

Carer's Passport

Swansea Carers Centre recognises the need for staff with caring responsibilities to be able to balance these with their work commitments. We want you to be a supportive employer and therefore introduce the Carers Passport as an important tool for facilitating a conversation between staff who have caring responsibilities and their managers/line managers regarding flexibility within a safe environment.

The purpose of the passport is to enable a carer and their manager to hold a supportive conversation and document the flexibilities needed to support the carer in combining caring and work. The aim is to minimise the need to re-negotiate these flexibilities every time an employee moves post, moves between departments or is assigned a new manager. This document belongs to the employee and their manager should have a copy.

This is designed to be a living document to be reviewed every year and in response to any changes in the nature or impact of the caring responsibilities.

In order to record an agreement in the passport, it is important that you follow the relevant departmental procedures. When a passport is reviewed (either an action or the passport overall), a manager changes, or an employee moves to a new role, the passport does not guarantee that the previously agreed arrangements will remain in place.

EXAMPLE CARER'S PASSPORT:

Section 1

Name:

Name of manager:

Section 2

Overview of employee's caring responsibilities

This section should include:

- A summary of employee's caring responsibilities
- The impact this has on their working life
- Any further information that may help their manager understand the impact their caring responsibilities have on them and their work.

Section 3

Overview of carer's role and team



Section 4

Flexibilities which would be helpful

This section deals with flexibilities specific to carer's current job which would help them combine caring and work. These are intended to inform their discussion with their manager.

Section 5

Flexibilities agreed between carer and their manager

This section deals with flexibilities specific to carer's current job which would help them combine caring and work.

- Set out agreed actions with dates for implementation.
- Action agreed:
- Date of implementation:
- Date to review action:

Section 6

Any other actions agreed at the meeting

This section might include for example contacting the employee assistance programme, contacting Swansea Carers Centre for a carers assessment, or to gather information, support and/or financial help tailored to the carer's circumstances.

Section 7

Consent and signatures

Carer consents to my manager keeping a copy of this passport.

Employee signature:

Date:

Manager signature:

Date:

Date of next review

