



In Partnership With



*Prioritising Wellbeing*

**Activity Pack**

# NAPA



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# The NAPA Guide to Planning Care Home Open Week Events

No two Care Home Open Week events are the same, so there is no such thing as a one-size-fits-all event planning checklist. Instead, we suggest using this planning tool template and adapting it to suit you.

This will not only keep you on track, but it will also provide essential information to the care team, who can work with you to execute an amazing event.



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## Plan

One of the challenges of getting started planning a Care Home Open Week event is how to **plan your time** to best effect. Time spent on planning should generate more relevant and varied experiences for everyone.

### Ask yourself the following questions:

- What is the purpose of the celebration or event?
- Who is it for?
- How will you involve the local community?
- What is the theme?
- How much time do you need to prepare?
- What promotion is required?
- Who can help?

## Write a list!

Lists help to break down the sheer amount of things that we need to do for the celebration or event into a simple bullet-pointed structure.

- Use a notebook in combination with a calendar or diary and make sure your deadlines are realistic
- Create a system for tackling your priority tasks first
- Rewrite your list with more order or structure and use colour codes to organise it
- Be kind to yourself and reward your efforts
- Re-evaluate your list as you progress through it – make sure it's realistic and achievable

## Deliver

If you are welcoming people to your Care Home Open Week event here are some tips to support you:

**Posture:** If you are standing, place your feet several inches to shoulder width apart, distributing your weight evenly. In this position you should feel grounded and secure. If sitting, place your feet flat on the floor and sit up tall from your rib cage. From this position you will look more confident and you will be able to project your voice with more authority.

**Hands.** Start with your hands relaxed and at your sides, and you'll be more likely to gesture. Don't hold back your gestures, they are part of you. You will look more engaged and be more engaging if we see your personality shine through.

**Voice.** To get more volume and better enunciation, try opening your mouth. Relax your jaw by massaging gently right in front of your ears.

**Eyes.** Try to keep your eye contact moving slowly around the room, one person at a time, including everyone equally.

**Face.** Relax your face into a more neutral expression. Soften your eyes. Smile!



## Evaluate

Evaluation is an important part of ensuring that what you are doing is still benefiting the people you support.

It can be useful to take time to sit out and observe the group and really look for signs of well or the individuals involved. You may not notice a person's discomfort if you are in the middle of the group participating yourself. By observing, you may just discover simple things that need changing, for example a person with a hearing impairment might need to sit in a different position.

Alternatively take a few moments at the end to ask individuals what they thought. Anonymous comment sheets with a box to post them in can also be fun.

### Consider:

- What worked and what didn't work
- Whether you met the expectations of attendees
- How well your marketing efforts worked
- If your budget and timeline were realistic
- What you should take extra care with next time



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# The NAPA Care Home Open Week Planning Tool



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## Pre-planning

- Consult with the people you support, your team and wider community and agree the celebration/ event concept
- Explore potential barriers to inclusivity and consider the diverse backgrounds, needs and interests of those this celebration/event is for
- Develop a Care Home Open Week overview (how many people, where, when, what)
- Develop an initial Care Home Open Week budget
- Develop a timeline for planning
- Identify key safety concerns and prepare risk assessments to complete later
- Identify people to organise the event with you
- Keep a record of the process and decisions made
- Gain permission for the event to move to the planning stage from your manager

## Delivery

- Complete a risk assessment
- Appoint people to be responsible for specific areas and elements of the activity/ event (don't try and do everything on your own)
- Seek necessary permissions to take video footage or photographs as appropriate
- Consult your organisational data protection policy and procedures
- Put in place an effective communication and recording system
- Keep a record of the process and decisions made
- Report any incidents to your manager at the earliest opportunity and complete a written record of the incident

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## Evaluation

- Debrief with the team and give your supporters the opportunity to share how they felt it went, record their feedback
- Finalise your budget – are you within budget?
- Gain verbal or written feedback from those who took part
- Complete a personal written reflection on the process
- Review the records that were made on process and decisions made throughout
- Double check permissions to share video footage and/or photographs as appropriate, consult your organisational data protection policy and procedures
- Identify lessons learnt for future celebrations/events and discuss them in supervision
- Report outcomes back to the team to complete the review process.
- Share your feedback with the Care Home Open Week Team







## NAPA Risk Assessment Tool for Events

It is important to encourage the people you support to live a meaningful life. This means accepting there are risks that cannot be avoided but can be minimised we must be prepared to support people to take risks.

