



Carers Policy

College Policy No PT19

Approved by Steven Taylor

Date 19/03/18

Policy effective from 26/03/18

Next review due 01/04/20

This policy has been agreed following consultation with the College's trade unions.

CARERS POLICY – No PT19



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1. Purpose

The purpose of this policy and related arrangements is to outline the management and leadership approaches that the College will adopt to help to support staff who have a caring responsibility so that they can balance work with caring commitments and continue to be effective in their role.

This policy should be read in conjunction with the opportunities, activities and developments associated with the We Care @ D&A group.

2. Scope

This policy covers the arrangements in place in respect of all staff employed by the Board of Management of Dundee and Angus College, irrespective of the contractual basis of that employment.

3. Caring Responsibilities

A carer is someone who provides care and support to a partner, child, family member or friend who could not manage without their help. This could be due to age, disability, physical or mental illness or addiction.

Anyone can be a carer but it should be recognised that many carers do not consider themselves to be carers. They are “just looking after” another person and just getting on with what anyone else would do in the same situation.

4. Support for Carers

The College understands that being a carer whilst holding down a job (often alongside childcare needs too) can be both emotionally and physically demanding. To help to support staff within this position the College has adopted the following principles and will:

- give sympathetic consideration to requests for support from those who have caring responsibilities, based upon a shared understanding of the care needs identified and the impact that support may have on the job role and team
- ensure that no one is treated unfairly because of their caring responsibilities
- handle requests for support with discretion and tact

The College has Family Matters and Special Leave policies and procedures in place which detail how carers will be supported in the workplace by considering flexible working requests and special leave arrangements. These arrangements may be for a short period or longer term. Each individual case will be different but the College is committed to responding to any requests for support in a fair, flexible and equitable manner.

All staff (and members of their immediate family) working at the College have access to a confidential Counselling Telephone Service, 24 hours a day, 7 days per week. Staff can receive up to 6 x 50 minute telephone sessions and, where appropriate, onward referral to voluntary and / or professional services. Details of the phone line service can be found on the Staff Portal under Staff Benefits.

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Face to face counselling can also be arranged where appropriate through the College Occupational Health provider.

Please contact a member of the People Team for further information on either of the above.

In addition to College supported services, staff may be able to access counselling or other support through their trade union or professional body membership.

Information in respect of other support organisations and services operating within the local area is included in Appendix 1 below.

5. We Care @ D&A

A College Special Interest Group has been set up to look at how we can best support staff and students who have carer responsibilities. This group also covers students and staff who are care experienced. The group includes cross-College staff, student representatives and relevant external parties.

6. References

[Family Matters Policy](#) and Procedures
[Special Leave Policy](#) and [Procedure](#)

7. Review Date

This policy and associated processes should be reviewed by the People Team in April 2020.

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Appendix 1 – Other Support

Carers UK report that there are around 3 million people who juggle the demands of unpaid care responsibilities with paid work, with figures suggesting it could be as many as one in eight people in Scotland providing care of this kind. Experts predict these numbers will rise significantly due to our demographic in Scotland.

There are many external agencies that can provide support to unpaid carers. Known organisations operating within the Dundee and Angus area include:

Angus Carers Centre - <http://www.anguscarers.co.uk/> - an organisation established by carers, for carers. They aim to improve the quality of life for all carers in Angus, to do this they provide an information and advice service, and offer emotional, practical and social support.

Angus Young Carers - <http://www.angusyouthcarers.org.uk/> - part of the Angus Carers Centre, supporting young carers throughout Angus.

Dundee Carers Centre - <http://dundecarerscentre.org.uk/> - can provide a range of services such as welfare rights, local adult carer services, befriending, services for disabled people and young carers and adult carers, along with many other useful links.

Maggie's Centre, Dundee - <https://www.maggiescentres.org/our-centres/maggies-dundee/> - offer free practical, emotional and social support to people with cancer and their families and friends.

Age Scotland - <http://www.ageuk.org.uk/scotland/> - are able to help with the challenges we all face later in life such as benefits and entitlements, legal issues, care homes and sheltered housing.

Support in Mind Scotland - <https://www.supportinmindscotland.org.uk/> - seek to support and empower all these affected by mental illness, including family members, carers and supporters.