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**Carers Passport**

The carers passport helps a colleague and their manager discuss and document the support available and flexibilities within our Society HR policies which would help to combine a colleague’s caring responsibilities and work whilst balancing the needs of the business. The passport is voluntary, and the colleague will own the document, so they are in control of how much information they wish to share with their manager. Although sharing information may help the manager better understand how they can be appropriately supported.

This passport acts as a record of conversation and of any flexibilities agreed and/or support given.

The passport will be particularly helpful where a colleague changes line manager, as it will help the new line manager to understand any flexibilities and support the colleague had been receiving previously. It may also prompt further review conversations to check whether circumstances have changed and the impact this has.

This document is confidential and should not be shared with any other party without the written consent of the colleague. Managers should ensure that the passport is kept in a secure location which is only accessible to the manager.

The below template will assist a confidential conversation between the colleague and their manager to understand the level of support that may be required to combine work with caring responsibilities.

Colleagues and their managers should refer to the relevant Society Policy and follow the relevant supportive procedures.

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| --- | --- |
| **Colleague Name:** | |
| **Line Manager:** | |
| **Your caring responsibilities and how it affects your work…….**   * *What are your caring responsibilities?* * *How does this affect your work?* * *How you are currently managing to combine work and your caring responsibilities?* | |
| **Support available……**   * *Have you read the carers policy?* * *Have you considered the support available to carers within the Society?* * *Other policies that may be suitable (e.g. agile working, flexible working, parental leave and career break)* * *Is there any external support that could help you?* * *What additional support may help you?* | |
| **Actions agreed/details of any support agreed ……**   * *Actions agreed* * *Implementation* * *Review dates* | |
| **Colleague Signature** | **Date:** |
| **Line Manager Signature** | **Date:** |