WORKING CARERS AND EMPLOYERS

Gateshead Carers

'CARER FRIENDLY' EMPLOYER
SELF-ASSESSMENT FORM

AREA	CRITERIA	POSSIBLE ACTIONS/EXAMPLES	CHECK BOX
IDENTIFICATION OF CARERS	There is clarity around what is meant by the term 'carer'		
	A system is in place to enable carers to recognise or identify themselves if they choose to	Through introducing a question around caring into existing employee surveys or questionnaires	
		Through a specific employee survey/consultation asking staff about caring responsibilities	
		Via staff recruitment and/or induction process	
		Via staff appraisals	
		Establishment of a voluntary 'carer's register' or similar scheme	
	A system is in place to identify carers in the workforce	Statistic of how many of your workforce have declared their caring role	
		Statistic of how many of your workforce have reduced their hours or retired early due to their caring responsibilities	
		Statistic of how many of your workforce have asked for a career break and never returned and what were their reasons	
		Statistic of how many of your workforce have left your workforce due to their caring responsibilities	
		Support is fully embedded within the organisation and is maintained, developed and reviewed on a regular basis	
	How you currently support carers? (Brief description and give example of type of evidence)		

AREA	CRITERIA	POSSIBLE ACTIONS/EXAMPLES	CHECK BOX
POLICY	Carers are recognised within existing organisation/HR policies	This could include flexible working policies and special leave arrangements	
	Where no policies exist there is a statement which makes specific reference to supporting carers within the organisation	A procedure for discussing carers requests for flexible working and other leave arrangements should be in place	
	There is knowledge of and adherence to the minimum statutory employment rights for working carers	Alternative working practices are offered where reasonably practical	
	There is an explicit carers policy in place or a separate section within HR policies which recognises carers as a specific group	Carers are consulted in the review and development of the carers policy	
		There are clear policies and procedures in place for how employees can apply for flexible working and special leave arrangements	
		The range of alternative working options available to carers is investigated and extended as appropriate	
		Recruitment policies and processes are examined to ensure they do not prevent carers from accessing positions where reasonably practical	
	There is an explicit carers policy (Employers with Carer Responsibility Policy) in place	Established support is maintained, reviewed and developed	
		A monitoring and evaluation process is in place to assess the impact/effectiveness of support to carers	
		Recruitment policies and procedures are reviewed and developed as appropriate	
	How you currently support carers? (Brief description and give example of type of evidence)		
AREA	CRITERIA	POSSIBLE ACTIONS/EXAMPLES	CHECK

			BOX
WORKPLACE SUPPORT	Information on external forms of support and services for carers is available	Contact details for local carers centre and other support services/helplines are displayed in common areas	
	Options for carers to benefit from additional practical support in the workplace are identified	Access to use of a private telephone	
		A car parking space close to the workplace	
		Carers are involved in the review and development of appropriate practical workplace support	
	Carers can access other practical workplace supports	This could include access to occupational health schemes; stress management support; counselling; etc.	
		The organisation has its own Carers Passport	
	Information on external forms of support and services for carers is available	Partnership/ liaison with local Carers Centres	
		Carers are heavily involved/lead in the development of new forms of support	
	How you currently support carers? (Brief description and give example of type of evidence)		

AREA	CRITERIA	POSSIBLE ACTIONS/EXAMPLES	CHECK

			BOX
COMM UNICATI ON, AWARE NESS RAISING AND TRAININ G	Policies and available workplace support is communicated to all levels of/members of staff	Communication to all employees via email, staff handbook, organisation intra-net, staff notice-board, payslip messages etc.	
		Promotional materials including leaflets and posters displayed within the workplace	
	A communication policy is in place and available to all employees		
	Awareness raising activities are undertaken in the workplace	Staff awareness raising sessions/focus groups	
		Induction training	
		HR team and line managers are participated in carer awareness training run by Carers' Centres or completed an eLearning course	
	Awareness raising activities are undertaken in the workplace	Education and development opportunities are available to managers to enhance their knowledge and skills around carer related workplace issues	
	The organisation engages in wider community based awareness raising activities or employer forums to communicate the business case	Support/involvement in carer campaigns, such as Carers Week	
		Linkages with other organisations/award bodies, such as Working Families	
	How you currently support carers? (Brief description and give example of type of evidence)		

AREA	CRITERIA	POSSIBLE ACTIONS/EXAMPLES	CHECK BOX

PEER SUPPORT	Carers are supported to engage with other carers	Where workplace peer support is not appropriate, carers could be signposted to external peer support groups/on-line forums etc.	
	Carers are supported by and support other carers	Establishment of a workplace carers support group, forum or network	
		Have a dedicated carers champion or person with lead responsibility for supporting carers	
		Established support is maintained, reviewed and developed with carer involvement	
		Social support groups and out-of-work activities are actively encouraged and supported by the organisation	
	How you currently support carers? (Brief description and give example of type of evidence)		