



## **BPA/SWIP Good Practice Scheme**

### **Caregivers**

#### **Introduction**

Staff members and students with caregiving responsibilities—whether parental or other—face constraints on their time that others often do not. There are simple measures that departments can take to minimize the extent to which caregivers are disadvantaged.

For further information on the BPA/SWIP Good Practice Scheme, please see our general guidance notes on the BPA Good Practice website ([bpa.ac.uk/resources/women-in-philosophy/good-practice](http://bpa.ac.uk/resources/women-in-philosophy/good-practice)).

#### **Recommendations**

Departments should adopt an explicit policy concerning caregivers, which covers as many of the following points as is practically possible:

- Schedule important events, as far as possible, between 9 and 5 (the hours when childcare is more readily available). When an event has to be scheduled outside of these hours, give plenty of advance notice so that caregivers can make the necessary arrangements.
- Be receptive, as far as possible, to requests from staff of any gender for part-time and flexible working. (This is largely, but not exclusively, an issue for caregivers—requests from non-caregivers should also be taken seriously.) Also be receptive, as far as possible, to requests for unpaid leave.
- Try, as far as possible, to take caregiving commitments into account when scheduling teaching responsibilities.
- Be aware that students, not just staff, may have caregiving responsibilities. Have a staff contact person for students who are caregivers. Take student requests for caregiving accommodations seriously.

- Make sure that students and staff are made fully aware of any university services for caregivers.
- Make sure that staff have an adequate understanding of what caregiving involves. (E.g. don't expect a PhD student to make lots of progress on her dissertation while on maternity leave.)
- Make sure that parental leave funds provided by the university are actually used to cover for parental leave.
- Those involved in decisions about the REF should be fully informed about current REF policies regarding output reduction for caregivers. Currently, there are specific policies related only to mothers; but other caregiving may be taken into account through making a specific case.