

## Carer Friendly Checklist (Organisations and Businesses)

A Carer Friendly Community is a place where carers feel supported to look after their family or friends and are recognised as individuals with needs of their own.

Businesses and organisations can play a major part in helping by being supportive and carer friendly for their customers or clients and staff and volunteers who are carers.

This checklist provides some tangible ways in which your organisation can ensure it is Carer Friendly. Review what you currently do and consider how you could make some positive changes.

- **“Think Carer” Awareness Training** for Staff and Volunteers
- **Spread the word**
  - Display** the carer friendly sticker/window decal
  - Carer Friendly logo** on the website and e-mail footer
  - Share a link** to Care for the Carers on your website: [www.cftc.org.uk](http://www.cftc.org.uk)
  - Display** poster and leaflet (for clients and in staff areas) or Careline Magazine
  - Social media** – follow us and share our posts
  - Support carer awareness campaigns** – Young Carers Action Day (March), Carers Week (June) and Carers Rights Day (November) – *raise awareness and get involved e.g. display a poster, hold an event*
- **Carer Champions**
  - Identify** a go to person(s)
  - Wear** a Carer Friendly badge
  - Stay in touch** - sign up to receive updates from Care for the Carers
- **Policies**
  - Review Employee and Volunteer policies – are they carer friendly?
  - Would you like free Support for Employers?
- **Make a difference**
  - Review processes** - is everyone *thinking carer*? Are conversations happening? Are you asking carers about support they may be seeking?
  - Refer** or **signpost** carers to make contact with Care for the Carers to access information and support
  - Carers Card** – can you offer a discount? Are you signed up and promoting your offer?
  - Record the good work you are doing** in supporting carers, this can help with accreditation and funding