

# Application form

## Level 2: ESTABLISHED

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

- The organisation involves carers in the development of policies and processes to support carers within the workforce
- Well documented policies and systems are in place and communicated throughout the organisation
- A culture of support is embedded within the organisation
- Carers feel comfortable in identifying themselves and in accessing available support both from within and outside the organisation
- They are fully informed of and involved in any changes/development of the support to carers in the workplace

Please complete the fields below, save and email to:

[sue@carerscotland.org](mailto:sue@carerscotland.org)

Or print, fill in and post to:

*Sue McLintock,  
Carer Positive c/o 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 <i>(please select)</i>		
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: 'Established 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](mailto:sue@carerpositive.org)

## 1. Identification of carers:

*What system is in place to identify carers in your organisation/department?*

Brief description	
Evidence	

*How long has this system been in place and how is it reviewed/reported on?*

Brief description	
Evidence	

## 2. Policy:

*How are carers supported within current workplace policies?*

Brief description	
Evidence	

*How long has this policy/policies been in place?*

Brief description	
Evidence	

*Are carers involved in the review and development of policies to support carers? If so, how*

Brief description	
Evidence	

## How you support carers (continued)

### 3. Practical support:

*What forms of practical support are available for carers in your organisation?*

Brief description

Evidence

*Are carers involved in the development of practical support? If so, how*

Brief description

Evidence

### 4. Communication, awareness raising & training:

*What policy/system is in place to communicate support to all employees?*

Brief description

Evidence

*What awareness raising/staff training activities are undertaken in the organisation/ department?*

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




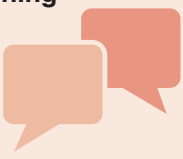

This section to be signed by a carer/carer representative within the organisation or department.

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	

Established	Criteria	Possible actions/examples
<b>1. Identification of carers</b> 	<ul style="list-style-type: none"> <li>A system is in place to identify carers in the workforce</li> </ul>	<ul style="list-style-type: none"> <li>This is fully embedded within the organisation and is maintained and reviewed on a regular basis</li> </ul>
<b>2. Policy</b> 	<ul style="list-style-type: none"> <li>There is an explicit carers policy in place or a separate section within HR policies which recognises carers as a specific group</li> </ul>	<ul style="list-style-type: none"> <li>Carers are consulted in the review and development of the carers policy</li> <li>There are clear policies and procedures in place for how employees can apply for flexible working and special leave arrangements</li> <li>The range of alternative working options available to carers is investigated and extended as appropriate</li> <li>Recruitment policies and processes are examined to ensure they do not prevent carers from accessing positions where reasonably practical</li> </ul>
<b>3. Workplace support</b> 	<ul style="list-style-type: none"> <li>Information on external forms of support and services for carers is available</li> <li>Carers can access practical workplace supports</li> </ul>	<ul style="list-style-type: none"> <li>Maintained, reviewed and developed with carer involvement</li> <li>Carers are involved in the review and development of appropriate practical workplace support</li> <li>This could include extending current support to include access to occupational health schemes; stress management support; counselling; etc.</li> </ul>
<b>4. Communication, awareness raising and training</b> 	<ul style="list-style-type: none"> <li>A communication policy is in place and available to all employees</li> <li>Awareness raising activities are undertaken in the workplace</li> </ul>	<ul style="list-style-type: none"> <li>Staff awareness raising sessions/focus groups</li> <li>Induction training</li> <li>Line manager carer awareness training</li> </ul>
<b>5. Peer support</b> 	<ul style="list-style-type: none"> <li>Carers are supported by and support other carers</li> </ul>	<ul style="list-style-type: none"> <li>Establishment of a workplace carers support group, forum or network</li> <li>Have a dedicated carers champion or person with lead responsibility for supporting carers</li> <li>Maintained, reviewed and developed with carer involvement</li> </ul>