

## **Appendix 1: Leadership commitment**

### **Name of organisation \*\***

### **Our commitment to support working carers**

#### **Definitions**

Carers are people who look after a relative or friend who because of health and care needs cannot manage without the help of their carer. Working Carers are carers who balance their caring role with paid employment.

#### **Leadership statement**

- We recognise that some staff also have caring responsibilities and understand that for some balancing their work, family, wellbeing, and caring can be challenging. We want to enable you to do the best in both vital roles.
- We believe that carers should have the same opportunities to obtain employment as anyone else and that all staff should have access to support, development, and progression. We are therefore committed to being a supportive employer and endeavour to balance a working carers' need for flexibility with the needs of the organisation and to provide as much support as is reasonably practicable.
- We recognise that carers can bring a wealth of skills and experience gained through caring and value the attributes they bring as employees.

#### **Our commitment**

- Staff are encouraged to disclose to their line manager that they are caring for someone as this makes managing circumstances easier. If staff choose not to disclose this, then that is fine too.
- Staff will not be discriminated against on the grounds of their caring responsibilities.
- We will provide information and guidance which may be helpful for working carers and managers.
- Line managers should ask during supervision, 1-2-1s and wellbeing conversations, whether staff they are supervising have caring responsibilities and should have due regard to issues of sensitivity and confidentiality concerning this information.
- Staff will have the right to request to work flexibly in order to balance work and caring and managers will give consideration and respond on all requests for flexible working.
- Staff will be entitled to request time off to attend to the sudden needs of the individual that they care for.

- Managers will ensure that know what support is available for working carers by familiarising themselves with relevant policies, for example flexible working, leave arrangements etc.
- Managers will consider reasonable adjustments and support that will help working carers to balance work and caring while continuing to meet organisational needs. This will be done with the working carer.
- We welcome comments and suggestions from all staff on how we may further improve the working environment so that it is better equipped to deal with the varying needs of carers in the workforce.
- Data held by the organisation about carers is purely for statistical purposes to help form policies and support. This information is treated with utmost confidentiality.

**Approved by \*\***

**Date \*\***