

Carer's Passport

Recognising and supporting colleagues with caring responsibilities



Name:

Using the Carers Passport

<p>Who is a Carer?</p> <p>The Trust recognises the diverse nature of caring responsibilities within its workforce. A carer is anyone who provides unpaid care and support to a spouse, partner, civil partner, family member, friend or someone living at your address, due to their disability, health condition, frailty, mental health problem, addiction or other health and care need.</p> <p>The carer's passport can be completed by any staff member who has caring responsibilities which they believe could have an impact on their ability to work currently or at some point in the future.</p>	<p>Who owns this passport?</p> <p>This document belongs to the staff member and their manager should have a copy.</p> <p>The passport relies on sensitivity, leaving it ultimately down to the staff member with caring responsibilities themselves to determine how much personal information they wish to share.</p> <p>All information will remain confidential between the manager and the staff member and not shared unless prior agreement is sort from the staff member.</p>
<p>What to do?</p> <p>The purpose of this passport is to enable staff with caring responsibilities and their manager to hold a supportive and open conversation to discuss and document the flexibilities needed to support combining caring and work.</p> <p>This conversation involves balancing the needs of the staff member's with the needs of the department, within existing BSUH policies.</p> <p>The aim is to minimise the need to re-negotiate these flexibilities every time a staff member moves post, moves between departments or is assigned a new manager.</p>	<p>How often?</p> <p>This is designed to be a 'live' document to be reviewed every year and/or in response to any changes in the nature or impact of the caring responsibilities.</p> <p>When a passport is reviewed (either an action or the passport overall), a manager changes, or a staff member moves to a new role, the passport does not guarantee that the previously agreed arrangements will remain in place.</p>

Employer Perspective

We want to be a supportive employer and balance staff members' needs for flexibility due to their caring role with the needs of the organisation. We see the Carers Passport as an important tool for conversation to help this happen.

Section 1:
Date of Review:

Name:

Name of manager:

Job role:

Section 2: Caring responsibilities and work

This section should include:

- a summary of your caring responsibilities
- the impact this has on your working life and the impact work has on your caring responsibilities
- any further information that may help your manager understand the impact your caring responsibilities have on you and your work.

Section 3: Potential options

Detail flexibilities specific to your current job which would help you combine caring and work. These are intended to inform your discussion with your manager.

Section 4: Getting support

What support you would need to implement the options listed in section 3. These are intended to inform your discussion with your manager.

Section 5: Agreed actions

Set out agreed actions with dates for implementation.

Action agreed	Date of implementation	Date to review action

Section 6: Any other actions/support agreed at the meeting

I consent to my manager keeping a copy of this passport.

Employee signature:	Date:
Manager name (Please print):	Manager Title:
Manager signature:	Date:
Date of next review:	

Procedure

Individual responsibilities

8. Completion of the passport is voluntary. You have complete control over the content and you retain ownership of the form throughout. We recognise that you may find it difficult to talk through your personal issues and challenges.

9. Complete your personal details and in sections 1-4 include as much detail as you feel is appropriate, and which you wish your manager to know about. Give a copy to your manager and arrange to meet to discuss the details.

10. The meeting will give you and your manager the opportunity to discuss the issues you have identified. You may find it helpful to talk through the following questions (this list is not exhaustive).

- What are your caring responsibilities?
- How do they affect your work?
- What impact does work have on your caring responsibilities?
- Do you already receive any support in work to help combine caring with work?
- What further support would help you?
- Do you need to apply for flexible working to continue your caring responsibilities?
- How would you prefer to communicate with your manager if you are unable to come to work?
- What would help ensure that the needs of the team/department continue to be met?
- Do you need any support from occupational health, HELP or external organisations?
- Do you need any equipment from the department to support your combined role eg a mobile phone or laptop?
- How do you expect your caring responsibilities to change in the future?

11. While it is up to you to decide how much detail to share, it is important that you give your manager enough information for them to understand your issues and challenges.

12. Any actions agreed and a review date should then be entered on the passport and a copy given to your manager. Remember that you will need to follow the procedures in the relevant departmental policy if, for example, you want to apply for flexible working.

13. You should review the passport if your circumstances or job role change and it should be reviewed at least every 12 months.

Manager responsibilities

14. The Trust aims to create a climate in which the member of staff is confident that they can disclose information, without fear of discrimination or harassment, about the challenges they face in combining caring responsibilities and work. As a manager, your actions and decisions are of great importance in considering any steps which

might be taken to assist them in their work. The passport is designed to help you do this.

15. Managers should treat information contained in the passport and discussions with individuals about their caring responsibilities in the strictest confidence.

16. When you receive a passport from a staff member, you should arrange a one-to-one meeting with that person as soon as possible. Prior to the meeting, you may wish to familiarise yourself with relevant Trust policies. (ie Flexible working policy, Special leave policy)

17. It is for the individual to decide how much to disclose about their caring role. However, it is important that, as a manager, you are able to understand how it affects their day-to-day work and what you can do to support them. Managers have a responsibility to balance requests from all staff member's.

18. Flexibilities you may wish to consider with your staff member are:

- options for flexible working including part-time and home working, compressed hours and job sharing
- use of flexible working to cover appointments etc
- arrangements for notifying you and making cover arrangements for immediate, short term crises
- any likely need for paid or unpaid special leave or an unpaid career break
- any issues around working temporarily in a different location if the person being cared for does not live locally.

19. Agreements on these and other issues should be recorded in the passport and regular reviews set in place to discuss any changes.

20. Managers should refer to the relevant Trust policies, for example where the carer wants to change their working pattern.

21. It is important to remember that the passport belongs to the member of staff involved and is confidential. Should you move to another post, you should not pass the form to the next manager without the permission of the staff member concerned. Nor should you send it to the manager if the member of staff moves post, unless they give permission.