- Note any other questions or issues that arise during the conversation.

Managers

- Make sure you understand what support is available for working carers, by familiarising yourself with the Supporting Carers in the Workplace Guidance document and also with existing..... policies, such as flexible working, miscellaneous leave arrangements, etc., available on the Intranet.
- Find out more about caring and the impact it might have and what sort of adjustments might work.

Having the Conversation

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

Caring and work - describing the situation and its impacts

Each carer is different, and each caring situation varies, for example:

- Some carers may provide practical support such as shopping, managing finances, cleaning, washing, ironing, attending appointments etc.
- Some carers may perform personal care such as giving medication, helping with dressing, washing, toileting etc.
- Some carers may provide high levels of emotional support, especially if the person they care for has mental ill health or dementia, for example.

Please use the space below to describe your caring responsibilities:

Notes: E.g.: My son has bipolar disorder; this means that

Potential Options

What challenges do you experience at work or at home with your mental health, physical health or physical or emotional safety due to your caring responsibilities?

Getting Support

What kind of support is available for you? (e.g. local voluntary caring groups, employee assistance, intranet site)
What support would you like or feel would help you?
Any other questions/issues
Skills gained from caring
What skills have you gained from your caring responsibilities/commitments?

Please use the space below to describe all the actions you have agree with your line manager

Employee Consent	
I consent to my Line Manager keeping a copy of this record on my employee file	
Employee Signature:	
Date:	
Line Manager Signature:	
Date:	

Review

<p>Please use this space to detail and date any changes required to the original discussion/agreement</p> <p>E.g. I believe that there are changes to my caring responsibilities and/or changes to my role that requires the following changes to be made to the current agreement:</p>

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Review Date	Manager's Signature	Employee's Signature	Next Review Date