

Your Carer Passport Log

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.

carerpassport.uk



Being a carer can be stressful and have an impact on your health, relationships and how you feel at work. We want this to be a good place to be for you to work if you are a carer and we want you to know that we are here to support you and to try and work with you. We don't want you to have to hide your caring responsibilities. So, as ever, in LCH the message is – let's talk – let's have a conversation. You are not alone.



Thea Stein
Chief Executive

Using this Carer Passport log

A straightforward way to document flexibility and support, so 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, addiction or who need support in later 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 at some of 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 that you may not have raised in the workplace before.

This Carer Passport can be completed by any employee who has caring responsibilities 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 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 Passport?

The employee owns the Carer Passport, but a copy will be kept by HR on your personnel file.

What is its scope?

The 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 service. The Working Carer's Passport is not a legally binding document. The Working Carer's Passport does not apply to child care responsibilities unless your child has a long term health condition or disability

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.

Employer perspective

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

We see the Carers Passport as an important tool for an open conversation to help this happen. Let's talk

Using this Carer Passport log

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

Thinking about your caring role and how it affects your work

- What are your caring responsibilities?
- What impact do your caring responsibilities have on work?
- What impact does work have on your caring responsibilities?
- How do you expect your caring role (and its impact) could change in future?

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 policies?
- Are you aware of your right to request flexible working? You may decide to make a request or keep the conversation to informally agreed arrangements.

Getting support

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

Note any other questions or issues

Managers

- Make sure you understand what support is available for working carers, by familiarising yourself with existing policies; Flexible Working, Special Leave arrangements, Caring Clinics.
- Find out more about caring and the impact it might have and what sort of adjustments might work.
- Employee Assistance Programme; free and confidential 24hr helpline, 0800 030 5182, we also have access to the NHS Employers site, which offers a number of resources which you may find helpful.

Having the conversation

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

Caring and work - describing the situation and its impacts

Notes:

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

- *Some carers may perform 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*

Please use the space below to describe your caring responsibilities:

Potential options

What challenges do you experience at work due to your caring responsibilities?

Getting support

Notes:

What support would you like or feel would help you?

Any other questions / issues

Notes:

Skills gained from caring

Notes: *What skills have you gained from caring for your loved one?*

Action

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

Employee consent

I consent to my Line Manager / HR* keeping a copy of this record:

Employee signature:

Date:

Manager signature:

Date:

Date of review:

Next planned
review date:

(*delete as appropriate)



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