

# Your Carer Passport Log

Employee:

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.





## 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 or who need support in later life.

Around 1-in-9 of all employees juggle work with care, so it is more common than you might think.

It can also be a responsibility that we are often not prepared for and can come as a shock; this may make it more difficult to talk about some of the challenges that you may be facing within your workplace.

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 meant 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 that this works well when it is done as part of an open and joint conversation.

### Who owns the Passport?

The employee owns the Carer Passport, but the line manager should also keep a copy within the employee's file for reference and continuity.

### What is its scope?

The Carer Passport assumes that you are working within existing organisational policies and parameters. Any flexible working arrangements are subject to discussion with your direct line manager.

### How much information needs to be given?

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. They also do not need to give any identifying information on the person that they are caring for.

## Employer Perspective

We strive to be a supportive employer, balancing a carers' need for flexibility with the needs of the organisation. We see the Carer Passport as an important tool for 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?
- ↪ 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

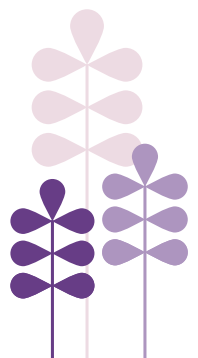
- ↪ Do you know what support is currently offered in the organisation?
- ↪ Do you know about the organisation's flexible working policies?
- ↪ Are you aware of your right to request flexible working? You may decide to make a request or keep the conversation to informally agreed arrangements.

### 3. 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/ organisation continue to be met?
- ↪ Is there support you could get outside of work?
- ↪ Would information and advice about support make a difference?

## Managers

- ↪ Make sure you understand what support is available for working carers, by familiarising yourself with existing policies in place, such as flexible working, leave arrangements, etc.
- ↪ Find out more about caring and the impact it might have and what sort of adjustments might work.
- ↪ We have an Employee Assistance Programme called Vivup in place that can offer anything from financial advice and specialised offers, through to 24/7 signposting and access to free, independent counselling for colleagues that require psychological support.





## Having the conversation

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

### Caring and work - describing the situation and its impacts

**Notes:**

## Potential options

**Notes:**





## Getting Support

**Notes:** Remember the airplane advice to put your own oxygen mask on yourself first, before helping others? The following link will take you through to guidance and tools on managing your own self-care, in order to support your own welfare and wellbeing:

**efcdigital.org** Membership code EFC9317

You can contact Nottinghamshire Carers Hub where you can speak to an experienced support worker who will provide a personalised service that meets your individual needs on **0115 824 8824** **nottinghamshirehub@tuvida.org**

You may also want to access staff welfare and wellbeing support via VIVUP The Vivup Employment Assistance Programme provides a range of information and practical support and can be contacted on **03303 800658** or **vivup.co.uk**.

You may also contact SFH occupational health department.

## Any other questions / issues

**Notes:**

## Action

**Notes:** an example may be amended hours to support a specific day to be able to attend appointments.

Identify the action, who will support the action and any timescale/review period required.

### Employee consent

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

Employee signature:

Date:

Employer Signature:

Date:

Date of review:

Next planned review date:



