

Guidance

G3186

Guidelines for Carers

Applies to all of TfL

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1 Purpose

The purpose of this Guidance is to outline TfL's approach towards supporting employees who have caring responsibilities.

2 Scope

This Guidance applies to all TfL employees, and should be read together with policies and guidelines which apply to relevant areas of the organisation.

3 Who is a carer?

Carers are people with caring responsibilities that have a substantial impact on their personal and working lives. They are generally responsible for the care and support of disabled, elderly or sick partners, relatives or friends who are unable to care for themselves.

There are many aspects of caring and the nature of the care required will vary. For example, there are 'Sandwich Carers' (combining looking after young children with caring for older or disabled partners, relatives or friends) and 'Distance Carers' (caring for someone living outside of the local area).

Caring for a sick or disabled relative or friend can happen overnight and can be short term (following an accident or illness) or longer term. It can be hard to plan for and to cope with emotionally.

4 Background –supporting our carers

At TfL we are sympathetic to the demands that caring responsibilities make on the working life of employees and acknowledge that, at times, it may be difficult to combine paid work with caring.

This guidance has been developed to help carers and managers to work together to manage the balance between caring and employment responsibilities, and enable the employee to remain in paid employment if at all possible.

It supports our policies and guidelines relating to time off and flexible working, and aims to:

- demonstrate TfL's commitment to the recruitment and retention of a diverse workforce, including employees with caring responsibilities
- support all employees who have long-term caring responsibilities which involve a significant change of lifestyle
- ensure that the impact of caring responsibilities on the career of an employee is minimised wherever possible
- enable those with caring responsibilities to remain in employment with TfL if at all possible
- help managers to apply a flexible yet fair and consistent approach when caring responsibilities for employees arise

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