**Working Carers Action Plan**

At Leeds Beckett we recognise that many of us will be working carers at some point during our career. We are committed to supporting reasonable adjustments to help you to work in a way that enables you to support your loved ones with their caring needs, carry out your professional role and to look after your own wellbeing.

Our working carer’s action plan is designed to help anyone who has caring responsibilities communicate their situation to their manager and facilitate discussions regarding how their caring responsibilities and work role coincide. This ensures that the manager is able to fully understand the demands of an individual’s caring responsibilities and they can consider together reasonable adjustments or flexible working patterns that may support their specific circumstances.

 The working carer’s action plan is also a great way to avoid repeatedly explaining sensitive personal information when someone experiences a change in roles or in line management.

**How does the Working Carer’s Action plan work?**

* Complete the questions below as clearly as possible. Please remember this is an individual action plan and it is up to you how much or how little information you provide.
* Once completed, if you feel comfortable, bring the action plan to your next 1-2-1 meeting for discussion. It would be a good idea to let your manager know in advance that this is something you would like to discuss, so that they are able to prepare for the conversation in advance. If you are concerned about sharing this information with your manager, please contact a member of the Employee Relations team to discuss further.
* In your 1-2-1 talk through the action plan with your manager, being as clear as possible about any challenges you may have juggling your role and your caring responsibilities, any adjustments that you feel may be helpful and what support you would like to deal with these challenges.
* It is a good idea to revisit the action plan on a regular basis, so that you can update it with any changes. You may wish to agree with your manager to keep the action plan on your 1-2-1 agenda so that you can discuss how you are and how any agreed adjustments are working on a regular basis.

**What is the nature of my caring role?**

**Are my caring responsibilities long term or temporary?**

**What are my main caring responsibilities?**

**Are there any adjustments to the way in which I work that would help support me with these responsibilities?**

**Are members of my team aware of my caring role?**

**What strategies do I have in place to look after my own wellbeing?**

**What support am I aware of that is available to me at work to help manage my wellbeing and support my caring responsibilities?**

Carer’s webpage

Flexible working policy 

Carer’s network 

1-2-1 support from Carer’s Leeds 

Employee assistance Programme 

Wellbeing webpages 

**Details of any agreed adjustments**

**Agreed date to be reviewed**