

NOTE TO EMPLOYERS: Please thoroughly read this template document and amend as appropriate to make it suitable for your organisation, including to meet any legal, regulatory and/or contractual requirements to which you are subject. The wording contained in this document and the associated template policy is included as a suggestion only, and Legal & General accepts no responsibility nor liability for any policy adopted by you based on this template. You may, for example, choose to add a period of paid carers leave or you may only be able to offer some of the options under “Policy Commitments”. You may also wish to add in links to additional documentation provided by your organisation.

If you would like a copy of this template provided as a **Word document**, please contact the L&G Care Service team at careservice.team@landg.com

Carers Passport

Name

Manager

Date of Initial Discussion

What is a Carers Passport and how can it help?

This carers passport has been designed to keep a record detailing individual employee needs and working arrangements, for those employees who are working carers. We understand that working carers are often experiencing challenges outside of the workplace which can directly impact wellbeing.

We believe recognising working carers is an important step to developing effective support measures for our employees, whilst embedding our organisational culture of supporting employee needs and wellbeing.

This carers passport has been designed to be flexible and reviewed periodically at agreed times, or as and when circumstances and needs change. It can also be used to ensure any support or flexibility required, can continue regardless of any changes to job roles or management structures.

Who is a Working Carer?

A working carer is someone who outside of the workplace is providing unpaid care for family or friends who are disabled, suffering with a long-term illness, or requiring support in later life.

This Carers Passport is owned by you, as the employee, and as such any detail relating to the person you are caring for will not be recorded and stored.

This document aims to help you think about your caring role in detail and understand how this affects your work, alongside any impacts it may be having on your health, well-being and finances. This is an important step to recognising what support would be beneficial to you, and how that is provided.

Many aspects of caring are highly sensitive and personal to each individual, and as such, any aspects you do not wish to speak of, or provide information upon will be respected. It is however important to remember that we encourage you to disclose as much as possible to enable us to support you as best we can, as well as facilitating access to external support from other sources where appropriate.

Current working arrangements (To be completed by you)

Current role, working days / patterns / hours

Current Caring commitments (To be completed by you)

Caring responsibilities, time allocated to caring, any expected change to the caring role in the future, what impact do these duties have on work?

Current Support received (To be completed by you)

Is any external support provided / received already to help combine caring with work? Could this likely change in the future?

Support Requirements (To be completed by you)

*What additional support could be helpful to enable a better manageable work/life balance?
Are there any specific struggles to be addressed?*

Workplace Support Options (To be completed by your employer)

What options are available through the workplace? These should be detailed here with a clear view as to ways in which each option aims to support employees (this could be prepopulated by each firm)

Agreed Support / Actions (To be completed by your employer)

*What support has been agreed? What are the next steps and how will this be implemented?
When will these changes take effect from? Agree contact methods in case of emergency or sudden change.*

Benefits & Impacts (To be completed by your employer)

*What is the desired outcome for the employer and employee and how will success be measured?
Are there any implications to the wider company goals or performance? If so, how can these be reduced or removed?*

Employee Declaration *(To be completed by you)*

I consent to my Manager / HR keeping a confidential record of my current Caring Responsibilities and any ongoing reviews

Employee Signature:	Date:
Employer Signature:	Date:
Agreed Date of Review:	

External Support Available

- Legal & General Care Concierge Telephone Support Number **0808 189 3195**
- Attendance Allowance Helpline - Telephone **0800 731 0122**
- Carers Allowance Helpline – Telephone **0800 731 0297**
- Information and Support:
 - **Age UK's** free helpline: 0800 055 6112
 - **Independent Age** free helpline: 0800 319 6789
 - **Carers UK** free helpline: 0808 808 7777