

Going ahead guide



Carer Passport for employment

- Be informed by the expertise and insights of carers when developing this initiative, as the concept is one which clearly resonates with them.
- Clarify the status of the Carer Passport within the workplace, including whether it is a formal or informal arrangement.
- Generate a Carer Friendly environment within the workplace, one in which employees are able to identify themselves as carers and ask for support, and line managers are able to provide it.
- Acknowledge that not all employees will want to identify themselves as carers, and it will take time to build confidence around these policies and practices.
- Provide guidance on how the completion of personal information in the Passport should take place in a reassuring and supportive environment which respects confidentiality, and supports managers to be equipped for this.
- Use the Passport to link in to other forms of support, including Employee Assistance Plans, and trusted sources of information and advice.
- Recognise the experiences of younger carers in the workplace, who often struggle to build an employment history because of the pressures upon them and need more support to acknowledge the skills they have developed as a carer.
- Ensure that the Carer Passport is championed by management and at the most senior levels of the organisation (for example, by having a Carer Lead in place at Director or Trustee level).
- Provide a supportive environment to encourage any senior staff, Board members or Trustees with caring responsibilities to consider identifying themselves, thus increasing visibility and sending the message that caring can affect any of us in the workplace.
- Ensure the Carer Passport's visibility, using all internal communications tools (including the intranet and newsletters) to encourage staff to understand the issues involved and to motivate carers to identify themselves.
- Promote the existence of the Passport at all stages of the employee's journey - from the day they start, when it can be introduced as part of the induction programme and appear on the induction checklist.
- Consider recording the number of carers in the organisation and where they are located, helping to engage more effectively - while acknowledging that not all employees with caring responsibilities will wish to recognise themselves as carers, and that some will come in and out of caring situations. Hold all such information in confidence.
- With agreement from employees, record further information around carers' interest in training and other opportunities, and their willingness to provide guidance to others. Again, hold all such information in confidence.

