**Carers Passport for staff**

May 2021

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| **Section 1: Date of Review** |
| **Name:****Job role:**  | **Name of manager:** |
| **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
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| **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. |
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| **Section 4: Getting support**What support would you need to implement the options listed in section 3. These are intended to inform your discussion with your manager. |
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| **Section 5: Agreed actions**Set out agreed actions with dates for implementation. |
| **Action agreed** | **Date of implementation** | **Date to review action** |
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| **Section 6: Any other actions/support agreed at the meeting** |
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| *I consent to my manager keeping a copy of this passport.* |
| **Employee signature:**  | **Date:** |
| **Manager name (Please print):****Manager signature:** | **Manager Title:****Date:** |
| **Date of next review:** |  |