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# Treat me well

Supporters' guide: how to  
plan a 'Treat me well'  
event in your local hospital

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## Introduction

Treat me well is **Mencap's new campaign** to transform how the NHS treats people with a learning disability in hospital. Our next big campaign push will be during Learning Disability Week, 18-22 June 2018.



**We're aiming** to get more people who work in hospitals to hear about the campaign and to sign up to be a Treat me well champion. For this to happen, we need lots of people with a learning disability to host events in their local hospitals across England and Northern Ireland.

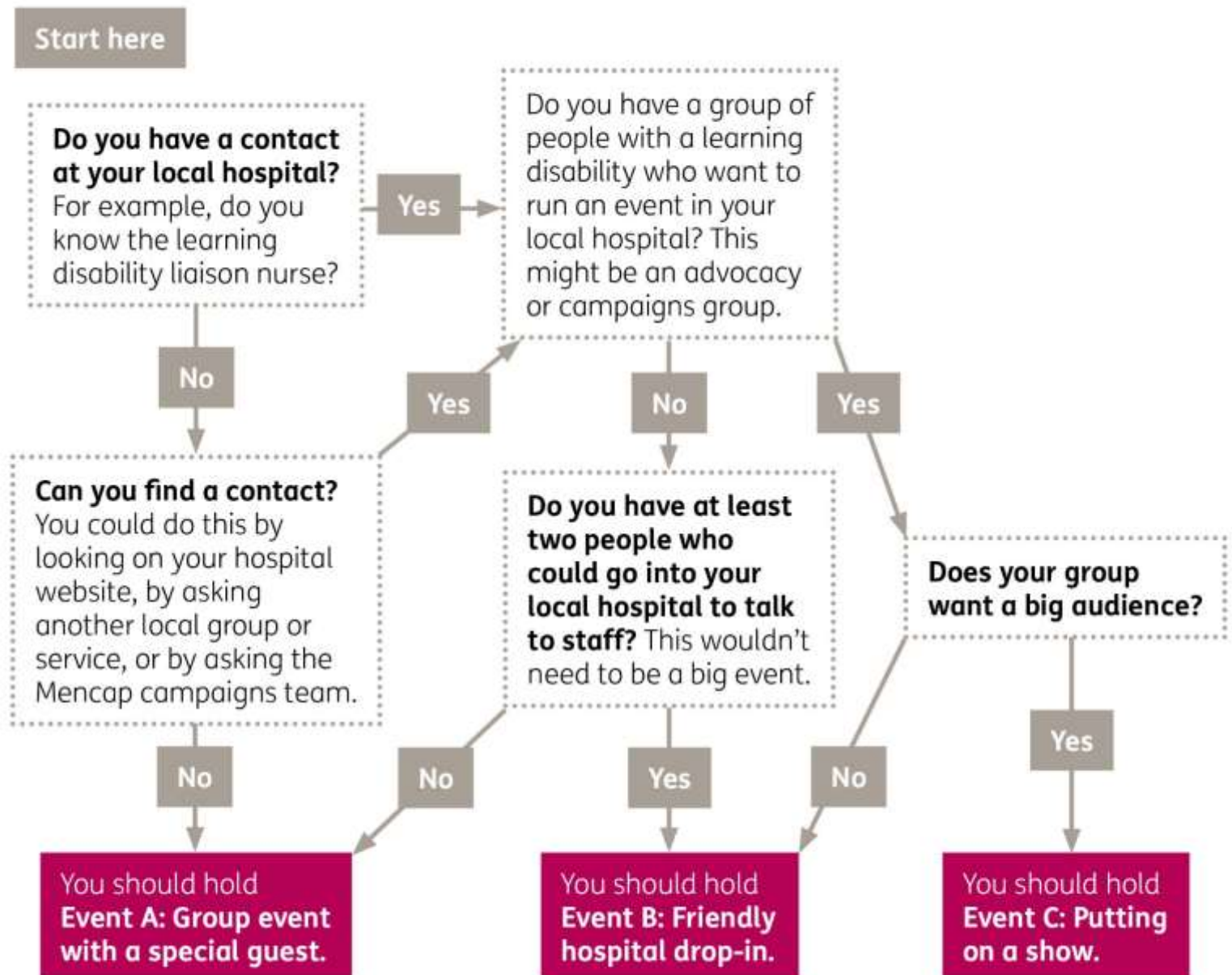
How this guide helps

This guide explains how you can support someone with a learning disability to plan a Treat me well event for Learning Disability Week.

