

# 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** - display carers information: a poster, leaflets, cards.
  - Display** the East Sussex Carers Card sticker to show you are supporting the scheme.
  - Advertise** the East Sussex Carers card offer on your website.
  - Share a link** to Care for the Carers on your website: [www.cftc.org.uk](http://www.cftc.org.uk)☐
- **Ambassadors - Identify** who the 'go to person(s)' in the business is/are.
  - Wear** a Carers Ambassador badge - Care for the Carers can provide badges.
  - Stay in touch** - Sign up to receive Care for the Carers E-newsletter, CareLine and Updates; share information with all staff.☐
- **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.
  - Social media** – follow us and share our posts/tweets/Instagram.
  - 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 Care for the Carers.
  - Monitor** your work with clients and/or numbers of referrals to Care for the Carers – 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.☐

*Please contact Care for the Carers if you have any questions or need further resources.*

**No one left to care alone**



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