

STAFF CARER'S PASSPORT



November 2020

Section 1

Date of Review:

Name:

Name of line manager:

Job role:

Section 2: Caring responsibilities and work

This section should include:

- a summary of your caring responsibilities
- the impact this has on your working life and the impact work has on your caring responsibilities
- any further information that may help your line manager understand the impact your caring responsibilities have on you and your work

Section 3: Potential options

Detail flexibilities specific to your current job which would help you combine caring and work. These are intended to inform your discussion with your line manager.

Section 4: Getting support

What support you would need to implement the options listed in section 3. These are intended to inform your discussion with your line manager.

Section 5: Agreed actions

Set out agreed actions with dates for implementation.

Action agreed	Date of implementation	Date to review action

Section 6: Any other actions/support agreed at the meeting

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I consent to my line manager keeping a copy of this passport.

Employee signature:**Date:****Manager signature:****Date:****Date of next review:**