



Dementia-Friendly Organisation

Where is the community?	Wales
What is the name of your Dementia Friendly Community? (Name of organisation)	
Approximate Population (Number of employees, including volunteers)	

Criteria 1	
Make sure you have the right local structure in place to maintain a sustainable dementia friendly community (organisation)	<i>There needs to be a small dedicated team to drive the initiative forward in your organisation to ensure the sustainability of becoming dementia-friendly, as it is an ongoing process.</i>

Criteria 2	
Identify a person to people to take responsibility for driving the work to support your community (organisation) to become dementia friendly and ensure that individuals, colleagues and other departments are meeting their stated commitments.	<i>Applying for status is done online by visiting www.dementiafriends.org.uk. An account will need to be created for your organisation to manage and report on the work that is being completed and where evidence can be uploaded. (Best practice would be to have two members of staff to have access).</i>

Criteria 3	
Have a plan to raise awareness about dementia throughout your organisation.	<i>Dementia Friends Sessions for all staff, specifically public facing staff. Promoting dementia awareness through internal channels such as intranet/ staff newsletters etc. Have one or more staff trained as Dementia Champion.</i>

Criteria 4	
Develop a strong voice for people with dementia within your organisation	<i>Consult with people with dementia. Link with Dementia Friendly Steering groups wherever possible in the area in which you cover.</i>

Criteria 5	
Raise the profile of your work to increase reach and awareness to different groups in the community.	<p><i>Continually promote the work that you are doing through local media, social media, events and meetings.</i></p> <p><i>Dedicate one page of your website to becoming dementia-friendly. On this page clearly state the lead contact for the initiative and have a clear outline of the action plan to ensure that it is transparent to the community. Ensure the action plan is updated when action points have been achieved.</i></p>
Criteria 6	
Focus your plans on a number of key areas that have been identified locally.	<p><i>Using the BSI standards of Dementia Friendly communities, choose at least one area of action to focus your action plan for the first 12 months.</i></p> <p><i>The area chosen should be help to form your action plan.</i></p>
Criteria 7	
Have in place a plan or system to update the progress of your community after six months and one year.	<p><i>Until your organisation has achieved recognition status, ensure you are keeping a record of any actions achieved along with evidence whenever possible (such as pictures, posters, feedback etc.).</i></p> <p><i>Once you have achieved recognition all actions and evidence can be uploaded to your organisation profile on Dementia Friends website.</i></p> <p><i>As all information can now be regularly recorded online through the dementia friend's website, there is no longer a need to complete a 6 monthly update. A yearly report is still required but this is where you can use your online profile to see all the fantastic work that has been completed.</i></p>