

Get Help

Your Carer's Kit



The Charity for
Civil Servants

for you

by you

Thank you for requesting your Carer's Kit. Here you'll find more information on all the ways we can help and support carers like you.

We know how difficult it can be looking after loved ones and balancing work/life, so we're here to offer as much support and advice as we can. That means giving financial support for unforeseen expenses, emotional support or helping with flexible working times. Below you'll see just some of the ways we can help. As always, if you need any more information, please get in touch.

Carer's Passport - [click here to read more](#)

The Carer's Passport sets out serving civil servants' caring responsibilities by assessing their needs as a carer and how this may be impacting them at work. This could be in terms of performance, attendance and efficiency. The idea is that their responsibilities are outlined to their manager in the form of the Carer's Passport. This document highlights special arrangements that the individual may benefit from to assist with their caring responsibilities.

The Passport is used to raise awareness and help discussion with the employee's manager. It aims to set out support or arrangements that would help the employee to meet both work and home obligations. This information can stay with the employee if they move to another job or line manager. This would mean that any new line manager can instantly see the employee's responsibilities and any solutions previously agreed. It helps the carer if they find it difficult to talk to new people about something very personal, such as their caring responsibilities. The Carer's Passport is an ideal way of opening up a discussion.

Staff can apply to the Charity directly to complete their Carer's Passport. The application process includes a Carer's Questionnaire, which a volunteer can work through with the individual, if required.

You can apply directly to the Charity for a Carer's Passport using our online application form foryoubyyou.org.uk/apply-help or if you have any queries please email carers.passport@foryoubyyou.org.uk

How we help in other ways - [click here to read more](#)

We have services and advice to help with things that we all face from time-to-time, for example: relationship difficulties, caring responsibilities, stress, anxiety and depression. We know that one problem can lead to another, so we look at the whole picture.

And in addition, if you are experiencing financial difficulties because of an unexpected need, or if circumstances are making it particularly difficult to manage, we may be able to offer financial help.

Carer's Statement - [click here to read more](#)

This document outlines the caring responsibilities, outside the workplace, for use by Carers' Organisations, GPs and Health and Social Care Professionals. This statement can be used to inform any carer's and care needs assessments. Our aim is to encourage carers to seek support and to ensure any professionals involved with the carer – or the person they are caring for – are fully aware of the impact the caring role is having on the person. This is so they can have access to the right advice and support. Another advantage of the Carer's Statement is it will help avoid the need for the carer to repeat their circumstances to the numerous people who may be involved in their situation. It can also be updated when and if circumstances change.

Please email carers.passport@foryoubyyou.org.uk for more information. [Click here to apply.](#)

Carer's Emergency Plan

Being prepared can't stop emergencies happening, but it can make difficult and worrying situations a bit more manageable. And it's times like these that being prepared matters most. A Carer's Emergency Plan enables you to consider what would happen to the person you care for and how they would be supported should you be unable to care due to emergency or illness.

The Carer's Emergency Plan is a safe way to hold essential information about the person you care for, such as what their care needs are and who needs to be informed if something goes wrong. If you have the facility, it may be useful to copy your plan to a memory stick, as it can be updated easily should any changes occur.

If you'd like to Keep in Touch with the Charity, you can sign up by [clicking here.](#)

 carers.passport@foryoubyyou.org.uk

 0800 056 2424

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