

# **TEESDALE DAY CLUBS**

## **20 WORKING CARERS POLICY**

### **ISSUE 01**

#### **Introduction**

Teesdale Day Clubs (hereafter referred to as 'us', 'we', 'our' or 'the charity') recognises and values employees who have an unpaid caring role and the contribution they make to the health and wellbeing of the people they care for. We wish to support, as best as we are able, employees who are also providing unpaid care to a family member or friend.

#### **1. PURPOSE AND SCOPE**

##### **Purpose**

- To set out the support we will offer our employees who have a caring responsibility, to help them balance their working and caring commitments and continue to be effective in their job
- To help us recruit and retain employees with caring responsibilities

##### **How we define a carer**

A Carer is someone who looks after a family member or friend, who needs help because of their illness, frailty, disability, mental health problem or addiction and cannot cope without their support. The care they give is unpaid.

##### **Aims**

This policy aims to increase the likelihood of this charity retaining qualified and experienced staff who may otherwise have to leave our employment or reduce the hours they can work for us because of the demands of their caring role. Staff who are carers will be more likely to be able to continue their caring role and not have to give up employment. We aim to do this by setting out clear guidelines and good supporting practices for them within the workplace.

##### **Scope**

This policy applies to all employees of Teesdale Day Clubs.

#### **2. OUR POLICY**

We appreciate the extra demands caring may place on our employees, and that at times it may be difficult for them to combine their work and caring responsibilities. As a responsible employer, it is our policy to:

- Encourage a workplace culture in which employees feel safe and supported to talk about the challenges they face as carers and ask for help
- Give sympathetic consideration to requests for support from those who have caring responsibilities, based on a shared understanding of the situation and its impact
- Deal with all such requests in a confidential manner and within an appropriate time frame of 7 working days
- Provide employees, who require support, with guidance on the options available to them

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We will treat all employees fairly and consistently, while taking into account the individual needs of a particular case. The specific options that we will consider and management practices that we will put in place in support of carers will include:

- Flexible working options [Terms and Conditions of Employment]
- If you are the parent of a child under 18 who is critically ill and therefore defined as 'disabled', you will be entitled to take parental leave [Terms and Conditions of Employment]
- The right to take a reasonable amount of time off to deal with emergencies involving a dependent
- Support from the line manager by staying in touch during an absence and handling the return to work
- Information on external help such as support organisation including Durham County Carers Support (DCCS) and Welfare Rights
- Carer awareness training for Line Managers through DCCS or by completing an eLearning Carer Awareness course (EfC)
- Being as responsive as we are able, to requests for flexible working for employees with a caring role
- Keep a record/Carer Passport of employees caring responsibilities and agreed alternative work practices
- Providing regular opportunities for employees to tell us if they have a caring role e.g., application forms, supervisions, appraisals, return to work interviews etc.
- Reviewing the effectiveness of our carer support through meetings with carers, annual staff one-to-one's and exit interviews and taking action where more can be done to help carers to stay in work
- Consulting with staff on the development and reviews of this policy

### **3. RESPONSIBILITIES**

#### **Employees**

Employees are actively encouraged to inform their line manager if they are caring for someone and need any support. In this way we can work together to ensure that, wherever possible, they can continue in their job and effectively balance their work and care commitments. If you have caring responsibilities and need support, you should speak to your line manager, and explain your situation and what assistance you think would help.

Once an employee has identified him/herself as having a caring role and is being supported by this organisation the employee must notify his/her line manager if there are any changes in the nature of the caring role e.g. bereavement of the cared for person or a change in the nature of the caring role.

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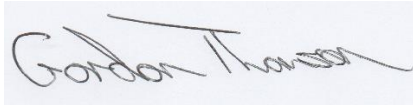
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#### **Managers**

Managers have the responsibility to familiarise themselves with this Policy and to work within its parameters. They also have a responsibility to ensure that all employees are aware of the policy and understand their own, and the organisation's, responsibilities in respect of it. Trustees of the charity reserve the right to amend this policy from time to time.

This policy was approved by the Board of Trustees and signed by the Chair on their behalf:

A handwritten signature in black ink, appearing to read 'Gordon Thorne', is written over a light blue rectangular background.

Date: 11<sup>th</sup> August 2022

Review date: August 2025