



CARE HOMES ARE TAKING CENTRE STAGE AND YOU'RE ALL INVITED...

NATIONAL CARE HOME OPEN DAY

ACTIVITIES TOOLKIT

HELPING YOUR DAY BE A SUCCESS



CARE HOMES ARE TAKING CENTRE STAGE AND YOU'RE ALL INVITED...

NATIONAL CARE HOME OPEN DAY...

We're taking centre stage once again and this year we want to shout even louder than before about all the positive things that are happening in our care homes, not only in the United Kingdom but worldwide, with countries across the globe getting involved!

For far too long the care home sector has been marred by the negative press generated by a small number of badly run care homes and we're determined to show everyone what our care homes are really about.

We want the world to see that care homes are truly inspirational places that support older people with continuing to live a full and meaningful life and are run by people that really do care.

Recognising we have gone global – and the fact that many people will be glued to the World Cup this summer! – Our theme for this year is “Around the World”. We're inviting every care home involved to take part in the **International National Care Home Open Day Mexican wave!**



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INSIDE YOU WILL FIND...

Top Tips:

- To help your day be as successful as possible we've put together some great tips to help you prepare and host your day.

Activity Ideas:

- We've also suggested some activities, leading up to and during your day, that you may want to consider including.

We really want you to get the most out of this toolkit and support you with showcasing your home to your local community. So, whether you are planning to have a big party or simply celebrate with hosting an afternoon tea we hope you have a fantastic day.

Keep checking <http://www.nationalcarehomeopenday.org.uk> for the latest news and updates. Alternatively follow events on twitter. The official Twitter account for the day is @NCHOD20_06_14 and we're using #carewave.



CARE HOMES ARE TAKING CENTRE STAGE AND YOU'RE ALL INVITED...

WHY CAN OUR HOME TAKE PART...

- National Care Home Open Day provides a great opportunity for you to showcase your home and to challenge some of the long-standing perceptions and misconceptions that are often associated with care homes.
- It gives you the chance to open your doors to the local community and shout about all the positive things that are happening within the care home, that help to ensure older people continue to live a full and meaningful life.
- Provides an opportunity for everyone to come and visit the home, share in the experiences and absorb the great atmosphere that each home generates.
- And enables you to engage with, improve and strengthen links between the care home and the local community.



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TOP TIP NUMBER ONE...

Plan for the day:

Having a clear understanding of what you want to achieve on your day, will help to focus your ideas and thoughts.

Consider the following:

- Are you purely raising awareness of your care home?
- Do you want to use your day as a way of establishing links with the local community?
- Are you using the day to share the fun and enjoyment residents have who are living in the care home?
- Is the home being promoted for prospective residents?
- Do you want to use the day as an opportunity to recruit volunteers?
- Or do you simply want to host a jolly good party to celebrate all the things that make you proud of your care home?



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TOP TIP NUMBER TWO...

Choose a theme:

- Most successful Open Days are built around a theme – this will help to tie the whole day together and ensure it appeals to a wider audience.
- Our suggestion for this year is “Around the World” so consider how you can tie this theme into your day. For example, you may choose to represent one of the countries that are playing in the World Cup this year.
- Consider how you can represent the country you have chosen and incorporate the theme throughout your day.
- We will be encouraging all care homes to sign up to and participate in completing an ‘International’ Mexican wave, which will start off in Australia and then make its way around all the counties throughout the United Kingdom (see website for the latest details).



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TOP TIP NUMBER THREE...

Organisation:

- A well planned event is a successful event – Have a planning meeting with all those who are going to be involved.
- Delegate roles and responsibilities.
- Decided and agree on the different activities that are going to happen within the home throughout the day, which will help to highlight and strengthen your theme.
- If you are providing refreshments and nibbles you will need to decide what you will be supplying and how will they be served?
- If you are planning on hosting your event outside ensure you have a wet weather plan in the event of rain.
- Are your risk assessments up to date or do you need to consider new ones?



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TOP TIP NUMBER FOUR...

Promote your day:

There will be a national campaign promoting the aims of the day. However, you will need to think about how you are going to promote your own day to your local community.

You may want to consider:

- Advertising in the local press, community publications or community website – most local newspapers will advertise local events for free. Alternatively place a card on the community board at your local supermarket, coffee shop or community notice board.
- Asking the local radio station if they will promote the day for you?
- Inviting specific 'community groups' such as AgeUK, local religious groups, schools, toddler group, local community support officer etc.



