Application form
Level 1: ENGAGED

CARER POSITIVE
Employer in Scotland

ENGAGED

To be recognised as a Carer Positive employer at the **engaged** level, you will be able to show that:

- The organisation has awareness of carers within the workforce and has made a commitment to support carers through workplace policies/working practices

- There is some evidence that systems and processes have been developed to support this

- Carers are supported to identify themselves as carers and can access support within the organisation to help them manage their work and caring responsibilities.

Please complete the fields below, save and email to:

info@carerpositive.org

Or print, fill in and post to:

Hayley Burton,
Carers Scotland,
Centrum Business Centre,
38 Queen Street,
Glasgow, G1 3DX

Contact details

Name of organisation	
Main contact name	
Title main contact	
Address	
Phone number	
Email address	

About your organisation

Number of employees in Scotland		
Sector/industry *(please select)*		
Are you registering on behalf of	The whole organisation	A department*
*If department please say which		

How you support carers

Please refer to Please refer to **Annex 1: 'Engaged criteria and examples'** for guidance in completing this part of the form. Evidence can include anything you feel verifies the description of support you provide. This can be copies of emails, policies, action plans, minutes of meetings etc. These can be electronically attached and returned with this form to **sue@carerpositive.org**

1. Identification of carers: *How are carers enabled to identify themselves within your organisation/department?*

Brief description	
Evidence	

2. Policy: *How are carers supported within current workplace policies?*

Brief description	
Evidence	

3. Practical support: *What forms of practical support are available for carers in your organisation?*

Brief description	
Evidence	

4. Communication, awareness raising & training:
How is the awareness of policies and support for carers undertaken within your organisation?

Brief description	
Evidence	

5. Peer support: *How are carers supported to engage with other carers in the organisation or outside of workplace?*

Brief description	
Evidence	

Carer verification

It is important that the information provided in this form reflects the experiences of carers working within the organisation/ department.

Please provide some evidence of how carers feel about the support provided in their workplace. This can be via a simple survey, or a statement/testimonial, care case study, or whatever you feel most appropriate to your organisation size and structure.

Signature of carer/carer representative

This section to be signed by a carer/carer representative within the organisation or department.

Name and designation	
Date	

Signature of chief officer

This section to be signed by the Director, Chief Executive, or senior officer at organisation or department level.

Name and designation	
Date	

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Engaged	Criteria	Possible actions/examples
1. Identification of carers	• There is clarity around what is meant by the term 'carer' • Carers are enabled to identify themselves (if they choose to)	• Through introducing a question around caring into existing employee surveys or questionnaires • Through a specific employee survey/consultation asking staff about caring responsibilities • Via staff recruitment and/or induction process • Via staff appraisals • Establishment of a voluntary 'carer's register' or similar scheme
2. Policy	• Carers are recognised within existing organisation/HR policies • Where no policies exist there is a statement which makes specific reference to supporting carers within the organisation • There is knowledge of and adherence to the minimum statutory employment rights for working carers	• This could include flexible working policies and special leave arrangements • Where these don't exist, a procedure for discussing carers requests for flexible working and other leave arrangements should be in place • Alternative working practices are offered where reasonably practical
3. Workplace support	• Information on external forms of support and services for carers is available • Options for carers to benefit from additional practical support in the workplace are identified	• Contact details for local carers centre and other support services/helplines are displayed in common areas • Access to use of a private telephone • A car parking space close to the workplace • Other practical supports….
4. Communication, awareness raising and training	• Policies and available workplace support is communicated to all levels of/members of staff	• Communication to all employees via email, staff handbook, organisation intra-net, staff notice-board, payslip messages etc. • Promotional materials including leaflets and posters displayed within the workplace
5. Peer support	• Carers are supported to engage with other carers	• Where workplace peer support is not appropriate, carers could be signposted to external peer support groups/on-line forums etc.