



# CARER'S CHECKLIST

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## A Practical Guide to Supporting Carers





## Using this Checklist

**Do you know what support you could be entitled to in your caring role and your rights as a carer?**

Whether you began caring gradually or your life changed overnight, new caring responsibilities bring new challenges, and you will need support from those around you.

This checklist sets out some of the things that you need to know about your rights and the support within your community for you as a carer.

We hope it will help you think about your role as a carer and what additional support you can seek to improve your wellbeing.

Support is available for many of the issues listed in this Checklist.

Our **Access 1<sup>st</sup> team** can assist you in accessing Carer Support.

Telephone : 01475 714646

Email: [Access1st@inverclyde.gov.uk](mailto:Access1st@inverclyde.gov.uk)

### **Inverclyde Carers Centre**

Telephone: 01475 735180

Email: [enquiries@inverclydecarerscentre.org.uk](mailto:enquiries@inverclydecarerscentre.org.uk)

Access: [www.Inverclydecarerscentre.org.uk](http://www.Inverclydecarerscentre.org.uk)

Visit: Inverclyde Carers Centre  
68-70 Cathcart Street  
Greenock, PA15 1DD

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## Why is it important to see yourself as a Carer?

It is important that you see yourself as a 'carer', there are benefits for you in making this big step. Benefits include:

- Getting helpful information and advice
- Having someone to talk to about what you do and how you feel
- Having an Adult Carer Support Plan
- Getting the help and support you need to make life more manageable
- Being identified or being part of a larger group i.e. 'carers' can help us draw strength in the fact that we are not alone, and we are not invisible
- Access to paid or even unpaid carer's leave through work, if you disclose to your employer that you are an unpaid carer.

**You can contact us whenever you need any advice, information, or support.**

It is important to identify the roles that you currently take on when caring for someone in your family, a friend, or a neighbour.

Remember that 'caring' is not just about what you physically do for the person you care for, but it is also encouragement, emotional support, and keeping them safe in all areas of their life and caring journey.

We are here to support you [www.inverclydecarerscentre.org.uk](http://www.inverclydecarerscentre.org.uk)  
Contact number: 01475 735180

## What you do as a Carer?

This page is for you to capture all that you do as a carer, to decide if you need any support. If circumstances change for you, or the person you care for, please contact the support services indicated in this guide. These services are here to support you at every step of your caring journey and to guide you through your caring role.

This can be hard to do, so it might help to ask yourself this question: “What would the person I care for find difficult to do without my support?” If you need support, tick the relevant box(s) and contact our range of services to help.

What I do	Do I need support?	What I do <i>(continue to list activities here)</i>	Do I need support?
Managing medication	✓		

## Why is it important to see yourself as a Carer?

**Gaining individual support from Inverclyde Carers Centre and a Carer Support Worker Advisor. Support is available as follows:**

- Support by phone, face to face or online
- Guidance on practical matters, benefits, and emotional support
- Information about local resources, organisations, and referrals
- Advise about accessing respite or short break from caring roles.
- Legal advice.

### **Support in Hospital from a Hospital Carer Support Advisor**

Our Advisor at Inverclyde Royal Hospital can offer advice, provide information, give emotional support, help with communications between you and the hospital, and support with discharge.

### **Wellbeing events and training workshops**

Our events are both online and in person in Inverclyde.

### **Newsletters and emails from the Carers Centre**

Consent to us sending you our newsletter and regular email to keep you up to date with the latest carer news, information, and events.

### **Information and resources**

We have several resources for carers in Inverclyde, like this checklist, access these at [www.inverclydecarerscentre.org.uk](http://www.inverclydecarerscentre.org.uk)

### **Moving and Handling support**

Our Moving and Handling team can support you by looking after your back, helping someone move safely, and to use equipment correctly.

Contact Inverclyde Centre for Independent Living:

**Telephone: 01475 714350 or Email: [icil@inverclyde.gov.uk](mailto:icil@inverclyde.gov.uk)**

# What you need to know about The Carers (Scotland) Act 2016 and its importance.

## The Carers Act 2016 – the basics

The Carers Act 2016 brings an important change to the responsibilities local authorities have in providing care and support to both adults with needs (the person you care for) and you as the unpaid carer that supports them. For the first time in law, carers have equal rights to support the person they care for.



### Knowing about the Carers Act is important:

- It helps you get the right support in place for the person you care for.
- It helps you, as a carer, get the right information, advice, and support. It's all about wellbeing - and that means yours too.

## Wellbeing

The Carers Act looks to positively promote 'wellbeing'. Wellbeing is a broad concept, and the statutory guidance defines it as relating to the following nine areas:

- Personal dignity (including treatment of the individual with respect)
- Physical and mental health and emotional wellbeing
- Protection from abuse and neglect
- Control by the individual over day-to-day life (including over care and support provided and the way it is provided)
- Participation in work, education, training, or recreation
- Social and economic wellbeing
- Importance of domestic, family, and personal relationships
- Suitability of living accommodation

# The Carers (Scotland) Act 2016

The Act also signifies a shift from thinking about meeting people's care and support needs by offering and fitting them into pre-existing services, to a focus of one that offers more personalised support to meet their specific needs.

