



Reviewing your carer's passport:

Review your carer's passport annually or when your circumstances change. Having regular reviews will ensure your current support needs are being met.

Preparing for a carer's passport conversation:

Think about what information you are happy to share with your manager about your caring responsibilities. Do you know what flexibilities or support you might need? The Charity for Civil Servants is a good source of guidance.

Describe the workplace challenges you would like support with:

What are these and how do they affect you at work? Sharing these with your manager can help them put the support in place.

Sharing your carer's passport:

Sharing your carer's passport at the right time will ensure your support needs are met if you move job or manager or your personal circumstances change. You should agree who it can be shared with and when.

Carers' Conversation Map



Key considerations and flexibilities:

What would make things easier for you at work? What is already in place and working well and what isn't? What would help you to balance your work and caring responsibilities?

Complete your passport:

This is your record of the adjustments and support measures you agreed with your manager. Both you and your manager should sign the passport.

Talk to your manager: Discuss what flexibilities you would like included in your carer's passport. Have an honest conversation to determine what can be supported and agree solutions. Your manager should balance your needs with the needs of the business and existing departmental policy.

Additional sources of support:

There are places you can go to for help and support: your organisation's Carers' Network, the Employee Assistance Programme, the Charity for Civil Servants and Employers for Carers.