**Carer Friendly Employer Charter Application Form**

**Organisation Details**

| Organisation Name |       | Address |       |
| --- | --- | --- | --- |
| Contact Name and Position |       | Contact Phone Number |       |
| Contact Email Address |       |
| Number of Employees |  |
| Organisation Sector  |  |

**By applying to the Charter your organisation is committing to working towards the seven points set out below.**

1. Raising carer awareness and ensuring line managers can identify carers through training.
2. Developing and maintaining carer friendly HR management and policies.
3. Recognising that carers within the workforce may need support to balance work and caring successfully.
4. Signposting carers to appropriate information and support.
5. Showing a positive and enabling attitude to employees and job applicants who are carers.
6. Providing opportunities for carers to be involved in organisational development, ensuring their voices are heard.
7. Supporting carers to recognise their physical and emotional health needs in order to support well-being.

**You need to demonstrate at least one action for each commitment. This can be one of the suggested actions below, something that your organisation already does to be carer friendly or a new idea that your organisation has. If your organisation is able to commit to more than one action, please do.**

**Commitment One:** Raising carer awareness and ensuring line managers can identify carers through training.

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| --- | --- | --- |
| **Action****Tick any you will complete** | **Person/Dept Responsible** | **How will the outcome be measured?** |
| All staff to complete Hartlepool Carers training | [ ]  |       |       |
| Information about carers and Hartlepool Carers to be added to induction training for new staff | [ ]  |       |       |
| Hartlepool Carers leaflets and posters to be easily accessible for staff | [ ]  |       |       |
| Participate in [Carers Week](https://carers.org/) or [Carers Rights Day](https://www.carersuk.org/news-and-campaigns/carers-rights-day) as an organisation | [ ]  |       |       |
| Other (details)      | [ ]  |       |       |

**Commitment Two:** Developing and maintaining carer friendly HR management and policies.

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| **Action****Tick any you will complete** | **Person/Dept Responsible** | **How will the outcome be measured?** |
| Review leave policies to ensure they are carer friendly | [ ]  |       |       |
| Review flexible working policies with carers in mind | [ ]  |       |       |
| Work with employees who are carers to develop carer friendly policies | [ ]  |       |       |
| Other (details)      | [ ]  |       |       |

**Commitment Three:** Recognising that carers within the workforce may need support to balance work and caring successfully.

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| **Action****Tick any you will complete** | **Person/Dept Responsible** | **How will the outcome be measured?** |
| Review in-house training for line managers in workplace adjustments | [ ]  |       |       |
| Increase offer of supervision/support sessions to carers | [ ]  |       |       |
| Distribute Hartlepool Carers Working Carers Employee Guide | [ ]  |       |       |
| Other (details)      | [ ]  |       |       |

**Commitment Four:** Signposting carers to appropriate information and support.

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| **Action****Tick any you will complete** | **Person/Dept Responsible** | **How will the outcome be measured?** |
| Hartlepool Carers training for all staff to increase awareness of local and national advice/support available to carers | [ ]  |       |       |
| Ensure line managers know how to signpost carers to Hartlepool Carers for a Carers Assessment of Need or other services | [ ]  |       |       |
| Make carer information easily available to all staff (e.g. on IT system/screensavers/staff noticeboards) | [ ]  |       |       |
| Join Hartlepool Carers mailing list for regular ebulletins and information | [ ]  |       |       |
| Other (details)      | [ ]  |       |       |

**Commitment Five:** Showing a positive and enabling attitude to employees and job applicants who are carers.

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| **Action****Tick any you will complete** | **Person/Dept Responsible** | **How will the outcome be measured?** |
| Establish a monitoring system to ensure equality for carers (promotions, opportunities, redundancies, etc.)  | [ ]  |       |       |
| Establish a monitoring system to ensure equality for carers in recruitment process | [ ]  |       |       |
| Ensure employees and prospective employees are aware of your organisation’s carer friendly status through advertising | [ ]  |       |       |
| Other (details)      | [ ]  |       |       |

**Commitment Six:** Providing opportunities for carers to be involved in organisational development, ensuring their voices are heard.

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| **Action****Tick any you will complete** | **Person/Dept****Responsible** | **How will the outcome be measured?** |
| Facilitate a carer network to help inform policy making | [ ]  |       |       |
| Ensure carers are represented in current practices to involve employees in organisational development | [ ]  |       |       |
| Appoint a Carer Champion at senior management level | [ ]  |       |       |
| Other (details)      | [ ]  |       |       |

**Commitment Seven:** Supporting carers to recognise their physical and emotional health needs in order to support well-being.

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| **Action****Tick any you will complete** | **Person/Dept****Responsible** | **How will the outcome be measured?** |
| Training for line managers to consolidate awareness of workplace support such as Employee Assistance Programmes and counselling | [ ]  |       |       |
| Training for line managers to ensure confidence in encouraging carers to seek advice from their GP for health concerns | [ ]  |       |       |
| Facilitate a carer network to enable carers to access peer support | [ ]  |       |       |
| Allow carers access to training if beneficial to their caring role but not necessarily relevant to their job role | [ ]  |       |       |
| Other (details)      | [ ]  |       |       |

**For any enquiries regarding the Carer Friendly Employer Charter please contact:**

**Community Development Lead**

**Hartlepool Carers**

**Once completed please email the form to:** **sarah.rowntree@hartlepoolcarers.org.uk**

**We will review the form and post out your organisation’s official Carer Friendly Employer Charter document within 10 working days.**