



National Long Term Survivors Group Policy on Carers

Issue number: 4 Date: 18/4/19

A. Purpose and Scope

1. The National Long Term Survivors Group (hereafter NLTSG) recognises that some members of NLTSG require a carer or personal assistant to help them perform day-to-day tasks. Without the assistance of a carer they would be unable to attend an NLTSG weekend. In line with our policy on inclusion, we will make the weekends accessible to as wide a group of people as possible. By welcoming members who rely on a carer, we will be widening our diversity and inclusivity.
2. The purpose of this policy is to set out our policy on carers attending an NLTSG weekend.
3. Members of NLTSG are covered by the Equality Act and we will make 'reasonable adjustments' to allow people to attend our weekends. Having a carer present may be seen as a 'reasonable adjustment'.

B. Principles

1. The carer does not need to meet the eligibility criteria to join NLTSG i.e. they do not need to be HIV +
2. The carer does not become a member or associate of NLTSG in his or her own right.
3. The carer will pay the full cost to attend the weekend. There will be no reduced fees even if the member is entitled to such a reduction.
4. Travel expenses will not be reimbursed to the carer.
5. A carer will only be accepted at the weekend if the member would be unable to attend if the carer were not present. The member must provide evidence that they need a carer to enable them to be present e.g. a letter from a doctor or social worker, or proof that they are in receipt of carer's allowance. The Bookings Officer will ask the member to provide the necessary evidence before their place on the weekend can be confirmed.
6. The carer may share a room with the member or have a separate room, at the request of the member.
7. The Bookings Officer will discuss this policy with the member and/or carer to make sure that they agree to it.



8. The decision about whether a particular carer will be allowed will be taken by the Bookings Officer who may seek opinions from trustees or other interested parties.

C. At the weekend

1. NLTSG will take no extra responsibility for the member or carer on top of the normal responsibility that we take for all other members.
2. To enable the member to get the most out of interacting with the other members of the group, the carer should be with the member only when necessary. The carer must only be present when they are needed to assist the member: At all other times the carer must not be present. Specifically, the carer may only attend group functions (e.g. open and closed groups, opening and closing circles) if it is absolutely necessary for them to be there.
3. The carer may take part in any social activities (e.g. sitting in the bar, organised games, etc.) and eat with the group over the weekend if it is requested by the member.
4. The carer will not be entitled to complementary therapies, counselling sessions, etc.
5. The carer will abide by all NLTSG policies. In particular, the carer should note the NLTSG policy on confidentiality. All policies can be seen on the website www.nltsg.org.uk .

D. Booking procedure

1. The member or carer should complete the carer's booking form in this document and submit it at the same time as the member's booking form. NB: The carer should **not** complete a standard booking form; just the one in this document. This form should be emailed to the Bookings Officer.
2. As soon as possible after that, the member or carer should submit the evidence that the member needs a carer to allow them to attend.



Carers booking form and agreement

Declaration by the member:

- In order for me to attend NLTSG weekends, I need to have a carer with me.
- I agree to abide by the guidelines set out in this policy.

MEMBER'S NAME:

Declaration by the carer:

- I am a carer to the above named person and I agree to abide by the guidelines set out in this policy.

CARER'S NAME:

Date of the weekend you are applying for:

Carer's contact details: Phone:

email:

The carer will share the same room as the member	
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Please note here any special needs for the CARER (dietary, mobility, medical, other):
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Carer's Payment

I have paid £200 by BACS.	
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Please include your name as a reference so that we know who has paid.
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Account number: 18005468 Sort Code: 30-98-90

We have supplied the following evidence that the member needs a carer to enable them to attend a Living Proof weekend:
