

Carer Passport



INTRODUCTION

A Carer Passport is a record which helps carers to be identified, recognised and supported in their employment. The passport allows the employee to explain their circumstances in their own words, the challenges they experience, and any help they may require in the workplace. It provides the opportunity to share information about their caring responsibilities including kinship and fostering, and to record any actions or adjustments agreed between the employee and their line manager.

Some employees may be reluctant to identify themselves as a carer, and may be concerned it could lead to them being labelled. Having a passport can help to create a supportive working culture where the employee feels that they can discuss their circumstances in a safe environment. It can also help communicate existing workplace support for carers and encourage managers to apply policies more consistently across the organisation.

Line managers have a key role in creating and promoting a carer friendly culture, through developing an open and respectful relationship, and maintaining ongoing dialogue with the employee about their caring circumstances and any resulting changes. The employee can then maintain their caring responsibilities alongside their work commitments resulting in minimal impact for them and the organisation.

Line managers and employees can refer to the Supporting Carers at Work Guidance for further information on the support available.

CONFIDENTIALITY

The information provided in the passport is confidential between the employee, their line manager, and People Services, where applicable. It should not be shared with anyone else without prior written consent of the employee.

The employee and line manager both hold a copy, and a copy is held on the HR/Payroll system.

USING THE CARER PASSPORT

Who is a Carer?

Working Carer

A working carer is someone who is managing both paid work and unpaid caring responsibilities. These employees are responsible for the care and support of a relative or friend who is older, disabled, seriously ill (physically or mentally) and unable to care for themselves. This does not include individuals who are employed as a paid professional carer or whose caring role relates solely to a child or children who do not have a long-term illness or disability.

Kinship Carer

Kinship carers are family or friends who step up, often during an unexpected crisis, to care for a child when their birth parents are unable to. This may be because the parent has died, is unwell, has gone to prison, is experiencing problems with drugs and alcohol, or are neglectful or abusive. Kinship carers are usually grandparents, aunts or uncles, brothers or sisters, a step parent, step sibling, or someone who isn't related but know the child(ren) well.

Foster Carer

A Foster carer takes care of a 'looked after' child when they cannot stay in their own home or with a kinship carer. A child is 'looked after' when the local council has a legal responsibility for their wellbeing.

Who owns the passport?

The employee owns their Carer Passport and the information recorded within it, including the amount of personal information given. The passport is a 'living document' which can be reviewed and amended if the employee's caring responsibilities and the impact these have on them changes. The Passport arrangements are usually reviewed on a regular basis (eg. through 1:1 meetings with the line manager).

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.

The passport also 'stays with' the employee so that, even if they move teams/service or their role changes, it remains in place. The employee is encouraged to inform a new line manager about their passport, their caring responsibilities and any arrangements that have been agreed. This ensures the new manager is promptly aware of the employee's situation, removes the need for repeated explanations, and allows support to be offered from the outset of the working relationship, including any changes to support provisions previously agreed.

Preparing for the conversation

The following may be helpful for the employee, in advance of meeting with their line manager, to guide them in preparing and giving consideration to their caring and work responsibilities, and what support may be helpful and any key points they would like to discuss at the meeting:

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 future?

2. Finding out about potential options

- Do you know what support is currently offered in the organisation?
- Do you know about the Council'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/Service 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

Having the conversation

The passport can be completed by the employee prior to meeting with their manager, or can be completed jointly during their conversation. The passport can be uploaded to the HR/Payroll System by the employee or the manager on their behalf.

CARER PASSPORT

EMPLOYEE DETAILS

Name of Employee:	
Payroll Number:	
Job Title:	
Name of line manager:	
Function:	
Cluster:	
Team:	

Are you a registered working carer?* Yes No

Are you a kinship carer?** Yes No

Are you a foster carer?*** Yes No

*For approval for paid leave to be granted evidence provided from either a GP or other Health Care professional or your local carers centre or social work department is required to be shared with your line manager.

**For approval for paid leave to be granted, evidence such as a letter from a social worker, headteacher or medical practice confirming the arrangement is required to be shared with your line manager.

***For approval for paid leave to be granted evidence such as a letter of invite to training is required to be shared with your line manager.

Caring and work: provide an overview to describe your caring responsibilities and the impact this has on your working life

Notes:

Support Required: provide details of the support you require to enable you to fulfil your work and caring responsibilities e.g. Hybrid Working on a specific day due to needing to attend medical appointments

Notes:

Any other considerations:

Notes:

Next Steps: Confirmation of plan agreed between employee and line manager

Notes:

EMPLOYEE CONSENT

The information provided in the Passport is confidential between the employee, their line manager, and People Services, where applicable. It should not be shared with anyone else without prior written consent of the employee.

A copy of the passport will be uploaded to and held on the employee's personal profile.

I consent to my line manager / People Services holding a copy of this record:

Employee Signature:		Date:	
Line Manager Signature:		Date:	
Date of Review:			

REVIEW

The Passport should be reviewed on a regular basis after the initial discussion to ensure the plan remains appropriate to support the employee's caring responsibilities. Employees should discuss changes in their caring responsibilities at the earliest opportunity so that a review can be arranged.

Once the review has been undertaken, this should be uploaded to the HR/Payroll System with the revised date saved in the document name, so it is clear which is the most up to date form.

Review Agreed Date:	
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