**Positive risk taking is defined as:** Weighing up the potential benefits and harms of exercising one choice of action over another.

- Identifying the potential risks involved
- Developing plans and actions that reflect the positive benefits and priorities of the individual
- Positive risk taking can benefit people in a number of ways. In the case of engaging in celebrations and events it can mean that they: Have access to a greater number of opportunities



Celebration or event	Benefit	Hazards	Levels of risk	Controls	Support
Example - Afternoon Tea Dance	<ul style="list-style-type: none"> <li>• Conversation and Connection</li> <li>• Physical Movement</li> <li>• Self-esteem</li> <li>• Wellbeing</li> </ul>	Risk of injury during the dance	Low	Support when dancing (encourage the use of a walking frame or hold on to a staff member)	Encourage concentration and enjoyment.

As we learn to live with COVID-19 it is important to consider the impact of the pandemic when completing our risk assessments. Championing Social Care asks all participating events to follow the necessary guidelines.

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## Afternoon Tea

If you are planning a Care Home Open Week event for the first time, then an afternoon tea is a great place to start. Many people enjoy a formal afternoon tea and this type of event may have formed part of their social lives in the past or may have been considered a special treat. This event could be developed into a regular community experience.

NAPA has a range of resources to support an Afternoon Tea Event - [Find out more here](#)



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## Top Tips for an effective afternoon tea:

- Make or decorate cakes and buns for the afternoon tea together
- Knit tea cosies for the tea pots or decorate cloth napkins
- Use pretty cups and saucers to serve from as well as sugar tongs, cake forks and pretty doilies to make it look authentic
- Dress up as waiters or waitresses, staff may like to do this too so everyone looks the part
- Find out if you have a pianist in your setting who could play during the afternoon tea, or invite other musicians from the community
- Dancing or move to the music
- Invite families and friends or people from the local community to join you