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TOP TIP NUMBER FIVE...

Specially invited visitors:

- If you are planning on inviting local dignitaries to your day you will need to book them well in advance.
- Consider other 'special' guests that live locally who you would like to invite along – maybe you have a local celebrity or an ex-footballer, it could be your local GP or representative from the Alzheimer's Society.
- Likewise, if you have invited the local press it is worth remembering that they may not necessarily attend. So arrange to have a camera available for your day so you can take your own photographs and then send copies of the photos to the local press for publication afterwards.
- In any case someone will need to be available to meet and greet your specially invited visitors upon arrival and look after them for the duration of their visit.



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TOP TIP NUMBER SIX...

Environment:

- Do you have sufficient space for larger groups to gather together in one room or will people need to break off into smaller areas?
- Ensure toilet facilities are clearly identifiable.
- Consider the needs of your residents and what impact a large group of people may have on them.
- Is it worth considering holding smaller events throughout the day rather than one big event?
- Does someone need to be allocated to the reception area to ensure the safety of residents is maintained?
- As previously highlighted if you are planning on holding the event outside have a wet weather plan.



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TOP TIP NUMBER SEVEN...

Recording your day:

- Use a good quality camera /video camera to capture all those special moments throughout the day.
- Rather than asking people to pose for all photographs try and capture a selection of more natural, engaging shots.
- Prior to the event ensure you have obtained written consent from everyone you film or take a photograph of. Especially if you plan on using any photographs for future publications or if you are planning to upload a copy to the National Care Home Open Day website.
- Again, we are encouraging all care homes to participate, record and upload their Mexican wave to a shared folder so we can post them on our Twitter feed. It may be worth having a practice (or two) to make sure you are in the best position to record the moment and know how to upload your recordings.



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ACTIVITY IDEAS TO SUPPORT YOUR THEME...

Activity suggestions leading up to the day:

- **Art** - Involve Residents in creating room decorations such as bunting or national flags of your chosen country.
- **Crafts** - Rather than just painting the flags consider embroidering them or making table/ room decorations.
- **Music** - Find out the national anthem of your chosen country and practice singing it, in preparation for the day.
- **Gardening** - Identify the national flower of the country and try and source the seeds or plant which can be used as a gardening activity for the day.
- **Food** - Involve hospitality and ask if they are able to prepare regional food or a snacks menu to represent the country.
- **Physical Exercise** - Practice your Mexican wave.
- **Research** - What interesting facts can you find out about your chosen country or football that you can use on the day?



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ACTIVITY IDEAS TO SUPPORT YOUR THEME...

Activity suggestions on the day:

- **Gardening** - sow the seeds of the national flower
- **Food** - obtain national fruits, have taster sessions.
- **Music** - sing the national anthem that everyone has been rehearsing.
- **Physical Exercise** - complete your Mexican wave, have a game of seated football (or standing for those who are more able).
- **Games** - try and obtain the game 'Subbuteo' or table top football.
- **Reminiscence** - have a discussion about 1966, when England last won the World Cup, what else happened this year?
- **Quiz** - create a quiz based on the facts you have found out about football or the country you are representing.



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MEXICAN WAVE...

The Plan:

Every care home involved in the day is invited to take part in the International National Care Home Open Day Mexican wave!

- To generate the wave effect across the UK, care homes in each county in England, Scotland, Wales and Northern Ireland have been allocated a time frame when they should take part (see following pages for details).
- At the right moment, residents, staff and visitors are encouraged to complete their Mexican wave.
- Ensure all those who are happy to, are filmed or photographed. We want you to upload your film/photos to a shared folder online where they will be posted on the internet and shared via the NCHOD Twitter feed, to show the world the largest continuous Mexican wave in history!



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MEXICAN WAVE...

