

Carer Friendly Organisation Checklist

This checklist provides some ways in which your organisation can ensure it is 'CARER FRIENDLY'. The aim is to promote and raise carer awareness ensuring carers (whether they are clients, staff or volunteers) are supported and that they know where they can go for information and support. Review what you currently do and consider how you could make some positive changes with the help of the checklist.

- **Carer Awareness Training** for all - to inform and raise awareness
- **Promotion**
A notice board where you can display information – let everyone know about it
A leaflet stand or table for CareLine magazines & leaflets
A link to Care for the Carers on your website: www.cftc.org.uk
- **Ambassadors**
Identify who the 'go to person(s)' in the organisation is/are
Wear a Carers Ambassador badge - *CftC can provide badges*
- **Policies** – implement carer-friendly employee and volunteer policies and practice
- **Spread the word and keep up-to-date**
'Carer Friendly' logos on email footers and website
'Carer Friendly' window stickers displayed in public-facing locations
Stay in touch - Sign up to receive Care for the Carers E-newsletter, CareLine and Updates; share updates with all staff and volunteers
Social media – follow us and share our posts/tweets
Support carer awareness campaigns - Carers Week (June) and Carers Rights Day (November) – raise awareness and get involved e.g. display a poster, hold an event, use social media
- **Make a difference**
Refer or **encourage** carers to make contact with Care for the Carers to access information and support; consider developing a referral protocol with CftC
Monitor your work with clients and/or numbers of referrals to CftC – are opportunities to identify and refer carers being taken up? Is everyone 'thinking carer'?
Evidence the good work you do with carers and gain Carer Friendly status. It could support bids for funding and accreditation

Remember to contact Care for the Carers if you have any questions or need further resources

No one left to care alone

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