**Use the easy read guide 'How to plan a 'Treat me well' event in your local hospital' alongside this to ensure the day is a success.**

## Task one notes: decide what event you will do and start planning

- Read through task one with the person you are supporting.
- Use our flow chart to help you decide what kind of event is right for you and your group.





Event A: group event with a special guest

Run an event with your local group, and invite someone who works for your local hospital. This could be the learning disability nurse or someone else who wants to support your event.

This is a chance to talk about how you can work with the hospital in the future to improve how they treat people with a learning disability.



Event B: friendly hospital drop-in

Set up a stall in your local hospital, which hospital staff can visit for a chat.

Your stall could be in a canteen, staffroom or at the hospital entrance. Anywhere that is busy so hospital staff will see you.

A stall is a really good way of giving information, like leaflets, to hospital staff. It gives you a chance to talk to them about why it is important they know about learning disability.



Event C: putting on a show

Run an event in your local hospital, which hospital staff can visit for 1-2 hours.

This is the biggest type of event, and you would need a large room where lots of people can sit down. You could play videos, run a workshop and have good conversations with hospital staff about learning disability.



- These are just some ideas – you should decide what kind of event will work best for your group.
- Come up with as many ideas as possible together about what could make the event a success. Consider involving other people to ask what they think about your ideas.
- Ask hospital staff where the best place will be to hold the event.
- Make a list together of everyone you want to invite, including colleagues, friends and family, and anyone you know who works in the hospital.
- If you are allowed to put up posters in the hospital to advertise the event, then use the template poster (you can find it here: [www.mencap.org.uk/ldwresources](http://www.mencap.org.uk/ldwresources)) and make sure it includes the right details for your event.

## Task two notes: contact your local hospital



- Read through task two with the person you are supporting.
- Find as many contacts as possible in the local hospital. Start by searching online for the lead contact on learning disability.
- You could also ring the hospital reception and ask them, or get in touch with other local charities and groups to ask if they have any useful contacts. The more people you contact, the more likely you are to find the information you need.
- The template letter/email can be found here: [www.mencap.org.uk/ldwletters](http://www.mencap.org.uk/ldwletters). Make sure you use the right letter for your event.
- Help make sure the template letter/email includes all the right contact information. Also, is there anything special about the event that you want to mention?
- Check whether the person you are supporting is able to access their emails, and make sure they are supported to look out for any responses.
- Make a date to follow up with the people you have contacted, if you haven't heard back.



## Task three notes: tell us about your event



- Read through task three with the person you are supporting.
- **We'd love to hear about** your event from the person you are supporting. Please support them to tell us about it by filling in a form here: [www.mencap.org.uk/LDWevents](http://www.mencap.org.uk/LDWevents)
- Please give us as much detail as possible about your event so we can add it to our map and get you the right materials: [www.mencap.org.uk/TMWmap](http://www.mencap.org.uk/TMWmap)
- If the person you are supporting would prefer to give us the information over the phone or by letter, please contact Ciara Lawrence and Aldaine Cohen in the Mencap campaigns team:
  - Email: [campaigns@mencap.org.uk](mailto:campaigns@mencap.org.uk)
  - Telephone: 020 7696 5605



## Task four notes: get ready for your event



- Read through task four with the person you are supporting. There is some specific guidance below depending on the kind of event you choose to run.
- When you are sending us the address for your Learning Disability Week parcel, make sure this is a place someone is available to receive it before the event.
- Check if the people you are working with at the hospital have linked up with the hospital press team to let them know you are hosting the event. They might want to come and take photos or put information on their website or social media.
- If you are holding an event in the hospital, encourage your local hospital to ask their internal communications team to publicise the event and get staff along.
- Just before the event, make sure everything is ready – including double-checking the room is booked and IT equipment is working.