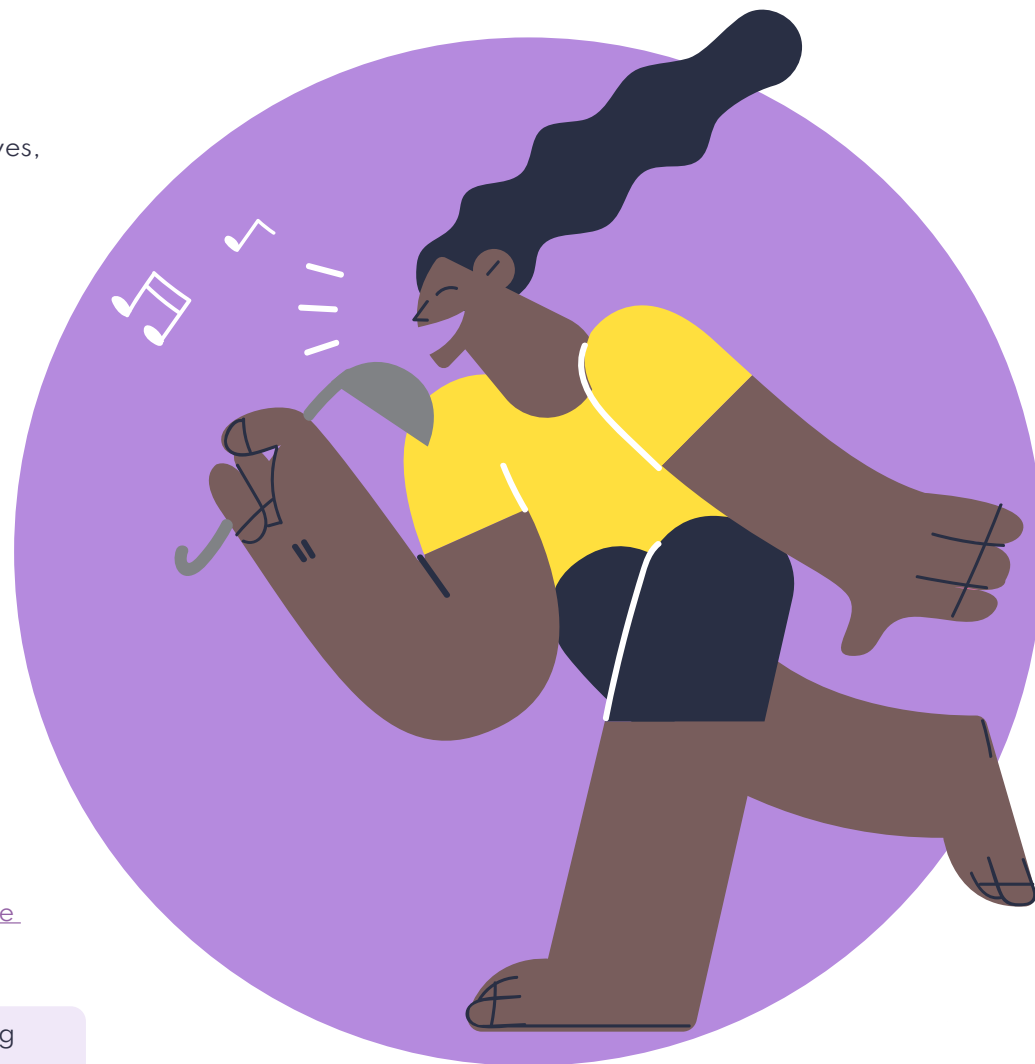
# Karaoke Evening

Make a real event of it by inviting the people you support, staff, relatives, and community groups.

## Tips for a successful Karaoke event:

- Invite a few willing volunteers to get the singing started
- Borrow or buy a karaoke machine, App or CD player with good speakers and a micro phone
- Select a broad variety of music as well as seasonal songs
- Ask your guests if they have a favourite song, perhaps invite everyone to write their choices on their RSVP
- Print out lyrics to songs in large print if you can't project them.
- Hold your own concert and invite the local community? You could make an afternoon of it!
- Combine Karaoke and afternoon tea and have a 'songs and scones' event!
- Join NAPA's Community disco events - [Download the Disco Resource Pack here](#)

Not everyone has the confidence for Karaoke, why not try a sing-along for everyone to join in without the pressure of the spotlight!



# Singing with Local Schools & Choirs

Many schools visit care services, which is lovely. You can also ask the local school if you can take the people you support along to their concert or or end of year show. It makes for a great, and inexpensive trip out.

Local churches often hold choir practice at a regular time in preparation for services. They probably wouldn't object to people listening in while they practice.

We would love to see your photos of people singing and connecting during your celebration or event.

Share with us using the **#CareHomeOpenWeek** across all social media!



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# Make Table Decorations

Decorating tables instantly dresses up the room, creating an eye-catching backdrop for the event. Choose a colour scheme for the party and use elements that coordinate with the palette to create elegant table settings.

We would love to see your photos of the finished table decorations you put together during Care Home Open Week. Share using the [#CareHomeOpenWeek](#)





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# Vases with a Twist

## You will need:

- Glass/ Plastic vases or glasses
- Food Colouring
- Flowers/ leaves
- Candles

## What you do:

- Decide which vase you are going to make then follow the pictures
- You could do many different designs, even paint the vase first

## Think:

Take the vase into a dark room and put a torch or LED light underneath. Take the event or celebration to the person, these nice sensory items can be enjoyed in a person's room.



# Bowls with a Twist

Recycle old doilies into these lovely baskets for your table. They can be used to hold rum balls, chocolate, homemade biscuits, and anything else you can think of.

## What you do:

- Ask everyone to help and get involved
- Locate the following items: old doilies, any size, any colour, PVA glue, various containers according to the size of the doilies. Aluminium foil, brushes, cooking oil spray
- Inflate a balloon instead of using the containers, then pop the balloon when totally dry
- Mix equal amounts of PVC glue with water
- Place the container upside down on a table and cover with aluminium wrap
- Lightly spray cooking oil all around

- Place doily over the container, the doily should almost cover container
- Soak brush in the glue mix and start 'painting' the doily. Don't be heavy handed or you may stretch the doily. Apply two or three layers of glue over a few days
- Allow to air dry. It will take 24 hours or more to dry. Once dry, decide what you will use them for!



