**Application Form Format for WTBDF Recognition Symbol for Care and Health Organisations**

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| Name |  |
| Organisation |  |
| Address |  |
| Organisation E Mail |  |
| Telephone Number |  |

All those who wish to use the ‘Working to Become Dementia Friendly’ recognition symbol in Kent should commit to the following as a ‘minimum’ and provide a yearly update. Appointing a dementia lead to take forward your organisations commitments

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| Dementia Lead/ Co-Lead Names |  |
| Lead Email |  |
| Lead Telephone Number |  |

Commitments (please sign and date in the end box to indicate your commitment in these areas).

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| **Criteria** | **Guidance Notes/ Usual Reference** | **(Name and Date)**  |
| 85% of all staff should be trained to the appropriate level in the Skills for Care Dementia Core Skills Education and Training Framework (85% to allow for staff turnover only)* Minimum of Tier 1 for everyone
* Minimum of Tier 2 for Registered Clinical Practitioners that are in contact with people living with dementia or have staff that are in regular contact with people living with dementia.
 | <http://www.skillsforhealth.org.uk/services/item/176-dementia-core-skills-education-and-training-framework> |  |
| Every organisation should have a Dementia Lead or Champion | <https://www.dementiafriends.org.uk/WEBArticle?page=what-is-a-champion#.WSQtf1Kwf80><https://www.dementiafriends.org.uk/WEBRegisterChampion> |  |
| Complete an annual self-assessment every April with a responsibility to make the DAA aware of any sanctions or CQC rating which is below good. Notify immediately of a CQC warning notice. The Dementia Action Alliance to be made aware of the following Kent County Council Contract Sanctions* For Contract Compliance – Level 2 or above
* For Poor Practice – Level 2 or above
* For Adult Protection – Level 3

The Dementia Action Alliance to be made aware of a CQC overall Rating which is below Good. | The Self-Assessment to include details of criteria, action or pledge. Describe what progress has been made to each and what is planned for the future. Describe any barriers to achieving the desired outcomes and what has been learnt. |  |
| Casual staff must have completed Dementia Friends as a minimum standard.Agency Care Staff must have Dementia Friends and Dementia Core Skills Education and Training Framework Tier 1 as a minimum | <http://www.skillsforhealth.org.uk/services/item/176-dementia-core-skills-education-and-training-framework><https://www.dementiafriends.org.uk/><http://www.skillsforhealth.org.uk/services/item/176-dementia-core-skills-education-and-training-framework> |  |
| Become a supporter of your local DAA/ DFC and attend a minimum of two meetings per year. | Contact details to be given upon successful application |  |
| All staff members to have an understanding of The Mental Capacity Act that is appropriate to their job role. | <http://www.scie.org.uk/training/mentalcapacityact/mca-frontline-care-staff.asp> |  |
| Commit to revisit signage and the general environment for the people who use your service involving stakeholders and make as many improvements as possible. | <http://www.dementiaaction.org.uk/assets/0000/4336/dementia_friendly_environments_checklist.pdf><https://www.kingsfund.org.uk/sites/files/kf/field/field_pdf/is-your-care-home-dementia-friendly-ehe-tool-kingsfund-mar13.pdf><https://www.kingsfund.org.uk/forms/download-our-enhancing-healing-environment-dementia-care-tools-wards-and-hospitals> |  |
| Commitment to using DEEP Guidelines | <http://dementiavoices.org.uk/wp-content/uploads/2015/03/DEEP-Guide-Language.pdf> |  |
| Adherence to the Dementia Statements and Declaration | <http://www.dementiaaction.org.uk/nationaldementiadeclaration> |  |
| Being mindful of how you can support your workforce in relation to caring for a family member and how you support your customers carers when accessing your services. | <https://www.employersforcarers.org/resources/research/item/875-supporting-employees-who-are-caring-for-someone-with-dementia><http://www.carersfirst.org.uk/><http://www.involvekent.org.uk/services/carers><http://eastkentcarers.org.uk/><http://www.carerskm.org/> |  |
| To have at least one organisation internal action. | Organisational Pledges of action – which can be measured or evaluated.  |  |
| To have at least one action where you work with an organisation from a different sector or within the Community | Organisational Pledges of action – which can be measured or evaluated. |  |

Organisational Pledges of Action which can be measured and evaluated

* To have at least one organisational/ internal action or pledge
* To have at least one action/ pledge where you work with an organisation from a different sector or within the Community.

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| **Pledge 1** (what you intend to do, how and with whom) |  |
| How will you measure/ evaluate the impact of the Pledge? |  |
| **Pledge 2** (what you intend to do, how and with whom) |  |
| How will you measure/ evaluate the impact of the Pledge? |  |
| **Pledge 3** Optional (what you intend to do, how and with whom) |  |
| How will you measure/ evaluate the impact of the Pledge? |  |
| **Pledge 4** Optional (what you intend to do, how and with whom) |  |
| How will you measure/ evaluate the impact of the Pledge? |  |

Website Page

If you would like your business / organisation to appear on the [www.dementiafriendlykent.org.uk](http://dementiafriendlykent.org.uk/wtbdf-registration/www.dementiafriendlykent.org.uk) website along with your application please also provide the following:

Please provide any images you would like us to use. Company logo, photos, etc as attachments or below.

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Please explain your business (200 words)

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Where does your business/organisation/group trade or focus:

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| Ashford |  | Canterbury |  | Dartford |  | Dover |  |
| Gravesham |  | Maidstone |  | Medway |  | Sevenoaks |  |
| Shepway |  | Swale  |  | Thanet |  |  |  |
| Tunbridge Wells |  | Tonbridge and Malling |  |

Please provide a link to your own website:

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