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|  | **Carer support plan / carer passport** | | |
| Employee name | |  |
| Team | |  |
| Manager’s name | |  |
| Who are you providing care for? (friend, relative) | |  |
| What are their caring needs (e.g. dementia, disability) | |  |
| Summarise the caring responsibilities you have for this person | |  |
| What is the possible impact of caring on your role at work? | | 🞎 Starting the working day later  🞎 Leaving work earlier  🞎 Leaving during the day and returning  🞎 Taking short notice absences  🞎 Making and receiving personal phone calls |
| Can you provide further details of this impact, such as frequency? | |  |
| Are there any other issues your employer needs to be aware of? | |  |
| How will your employer be kept up to date with the development of the circumstances of the carer? | |  |
| What is the process to be followed in an emergency eg who to notify, and other contact details? | |  |
| What arrangements have been put in place to allow flexibility for the employee eg tailored flexible working arrangements | |  |
| What are the arrangements for paid/unpaid leave for time off for caring | |  |
| What information and support is being provided for the carer? eg the use of Carers Leeds support | |  |
| What review process is to be used for this support plan | |  |
| How will your caring needs be communicated to the rest of the team/organisation | |  |
| Any other relevant factors or information | |  |
| Signed (employee) | |  |
| Signed (manager) | |  |
| Date | |  |