



Treat me well

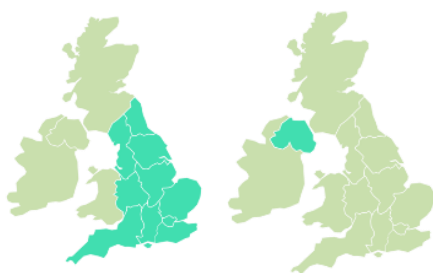
How to plan a 'Treat me well' event in your local hospital



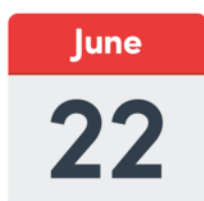
Treat me well is Mencap's new health campaign to make hospital care better for people with a learning disability.



We want to support lots of people to do events together with their local hospital for Learning Disability Week 2018.



There will be events in hospitals all over England and hopefully some events happening in Northern Ireland.



Learning Disability Week is from 18 June to 24 June 2018.



This guide tells you all the tasks you need to do to plan your event.



There is a guide for supporters too. This is on the Mencap website.



Task 1: start planning your event

What do you want to do at the event?



- Have a stall and talk to people face to face?
- Hold an event about the campaign?
- Run a workshop on reasonable adjustments?
- Maybe you have some other ideas – feel free to get creative!



Where do you want to hold the event?

- In the hospital reception area or foyer, with a table and chairs?
- In a training or lecture room?
- In a meeting room?

Who do you want to invite? You could invite:



- people with a learning disability
- people who work in the hospital
- people in charge at the hospital
- family members of people with a learning disability.

How will you tell people it is happening?
You could:



- ask if you can put up posters in the hospital
- email, telephone or text people.



Task 2: contact your local hospital



Read the template letter, which you can use to contact your local hospital about Learning Disability Week.



This is on the Mencap website here:

www.mencap.org.uk/LDWletters



Make any changes you want to make on a computer so the letter has the right information in it.



Now send it by email or post to everyone you know at your local hospital.

Here are some ideas of people to send it to:



- The Learning Disability Liaison Nurse or team
- The Safeguarding team
- The Director of Nursing
- The Hospital Manager.



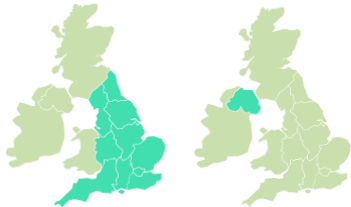
If you don't hear back from anyone at the hospital, send them another email or letter, or call them.



Agree with the hospital which date, time and place you can do your Learning Disability Week Treat me well event.



Task 3: tell us about your event



We want to hear where events are happening in Learning Disability Week.



When we know about your event, we can send you a campaign pack to help you make it a success!



Please tell us where your event is happening by filling in a form here:

www.mencap.org.uk/LDWevents



If you would like to tell us about the event by telephone or email, you can contact:



Ciara Lawrence and Aldaine Cohen

Email: campaigns@mencap.org.uk

Telephone: 020 7696 5605



Task 4: get ready for your event



We will send you a package of things to use at your event when you tell us about it.



Check with the hospital that everything is ready for the event.



You could tell the local papers about the event using the template press release.



The template press release is on the Mencap website here:

www.mencap.org.uk/LDWletters



Task 5: host your event!



Talk to as many hospital staff as possible about Treat me well at your event.



Tell them why it is important.



Be positive! We know hospital staff already do a great job – we want to work with them to do a better job, so that people with a learning disability are not left out.



Ask them to sign up to be Treat me well Champions so they get information to help them be even better at their job.



Don't forget to show everyone what you are doing at your event on social media using the hashtag #LDWeek18.



Task 6: give yourself a big 'well done' after the event



Thank you for hosting a Treat me well event in Learning Disability Week.



You are amazing!



Any questions?



Please contact:

Mencap campaigns team

Email: campaigns@mencap.org.uk

Telephone: 020 7696 5605