## Event A: group event with a special guest

Campaign goodies we will send to you (once we know about your event):

- t-shirts for people running the event
- balloons
- pens
- badges
- campaign reports and easy read reports
- a small selection of promotional materials for hospital staff (for example mugs and post-it notes) to be given to the special guest from the hospital
- a link to the Learning Disability Week video
- a template session on reasonable adjustments
- a link to the hospital staff sign-up action and a paper version of this.

There will be other things available for you to print from the Mencap website, including **#LDWeek18** speech bubbles for you to use when taking photos. These can be found here: <https://www.mencap.org.uk/ldwresources>.

Make sure you have a:

- big room where lots of people can sit for 1-2 hours. This could be wherever your group is based (for example a community centre, local Mencap office or day centre)
- good selection of refreshments for your local group and for your special guest (for example tea, coffee, water, biscuits and fruit)
- laptop, projector, speakers and a screen (all in working order!) to show them the Learning Disability Week video
- big table for campaign information.

## Event B: friendly hospital drop-in

Campaign goodies we will send to you (once we know about your event):

- t-shirts for people on the stall
- balloons
- pens
- badges
- campaign reports and easy read reports

- a selection of promotional materials (for example mugs and post-it notes) to be given to hospital staff
- a link to the Learning Disability Week video (if you can show it on your stall)
- a link to the hospital staff sign-up action and a paper version of this.

There will be other things available for you to print from the Mencap website, including **#LDWeek18** speech bubbles for you to use when taking photos. These can be found here: <https://www.mencap.org.uk/ldwresources>.

Make sure you have a:

- space in the hospital to have your stall
- large table for your information and chairs, if you need them
- laptop or tablet so hospital staff can sign up to be champions online (and to show the video if possible).

Event C: putting on a show

Campaign goodies we will send to you (once we know about your event):

- t-shirts for people running the event
- balloons
- pens
- badges
- campaign reports and easy read reports
- a selection of promotional materials (for example mugs and post-it notes) to be given to hospital staff
- a link to the Learning Disability Week video (if you can show it on your stall)
- a template session on reasonable adjustments
- a link to the hospital staff sign-up action and a paper version of this.

There will be other things available for you to print from the Mencap website, including **#LDWeek18** speech bubbles for you to use when taking photos. These can be found here: <https://www.mencap.org.uk/ldwresources>.



Make sure you have a:

- big room where lots of people can sit for 1-2 hours. This could be in a training room, a lecture theatre or any room where lots of staff can attend. You might need extra permission to book a big room at the hospital.
- laptop or tablet so hospital staff can sign up to be champions online
- laptop, projector, speakers and a screen (all in working order!) to show the Learning Disability Week video
- large table for campaign information
- good selection of refreshments for hospital staff (for example tea, coffee, water, biscuits and fruit).

### Task five notes: host your event



- Read through task five with the person you are supporting.
- Arrive early on the day so you can fix any last-minute problems and be there to provide support that may be needed.
- The main aim of the event is to get as many hospital staff as possible signed up to be Treat me well champions, so try and direct all hospital staff to do this. This will mean they get lots of information and resources to help them be even better at their job.
- We will give you a paper version of the champion action too, in case you find this is easier. But you will need to record these online after the event. **Don't worry, we'll explain how to do this in the goodie pack you'll receive.**
- Make a note of how many people (roughly) visit the stall or attend the event, so you can tell us afterwards.
- Throughout the day, post about your event on social media (for example, Twitter and Facebook). We want to get the message out far and wide online using the hashtag **#LDWeek18**.
- Straight after your event, personalise the local press release (available here: <https://www.mencap.org.uk/ldwresources>) and send it to your local newspaper so they can write about the event.





- After the event, please send any feedback to the Mencap campaigns team:
  - Email: [campaigns@mencap.org.uk](mailto:campaigns@mencap.org.uk)

Task six notes: give yourself a big pat on the back after the event



- Read through task six with the person you are supporting.
- Have a good celebration after the event and say a big thank you to the hospital staff who have helped you plan this event. They will be important people to work with as the campaign moves forward in future!

Any questions?



Please contact:

Mencap campaigns team

Email: [campaigns@mencap.org.uk](mailto:campaigns@mencap.org.uk)

Telephone: 020 7696 5605