Video and Photos:

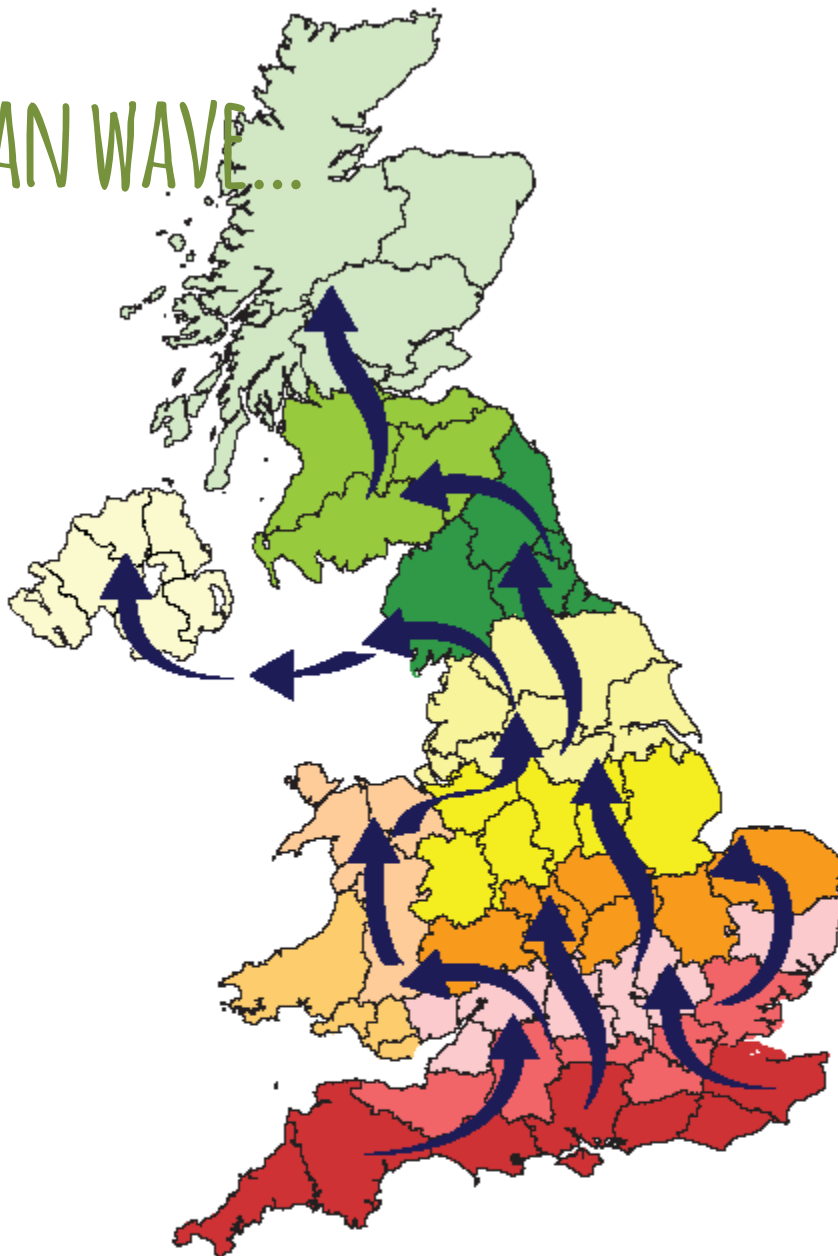
- Prior to uploading any recordings or photographs of the wave you must obtain written consent from everyone included.
- After you have completed the Mexican wave in your home, you'll need to upload your photos and short video (no longer than 30 seconds) as quickly as possible so everybody can track the wave online as it travels up the country.
- Refer to the relevant section on the National Care Home Open Day website for details on where and how to upload your videos or photos.



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MEXICAN WAVE...

Map:



	1st Band 10:00am - 10:15am		5th Band 11:00am - 11:15am		9th Band 2:00pm - 2:15am
	2nd Band 10:15am - 10:30am		6th Band 11:15am - 11:30am		10th Band 2:15pm - 2:30pm
	3rd Band 10:30am - 10:45am		7th Band 11:30am - 11:45am		11th Band 2:30pm - 2:45pm
	4th Band 10:45am - 11:00am		8th Band 11:45am - 12:00pm		12th Band 2:45pm - 3:00pm



CARE HOMES ARE TAKING CENTRE STAGE AND YOU'RE ALL INVITED...

MEXICAN WAVE TIMINGS BY COUNTY...