## What does the Carer Act mean for you as a carer?

**It gives significant new rights for carers in Scotland including:**

- A focus on promoting carer wellbeing.
- A duty on local councils to prevent, reduce, and delay the need for support, including the needs of carers.
- A right to an Adult Carer Support Plan, based on the appearance of need.
- A right for carers' **eligibility needs** to be met.
- A duty on local councils to provide information and advice to carers concerning their caring role and their own needs.



# Adult Carer Support Plan

## What is an Adult Carer Support Plan?

An Adult Carer Support Plan is not about making any judgment on your caring role. **The aim of an Adult Carer Support plan is an opportunity for you to share your experience of caring, identify your needs, and how you can be supported to maintain your own health and wellbeing.**

These might include whether you work or want to participate in education and training or spend more time with other family members and friends and be able to participate in your local community.

An Adult Carer Support plan should also identify whether you are 'able to provide or continue to provide' the care required. This can be difficult for carers to discuss; however, it is something you should consider.



### A Positive Process

An Adult Carer Support Plan is not an end in itself.

It should always achieve something and feel like it has been a positive experience for you.

It is part of a process of thinking about what you do in your caring role, how it affects you and what sort of help and support you need to maintain your own sense of wellbeing.

# Adult Carer Support Plan

## Adult Carer Support Plan Checklist

- I have contacted Inverclyde Carers Centre for a referral for an Adult Carer Support Plan.
- I have spoken to the Care Manager for the person I care for or an Adviser at the Carers Centre, to ask them to support the completion of my Adult Carer Support plan.
- I have completed an Adult Carer Support plan accessible online at [www.inverclydecarerscentre.org.uk](http://www.inverclydecarerscentre.org.uk) or visit the Carers Centre.

You will receive a copy of your Adult Carer Support Plan to check if it reflects what you have shared and to make any relevant amendments. This will address:

- What your needs are
- How you could get the help you require
- What needs to happen now and who will do the things that need to happen.

- I have received a copy and signed the form to say I agree with what has been written.
- The health of the person I care for has changed and I need a review of my Adult Carer Support plan to reflect this change.
- I have asked the Care Manager about my eligibility for carer respite as part of the care package and self-directed support Payments for wellbeing.

When the referral is made you will be asked to provide information which may include your personal details, housing information, next of kin and details of what the problems are that require help or support with.

**Assessment**  
The assessment involves discussing with you about what parts of your life you may need support with and also what you would hope to achieve from this. This is called your outcomes. This assessment could include for example talking to your doctor, family or carer.

Following the assessment you will be advised if you are eligible and will be offered your choice from the four options listed.

These options will be fully discussed with you.

There are some different rules about each option that will be discussed with you during the assessment.

Leaflets with more information about each option are available from Inverclyde Health and Social Care Partnership.

**Get in touch**

If you already receive support from us and would like to find out if you can receive support this way then ask your care manager or support worker.

If you do not have any support then you can contact us yourself or you can ask someone to contact us on your behalf at:-

**Inverclyde Advice First**  
Tel No: 01475 715299

**Complaints, suggestions or comments**

We will always try to resolve any concerns raised about the services. We know things can go wrong and we would like you to tell us if this happens

**Write to:** The Complaints Officer  
Hector McNeil House  
721 Oak Avenue  
Greenock  
PA15 1AB

**Telephone:** 01475 713665  
**Email:** [pepp.swick@inverclyde.gov.uk](mailto:pepp.swick@inverclyde.gov.uk)

**Self-Directed Support**

**Do You Need Support With Day To Day Tasks?**  
**How Can Self Directed Support Help?**

The government has made sure there rules to give people more choice about how their support can be provided. The services that assisted people (including people with long term conditions) have the same choices as everyone else.

**NHS**  
Inverclyde



# Young Carers

## Are you a Young Carer?

Young Carers are young people up to the age of 18 years affected by illness, disability, or addiction of a family member.

Young Carers can be responsible for a great deal of their own care, be involved in the care of family members or help to support the rest of the family. This can result in the young carer assuming a level of care or responsibility usually.

## Your rights as a Young Carer

You can request a Young Carer Statement to be completed under the Carer (Scotland) Act 2016.

Children and Young People under the Age of 18 Years Act 2014 places a duty on public services such as health, education, and social work to identify. Services are required to work together to support young carers.

Young carers can also be assessed as a “child in need” under the Children (Scotland) Act 1995.

## Young Carer Support

We can refer you to our Young Carers Support Worker at Inverclyde Carers Centre. Request a Young Carer Statement by:

**Telephone: 01475 735180**

**Email: [enquiries@inverclydecarerscentre.org.uk](mailto:enquiries@inverclydecarerscentre.org.uk)**

**Access: [www.inverclydecarerscentre.org.uk](http://www.inverclydecarerscentre.org.uk)**

# Young Carer Statement

## What is a Young Carer Statement?

A Young Carer Statement (YCS) is for a young person under 18 years old or over 18 who is still at school.