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# Teacup Table Decoration

## You will need:

- Teacups and saucers
- Oasis
- Flowers

## What you do:

- At a table, cut the oasis into small squares that fit snugly in the teacups. Once the foam is in the teacup, water until wet through.
- Put a teacup in front of each chair at the table. Cut the heads from all the flowers at an angle.
- Once you have gathered people for the activity, invite them to sit around the table.
- Give each person some flowers; ask them to push the flowers into the oasis.
- Place the teacups on saucers and you have fabulous table arrangements!
- Make some table decorations: using lavender or a tartan patterned ribbon.



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# Virtual Afternoon Tea

## How To Host: Zoom.

Zoom is a type of video calling software/website. On the free plan, you can invite up to 100 attendees and there is a call time limit of 40 minutes.



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## To host a Zoom meeting

To host a Zoom meeting, you must first create a login [here](#) and also download Zoom Client for Meetings from [here](#) on your computer.

- Open Zoom Client for Meetings on your computer and sign in.
- Click on the Schedule button and complete all fields in the Scheduler window. For the Calendars option, choose Other Calendars at the bottom of the window which will allow you to copy and paste scheduled meeting information such as the date, time and meeting URL. Click Schedule to finish.
- Copy the information (date, time and meeting URL) of the Virtual Afternoon Tea that you have just set up in Zoom and send all invitees this information via email or another method of your choice.
- To start the Virtual Afternoon Tea, once again open and sign in to Zoom Client for Meetings on your computer. From the Zoom home screen, you will be able to see the Virtual Afternoon Tea that you have created listed as a Meeting. Click the Start button of that Meeting. Make sure your audio and video are turned on!

## To attend a Zoom meeting

Zoom is a type of video calling software/website.

You don't need to install anything to use Zoom, it can all be done through your internet browser. If you are using a smartphone, you will need to download the Zoom app from the app store on your phone ahead of time. The Virtual Afternoon Tea host will send you a link to join the video call before the tea commences.

- Click on the link your contact has sent you.
- Click 'join from your browser' to join the video call. The Zoom app will open if you are using a smartphone.
- To end the call, click the red phone icon or close the browser window.

If you are using a desktop computer that does not have a built-in camera and microphone you may have to purchase a headset. Laptop computers have a built-in camera and microphone.

# Top Tips

- When hosting a virtual event, share details of how to log on clearly in your flyers / invitations!
- Social Media is a great tool to build the excitement around your Care Home Open Week events. Does your local community have a Facebook group you could promote your event on?
- Care Home Open Week is a great opportunity to invite dignitaries, prominent individuals and groups, and special guests. Invite them to find out more about your home and social care!
- Videos are a great way to bring your home to life, and a few clips of residents, team members and relatives speaking about your Care Home Open Week events, shared on social media will get many of your guests excited!



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# Event Ideas

This year's event is hybrid, you could host an in person or virtual event, or a mix of both!

This will be different for every home, we want to support you to run an event which is best for your home and the people you support!

## Here are a few of our favourite virtual ideas:

**Drop In:** Those interested in a career or volunteer opportunity in care could join a drop in session where team members from the Care Home can share their experiences, career progressions and passions to work in social care. It could also be an opportunity to have a 'Meet the Manager' session or even get a glimpse of a day in the life of a carer through a virtual diary.

**Virtual Tours:** Why not record in advance? Ask a team member, or perhaps resident, if they able to do so, to give a virtual walkthrough of the Care Home. Bring the home to life and showcase the comforts, activities, dining and friendly care and support provided in your Care Home. – You could share this on social media to virtually open the doors on your home.

**Sing-a-longs / Concerts:** Invite a local performer or choir to join virtually for a musical extravaganza! It could be a live, recorded performance or an interactive live stream! Provide instruments and microphones for participants and maybe even contact a local celebrity to be the host.

**Educational Talks:** Bring in an external speaker or showcase the expertise of the team with a series of bitesize talks, pick a topic residents, their families and your community might be interested in, for example local history.





# Care Home Open Week

26<sup>th</sup> June – 2<sup>nd</sup> July 2023

[www.championingsocialcare.org.uk](http://www.championingsocialcare.org.uk)

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