England

County	Times/Band	County	Times/Band
Bedfordshire	3rd Band 10:30am -10:45am	Surrey	2nd Band 10:15am-10:30am
Berkshire	2nd Band 10:15am-10:30am	Tyne and Wear	10th Band 2:15pm-2:30pm
Bristol	3rd Band 10:30am -10:45am	Warwickshire	4th Band 10:45am-11:00am
Buckinghamshire	3rd Band 10:30am -10:45am	West Midlands	4th Band 10:45am-11:00am
Cambridgeshire	4th Band 10:45am-11:00am	West Sussex	1st Band 10:00am-10:15am
Cheshire	7th Band 11:30am-11:45am	West Yorkshire	8th Band 11:45am – 12:00pm
Cornwall	1st Band 10:00am-10:15am	Wiltshire	1st Band 10:00am-10:15am
Cumbria	10th Band 2:15pm-2:30pm	Worcestershire	3rd Band 10:30am -10:45am
Derbyshire	7th Band 11:30am-11:45am		
Devon	1st Band 10:00am-10:15am		
Dorset	1st Band 10:00am-10:15am		
Durham	10th Band 2:15pm-2:30pm		
East Riding of Yorkshire	8th Band 11:45am – 12:00pm		
East Sussex	1st Band 10:00am-10:15am		
Essex	2nd Band 10:15am-10:30am		
Gloucestershire	3rd Band 10:30am -10:45am		
Greater London	2nd Band 10:15am-10:30am		
Greater Manchester	8th Band 11:45am – 12:00pm		
Hampshire	1st Band 10:00am-10:15am		
Herefordshire	4th Band 10:45am-11:00am		
Hertfordshire	3rd Band 10:30am -10:45am		
Isle of Wight	1st Band 10:00am-10:15am		
Kent	1st Band 10:00am-10:15am		
Lancashire	8th Band 11:45am – 12:00pm		
Leicestershire	4th Band 10:45am-11:00am		
Lincolnshire	7th Band 11:30am-11:45am		
City of London	2nd Band 10:15am-10:30am		
Merseyside	8th Band 11:45am – 12:00pm		
Norfolk	4th Band 10:45am-11:00am		
Northamptonshire	4th Band 10:45am-11:00am		
Northumberland	10th Band 2:15pm-2:30pm		
North Yorkshire	8th Band 11:45am – 12:00pm		
Nottinghamshire	7th Band 11:30am-11:45am		
Oxfordshire	3rd Band 10:30am -10:45am		
Rutland	4th Band 10:45am-11:00am		
Shropshire	7th Band 11:30am-11:45am		
Somerset	2nd Band 10:15am-10:30am		
South Yorkshire	8th Band 11:45am – 12:00pm		
Staffordshire	7th Band 11:30am-11:45am		
Suffolk	3rd Band 10:30am -10:45am		

Wales

County	Times/Band
Blaenau Gwent	5th Band 11:00am – 11:15am
Bridgend	6th Band 11:00am – 11:15am
Caerphilly	6th Band 11:00am – 11:15am
Cardiff	6th Band 11:00am – 11:15am
Carmarthenshire	6th Band 11:00am – 11:15am
Ceredigion	6th Band 11:00am – 11:15am
Conwy	6th Band 11:15am – 11:30am
Denbighshire	6th Band 11:15am – 11:30am
Flintshire	6th Band 11:15am – 11:30am
Gwynedd	6th Band 11:15am – 11:30am
Isle of Anglesey	6th Band 11:15am – 11:30am
Merthyr Tydfil	6th Band 11:00am – 11:15am
Monmouthshire	6th Band 11:00am – 11:15am
Neath Port Talbot	6th Band 11:00am – 11:15am
Newport	6th Band 11:00am – 11:15am
Pembrokeshire	6th Band 11:00am – 11:15am
Powys	6th Band 11:15am – 11:30am
Rhondda Cynon Taf	6th Band 11:00am – 11:15am
Swansea	6th Band 11:00am – 11:15am
Torfaen	6th Band 11:00am – 11:15am
Vale of Glamorgan	6th Band 11:00am – 11:15am
Wrexham	6th Band 11:15am – 11:30am



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MEXICAN WAVE TIMINGS BY COUNTY...

