

**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:** | |  | |