

Carer's Policy

AMiE

ANGLICAN MISSION IN ENGLAND

Contents

Introduction.....	2
What is the definition of a carer?	3
Informing us	4
Applying for flexible working.....	4
Crisis situations	4

Approved by Cornerstone Trustees 4th November 2024.

Next review date in 2027.

Introduction

This policy sets out our commitment to supporting carers and the support that we offer to combine work with care.

Employees may have caring responsibilities and may need our support to combine work with care. We have adopted this policy to demonstrate our support for employees who are carers, and to set out what support is available.

We aim to give carers the same recruitment and career opportunities as everyone else. We will give carers as much support as possible to achieve this objective.

What is the definition of a carer?

When defining carers, we aim to strike a balance between recognising the special circumstances of caring, and not classifying carers as a rigid or separate group.

We define carers as employees with significant caring responsibilities that have a substantial impact on their working life. The activities that carers undertake are wide ranging, including:

- help with personal care;
- help with mobility;
- managing medication;
- practical household tasks;
- emotional support; and
- help with financial matters or administration.

Carers' needs are different from the needs of employees with routine childcare responsibilities, and the circumstances and milestones of caring are different from those of routine childcare.

Caring can be unpredictable and emotionally upsetting. An employee may acquire caring responsibilities overnight, for example where their parent has a stroke, or caring responsibilities may develop over time, for example where the employee's partner has a debilitating long-term health condition. With routine childcare, the child's journey is more predictable as they grow older, go to school and become more independent. The milestones of caring may go in the opposite direction, for example an elderly parent may become more frail and dependent over time, and a disabled child may continue to have significant support needs when they become an adult.

Informing us

You are not required to disclose to your line manager that you are caring for someone, but we encourage you to do so. This will help us provide appropriate support to you. Line managers will respect the confidentiality of any information provided to them in this regard.

When you disclose to your line manager that you are a carer, we will process any personal data collected in accordance with our data protection policy. Data collected from the point at which an employee informs us of their caring responsibilities is held securely and accessed by, and disclosed to, individuals only for the purposes of supporting the employee in their caring responsibilities (for example when dealing with requests for flexible working).

Where a manager knows that an employee in their team has caring responsibilities, the manager should inform the employee about the support that our organisation offers carers and encourage them to access the support offered.

Applying for flexible working

You can make a flexible working request to help manage your caring responsibilities. Please refer to the Flexible Working Policy for more information.

Crisis situations

Employees with caring responsibilities cannot always plan ahead for time off. The ability to take leave in an emergency is important for carers, who may be called on at short notice.

Employees have the right to take up to 5 days of unpaid time off work in a given calendar year to assist or make arrangements for the care of their dependants. Employees who wish to take time off for dependants should refer to our Time Off for Dependants Policy.