Scotland

Northern Ireland

County	Times/Band	County	Times/Band
City of Aberdeen	12th Band 2:45pm – 3:00pm	Antrim	9th Band 2:15pm – 2:30pm
Aberdeenshire	12th Band 2:45pm – 3:00pm	Armagh	9th Band 2:15pm – 2:30pm
Angus	12th Band 2:45pm – 3:00pm	City of Belfast	9th Band 2:15pm – 2:30pm
Argyll and Bute	12th Band 2:45pm – 3:00pm	Down	9th Band 2:15pm – 2:30pm
Ayrshire	11th Band 2:30pm – 2:45pm	Fermanagh	9th Band 2:15pm – 2:30pm
Clackmannanshire	12th Band 2:45pm – 3:00pm	Londonderry	9th Band 2:15pm – 2:30pm
Dumfriesshire and Galloway	11th Band 2:30pm – 2:45pm	City of Londonderry	9th Band 2:15pm – 2:30pm
Dundee City	12th Band 2:45pm – 3:00pm	Tyrone	9th Band 2:15pm – 2:30pm
East Ayrshire	11th Band 2:30pm – 2:45pm		
East Dumbartonshire	12th Band 2:45pm – 3:00pm		
East Lothian	11th Band 2:30pm – 2:45pm		
East Renfrewshire	11th Band 2:30pm – 2:45pm		
City of Edinburgh	11th Band 2:30pm – 2:45pm		
Fife	12th Band 2:45pm – 3:00pm		
Glasgow City	11th Band 2:30pm – 2:45pm		
Highland	12th Band 2:45pm – 3:00pm		
Inverclyde	11th Band 2:30pm – 2:45pm		
Midlothian	11th Band 2:30pm – 2:45pm		
Moray	12th Band 2:45pm – 3:00pm		
North Ayrshire	11th Band 2:30pm – 2:45pm		
North Lanarkshire	11th Band 2:30pm – 2:45pm		
Perth and Kinross	12th Band 2:45pm – 3:00pm		
Renfrewshire	11th Band 2:30pm – 2:45pm		
Scottish Borders	11th Band 2:30pm – 2:45pm		
South Ayrshire	11th Band 2:30pm – 2:45pm		
South Lanarkshire	11th Band 2:30pm – 2:45pm		
Stirling	12th Band 2:45pm – 3:00pm		
West Dunbartonshire	12th Band 2:45pm – 3:00pm		
West Lothian	11th Band 2:30pm – 2:45pm		



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ADDITIONAL IDEAS TO SUPPORT YOUR DAY...

Alternative activities on the day:

- **Pampering sessions** - such as hand massages, nail painting, facials and makeovers.
- **Coffee morning or afternoon tea** - encourage residents to get involved with making cakes and biscuits before (and during) your event.
- **Demonstrations** - provides a great way for visitors to see a 'sample' of the variety of activities that happen within the care home. Try and provide activities that relatives, friends and visitors can participate in and consider demonstrations such as sing-a-longs, flower arranging, baking or painting. If you have access to games such as skittles, or giant board games or exercise parachute use them too.
- **Participation** - consider asking your chef to host a cooking or baking demonstration, offering tasters or a sample menu.
- **Talents** - do any residents have a special talent they want to share?



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DON'T FORGET...

- Check the National Care Home Open Day website regularly for the latest news: www.nationalcarehomeopenday.org.uk
- Register your care home on the website.
- Check the website or this toolkit for the allocated time slot for your county so you know when you should be participating in your Mexican wave.
- Take plenty of photographs throughout the day.
- Make sure you have everyone's written consent before uploading your video or photos.
- Limit your video recording to no more than 30 seconds and upload it as quickly as possible to the shared folder.
- Ensure you know how (and where) to upload your video and photos prior to the day (details on how to do this are on the NCHOD website).



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DON'T FORGET...

- Follow events on Twitter. The official Twitter account for the day is @NCHOD20_06_14 and we're using the hashtag #carewave.
- Please retweet and share messages via other social media sites such as Facebook. This will ensure that as many people as possible get to hear about the great things happening.
- Sign up and participate in the NAPA challenge <http://www.napa-activities.co.uk>
- After your event create a memory book or photo album to share all those special moments that have been captured throughout your day and place in the reception area of your care home for visitors to see.



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ANYTHING ELSE...

- Create a checklist so you can tick off all of the key elements that will help to ensure your day is successful.
- Are you providing entertainment? Have they been booked and confirmed?
- Do you need to arrange for extra staff to be on duty?
- Do you have any volunteers who would like to be involved in the day?
- Is everyone clear of their role and responsibilities?
- Is there a copy of the day's events displayed around the care home and has this been communicated to all staff?
- Do you have all the necessary equipment you need for your day?
- Will you need extra furniture to accommodate your visitors?
- Can hospitality support your plans?
- Don't forget to have fun and enjoy your day.



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YOUR NOTES...