



CARERS POLICY

College Policy No	PT19
Approved by	Vice Principal (People & Performance)
Original Issue Date	17/04/2017
Current Issue Date	16/03/2021
Review Date	01/04/2024

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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.

Staff are not required to disclose to their line managers that they are carers but are encouraged to do so. This is to ensure that the member of staff is provided with the appropriate support.

Line managers should encourage employees to discuss their caring responsibilities with them and should assure employees that their need for support and confidentiality will be respected.

Staff who do not wish to disclose their caring responsibilities to their line manager are encouraged to approach the People Team.

Where a line manager knows that a member of staff in their team has caring responsibilities, the line manager should inform the member of staff concerned about the support that the organisation offer carers and encourage them to access the support offered.

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All staff who have disclosed themselves as carers will be listed on the Carers Register which is maintained by the People Team.

The College is committed to supporting staff who are Carers and consideration on flexible working arrangements will be made.

Flexible working – a flexible working request is submitted and consideration given to an arrangement that is agreed between the individual and their line manager on working pattern/hours to provide the member of staff the flexibility required to tend to their caring responsibilities.

Flexible working arrangements could consist of any of the following:

- Compressed hours - full-time working hours are worked over fewer days (which are specific) with set start/finish times.
- Reduction in hours – temporary or permanent reduction in working hours.
- Home working – where practicable, certain days of the week would be worked from home.
- Flexible hours - enables employees to arrange their working hours within a broad time span. Certain hours are designated “core hours” when attendance is necessary and outwith these hours there is flexibility to organise attendance.

Agreed flexible working arrangements will be recorded in the respective personnel file held by the People Team.

The College also has the Special Leave policy and procedure in place which detail other ways carers will be supported in the workplace by considering 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.

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.

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6 REFERENCES

[Family Matters Policy](#)
[Special Leave Policy](#) and [Procedure Flexible Working Process](#)

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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.angusyongcarers.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 mutual illness, including family members, carers and supporters.