*Inverclyde Young Carers*  
Inverclyde Young Carers

The Young Carer Statement is an assessment and a support plan that is completed by having a conversation with the care manager for the person you care for, a member of staff from the Carers Centre, or someone in health, education, or social work that you feel comfortable talking to.

This will help you to think about how you are looking after someone, how it is affecting your life, and what help could support you to continue as a Young Carer.

**To request your Young Carer Statement and support plan, please contact our Young Carer Support Worker at Inverclyde Carers Centre.**

**Telephone: 01475 735180.**

**Contact: [www.inverclydecарerscentre.org.uk](http://www.inverclydecарerscentre.org.uk)**

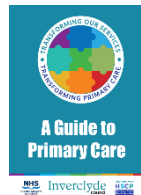
## Support from your GP Practice

Share you are a Carer with your GP Practice so; they can support you.

SHARE YOU CARE



- I have shared that I am a Carer.
- I have accessed [www.nhs.inform.scot](http://www.nhs.inform.scot) for the latest guidance on vaccinations.
- I am aware of the support available in Primary Care and have a copy of a 'Guide to Primary Care'. Accessible using the QR code:
- I have completed a 'Future Care Plan Emergency Plan/ with the Carers Centre for the person I care for.
- I have shared the 'Future Care Plan Emergency Plan with my allocated Care Manager for the person I care for.



**Other information:** *(Use this space to note down any other key information related to your GP/health)*

# Emergency Care Planning

## Emergency Care

It is always a good idea to be and feel, prepared in case of an emergency, for example falling ill.

- I have completed an **Emergency and long-term Plan** with the Carers Centre.
- I have completed the HSCP/ Carer Centre Emergency Carer form and received my red emergency contact card.
- I have shared my plan with others – e.g. GP, family, Social Care, care agency, etc.
- I have noted the contact details of the IRH Hospital Carer Support Worker Advisor who can support me if my loved one is in hospital.

### Emergency & Long Term Planning



This booklet holds key information about your Caring role.  
The information within this booklet would enable someone to quickly identify the best point of contact in the event of an emergency situation arising.  
Please keep this somewhere safe and make a copy for your loved one so it can be easily accessed in an emergency.

HSCP Inverclyde Inverclyde Inverclyde

### Additional services and support are accessible as follows:

Access 1st	01475 714646 <a href="mailto:Access1st@inverclyde.gov.uk">Access1st@inverclyde.gov.uk</a>
Carers Centre	01475 735180 <a href="mailto:enquiries@inverclydecarerscentre.org.uk">enquiries@inverclydecarerscentre.org.uk</a>
CVS	01475 711733 <a href="http://www.cvsinverclyde.org.uk">www.cvsinverclyde.org.uk</a>
Your Voice	01475 728628 <a href="mailto:enquiries@yourvoice.org.uk">enquiries@yourvoice.org.uk</a>

## Benefits and Legal Issues

There is a lot to consider under benefits and legal matters. Please get in touch with the Carers Centre for support. We can help you check any entitlements and advise you how to access this help.

- I have spoken to the Carers Centre about a Benefits Check to see if I or the person I care for are eligible for Disability Living Allowance (DLA), Personal Independence Payment (PIP), Attendance Allowance or Carer Allowance.



- I have found out if I, or the person I care for, might be eligible for a Blue Badge.
- With the person I care for, I have set up a Lasting Power of Attorney for both Health and Finances.
- I have informed my employer about my caring responsibilities. My employer has informed me about my rights at work, discussed flexible working, and emergency time off to care when I need it.

**Need help or support? Please get in touch.**

Call Inverclyde Carers Centre on 01475 735180

or contact by email [enquiries@inverclydecarerscentre.org.uk](mailto:enquiries@inverclydecarerscentre.org.uk)

Visit Website: [www.inverclydecarerscentre.org.uk](http://www.inverclydecarerscentre.org.uk)



## Looking after you

### Looking after myself

It is so important to look after yourself. It is not only important for you, but for your loved one. You can't pour from an empty cup.



- Have I planned a respite break? Have I asked Access 1<sup>st</sup> or the Carers Centre about a respite break payment?**

You can be supported to apply for funding if you are not able to fund a break yourself. Please ask for guidance from an ACS Carer Support Advisor.

- Am I making time for myself? What can I do?**

It can be hard to find time, but it is so important. Be it knitting, photography, jigsaws, sudoku, watching a movie, or having a cuppa with a friend – whatever makes you feel better, try and find a little time for yourself.

- I have registered for a Carer's passport at the Carers Centre.**

### Moving and Handling service

**Could I benefit from a referral to Moving and Handling service?**

Contact Inverclyde Centre for Independent Living to make a referral on 01475 714350.

# Notes

