



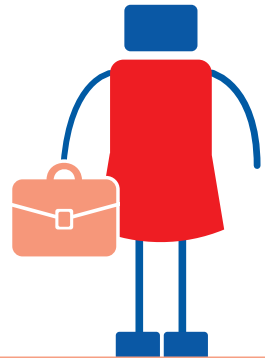
Employment logo

Let's talk about caring

Combining work with caring, unpaid, for family or friends who have a disability, illness or who need support in later life?

Our Carer Passport scheme can improve support, flexibility and understanding, to help you in both these vital roles.

Start your conversation today.



carerpassport.uk

Looking after someone?

1 in 9 of all employees are juggling work with caring for family or friends who are older, ill or disabled.

Who are carers?

Caring for someone can happen to anyone of us at any time. Someone in our family might develop dementia, our partner might experience depression, a child might be diagnosed with autism or born with a learning disability, a close friend could be diagnosed with cancer an elderly neighbour may be struggling to manage their day to day life without close family.

Whether you're providing care directly yourself or arranging professional care, looking after someone might involve help with shopping, cleaning, cooking, doing the laundry, assisting with medication or helping with appointments.

It can also involve things like helping them to move around, as well as emotional support, arranging and checking on professional care, attending meetings, financial support, washing/bathing or helping to communicate.

Challenges of caring

One of the challenges of caring is how unpredictable it can be. Conditions can worsen suddenly, a care worker can fail to attend, a disabled child may be distressed and keep you awake for several nights.

It can involve making difficult decisions which weigh on your mind and distract

you at work. Or it can involve difficult emotions, such as dealing with terminal illness, worrying about the safety of your loved ones, struggling to keep up with social relationships, and so on.

Caring can set constraints on you - making it imperative that you leave work at a particular time to attend an appointment or provide care. You may not always have the same flexibility as other colleagues to take on an extra shift or work late at short notice. Often people are very private in the workplace about their caring situations and try to absorb these challenges without telling anybody.

Caring for children is better understood in the workplace, but caring for someone who is ill or disabled is less well known. Many staff will be caring for someone and will not be identifying themselves as carers. Many will not have discussed it with anyone at work.

All carers have certain statutory workplace rights, such as the right to request flexible working. In addition, company policies set out any enhanced flexibility and support carers can expect.

A Carer Passport works within these defined rights and expectations to help you find a way to manage caring alongside the demands of your work.

Carer Passport

Our Carer Passport scheme is designed to make it easier for staff with caring roles to talk about the flexibility and support you need.

What is a Carer Passport?

A Carer Passport provides a way for you to explain to your manager about your situation so they understand the flexibility you need. Then if you change manager or team, the Carer Passport provides a straightforward way to carry that flexibility and support into your next role, without having to repeat the same conversations.

A Carer Passport is a discussion about flexibility. This conversation will generally involve balancing the needs of the individual with the needs of the business. It does not normally involve a formal change to your contract of employment.

A conversation about caring

In order to qualify for a Carer Passport you need to have a caring role. It is advisable to be open and honest about your caring responsibilities.

However, you are not obliged to divulge any personal details about your circumstances that you feel unable to discuss, especially if they cause you distress or make you feel uncomfortable.

The Carer Passport conversation will typically address the following areas.

- Details of your current caring responsibilities - how they affect your work and vice versa.
- Statutory and organisational flexible working and caring policies
- Any support currently in place, considering how additional support might address both your needs and the needs of the team
- Any additional questions about caring and work

With your consent, the notes from the conversation can be recorded using a Carer Passport log, documenting any additional support or flexibility provided, whether on a temporary or ongoing basis.

This agreement then forms the basis for your Carer Passport, to make the conversation easier next time round.

It is kept as a 'live document' because caring can change at any time. It might be that someone's condition worsens or there is less support available, or a family bereavement of a parent means a colleague has to start caring for the bereaved parent

Employers who use a Carer Passport report benefits such as:

- Understanding and support reduces stress in the workplace
- It improves health and wellbeing and feelings of being able to cope
- It can improve staff retention and morale.



Employer logo

Where to find more information

For more information about our Carer Passport scheme and other workplace support for carers visit our intranet.

More information about the benefits and challenges of establishing Carer Passport schemes can also be found on the Carer Passport website, as part of a partnership project run by Carers UK and Carers Trust, funded by the Department of Health and Social Care.

www.carerpassport.uk

“My Carer Passport made a difficult conversation easier with managers. It allowed me to be honest and start to talk about what I needed as a carer and employee.”

“Talking about the Carer Passport helped me as a manager think ahead about what would happen if my employee were called to an emergency and wasn’t able to do their shift.”

