|  |  |  |
| --- | --- | --- |
| **Tools and methods employers in Leeds use to support their working carers** | |  |
| **Employers assessment tools regarding working carers** | | Macbook Pro Beside Papers | |
| 1. Self Assessment Survey | | A useful questionnaire you can complete to see how much your organisation recognises and supports working carers. Use the link to access the survey: [www.carersleeds.org.uk/working-carers-survey/](http://www.carersleeds.org.uk/working-carers-survey/) | |
| 1. Identifying Carers at the recruitment stage | | These are processes which allow new employees to make it known from the start of their employment that they are carers, so the organisation can be proactive in support. Contact us for signposting to organisations who operate these. | |
| 1. On line surveys to identify working carers | | These are specific surveys from employers which are sent across the whole workforce from time to time to ensure that the employer is aware of the numbers and detail of working carers in the workforce. Contact us for signposting to organisations who operate these and template surveys. | |
| **Practical tools for employers** | | Free stock photo of wall, metal, vehicle, wooden | |
| 1. Managers Toolkit on working carers | | The provision of a document setting out the tools and tips for managers to understand the needs of working carers and to provide appropriate support to them. A copy of the Carers Leeds employers toolkit is on our working carers website page | |
| 1. Personalised working carer plans – passports | | A document which the working carer discusses and agrees with their manager. It sets out the approach the organisation will take to support the carer as much as possible. | |
| 1. Able to use mobile phone during working hours | | The ability to use mobile phones at any time to deal with caring priorities and emergencies. | |
| 1. Paid leave for carers | | This is where carers can take a set amount of paid leave to look after the person they are caring for. Contact us for signposting to organisations who operate these. | |
| 1. Paid sabbaticals for those caring for terminally ill people | | A period of paid time off for carers to support those who are terminally ill, with the guarantee of their current job when the person has died. Contact us for signposting to organisations who operate this. | |
| 1. Unpaid carer breaks with a right of return | | A period of unpaid leave to accommodate specific caring needs, which includes a guarantee to return to their current job or similar. | |
| 1. Provision of bereavement support for working carers | | The provision of professional support within the organisation by external specialists, for working carers following bereavement. See the Carers Leeds website for details of this service. | |
| 1. Having a formal carers policy | | The adoption of a structured and agreed business policy which recognises the needs of working carers and sets out formally how the organisation is going to support them. | |
| 1. Use of Employee Assistance Programmes | | The provision of a (usually) free and confidential service for employees which may include advice on carer support. | |
| **Forums for working carers and employers** | | Group of People Reading Book Sitting On Chair | |
| 1. Networking with other employers | | Proactively linking with other employers in the area to share good practice in supporting working carers. Contact us about joining our employers working carers forum. See the information on our website about the forum. | |
| 1. Working carer forums in house | | These have been set up by some larger employers in Leeds and involve regular meetings with groups of working carers to support each other and to learn more about the employer support which is available to them. Contact us for signposting to organisations who operate these. | |
| **Digital and online tools** | | ballpen, blur, close-up | |
| 1. Live chat and online forums in house for working carers | | Usually set on internal Intranets in larger organisations, these allow information on working carers to be circulated around the workforce in an interactive way. Contact us for signposting to organisations who operate these. | |
| 1. Using intranets to publicise relevant articles for working carers | | This is where employers use their internal digital communications platforms to provide relevant information on working carers across the whole business. Contact us for signposting to organisations who operate these. | |
| **Training and development** | | Behind of woman gesturing | |
| 1. Webinars for managers and working carers on relevant issues | | These tend to be focussed on specific carer issues, eg caring for someone with Dementia, and can be interactive. Contact us about the services that Carers Leeds and other organisations can provide. | |
| 1. Training and information sessions for carers and managers on specific issues relating to caring | | This is training presented to both managers, team members and working carers within an organisation. It is normally for awareness development and can be sourced by Carers Leeds. The training can be undertaken in the form of interactive workshops. See more information in our [Service Package](http://www.carersleeds.org.uk/wp-content/uploads/2018/05/Working-Carers-Service-Package-2018.pdf) on the Carers Leeds website. | |
| 1. Factsheets for managers and working carers on for example dementia, drug abuse, mental illness, basic carers rights, the law relating to carers | | The provision in a central place for information on the range of caring responsibilities workers may have and the law surrounding them. Contact Carers Leeds for access to a full range of information and signposting. | |
| 1. Allowing employees to attend Carers Leeds training and other activities during working hours | | The ability to attend individual support activities and group training provision within working hours by Carers Leeds.  See the Carers Leeds website for details of events. | |
| **Flexible working** | | Free stock photo of wall, time, watch, classic | |
| 1. Homeworking | | The ability to work at home for periods to be at home for instance for medical deliveries. Contact us for signposting to organisations who operate these. | |
| 1. Annualised Hours | | The ability to spread working hours over a period of time, usually a year, so that carers can take time off for caring at specific times and make the time up later. Contact us for signposting to organisations who operate these. | |
| 1. Compressed Hours | | This is the ability to keep working the same hours but over a shorter period, for instance a 9 day fortnight. Contact us for signposting to organisations who operate these. | |
| 1. Self-Rostering | | The ability for working carers to set their own work patterns and rosters. Contact us for signposting to organisations who operate these. | |
| 1. Staggered hours | | The ability to come in to work early/late and to leave early/late according to the needs of the organisation. Contact us for signposting to organisations who operate these. | |
| 1. Job share | | A full time job split into 2 parts, where each person works an agreed number of hours which together total the full time hours. Contact us for examples of job share policies. | |
| 1. Temporary reduction in hours | | The ability to take a temporary reduction in hours in order to deal with some planned caring needs. | |
|  | |  | |
|  | |  | |
|  | | **CONTACT DETAILS**  Carers Leeds  Address: 6-8 The Headrow, Leeds LS1 6PT  Website: www.carersleeds.org.uk  Telephone: 0113 380 4300  Twitter: www.twitter.com/CarersLeeds  Facebook: www.facebook.com/CarersLeeds | |