

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.

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 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 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 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 [employer to explain whether it should be logged centrally, such as with HR, in order to get consistency, or to be kept within the management structure].

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 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.

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.

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 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?

4. Note any other questions or issues

Managers

- Make sure you understand what support is available for working carers, by familiarising yourself with existing policies you have 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.
- Do you have an Employee Assistance Programme? If so, what advice and support does it offer?

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:

Any other questions / issues

Notes:

Action

Notes:

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:

(*delete as appropriate)



[carerpassport.uk](https://www.carerpassport.uk)