

Carers Passport



Colleague name:

Manager Name:

Date of Discussion:

Carer Passport Prompt Questions

The Carer Passport should be reviewed at least on an annual basis and ideally at the annual appraisal session, as a way of checking in on wellbeing. However, because the nature of caring does change over time, a regular more frequent check in may be needed.

Managers should use these questions to help to facilitate the conversation. The questions do not need to be followed in order, and not all questions may be relevant. There may be some that are uncomfortable for the carer to explore, in which case, please ask the carer if they feel able to explore these areas or if they would prefer certain aspects not to be discussed.

What are your caring responsibilities and how does this impact upon you?

Does this impact upon you at work, and your job role, if so would you like to talk about how?

What would you like to discuss, or for me as your manager to understand?

What support or adaptations in work would help you with your carer responsibilities?

Is there anything you would like your team or colleagues to be aware of? If so, how would you like this to happen?

Is there any wider internal or external support that you would like to explore to help you with your carer commitments?

The manager and colleague agree to the discussion summary as follows, and are committed towards the actions and time frame for review.