



REPOD
Rotarians Easing Problems of Dementia

HELP US TODAY
YOU MIGHT NEED US
TOMORROW

10 Helpful Steps for Creating a Community Memory Café

Experience gained through REPOD's involvement in creating Community Memory Cafés suggests that the following 10 steps are helpful.

The steps described here are not exhaustive as each Community Memory Café reflects its local community, and as such additional points may need to be considered or the steps followed in a different order.

REPOD describes a Community Memory Café as a social support opportunity for people living with dementia, their families and carers created by different community groups and individuals working together in partnership guided by an agreed constitution which establishes the Memory Café as an independent entity. As a social setting it is always anticipated that the person living with dementia will be accompanied by a friend, relative or carer as Community Memory Cafés are not care venues.

Step 1: Identify if there is a need for a Memory Café in your community; find out what facilities exist for people living with dementia and their families. From this information decide what it is your Café will do.

Step 2: Create a list of potential interested parties in your community who are likely to support the setting up of a Memory Café and who will be involved in it. Add to the list potential venues for the Memory café.

Step 3: Decide on the date, time and venue of a "Creating a Memory café for your Community" meeting.

Step 4: Invite the people you listed at Step 2 to the meeting. Consider involving the wider public by advertising in the local media.

Step 5: Hold the "Creating a Memory café for your Community" meeting; Explain what a Memory Café is, what it will do and why it is needed. Secure agreement to creating a Community Memory Café. Agree officers and members of a steering committee.

Step 6: Hold a meeting of the steering committee. If not already agreed at Step 5 secure at this meeting: The source of volunteers; decide what your volunteers will do and if Disclosure and Barring Service (DBS) checks (previously CRB checks) are needed. Discuss if you will need volunteers with specific skills such as First Aid. Consider a "dementia awareness training session for volunteers". Explore the likely costs, sources of finance, and steps to set up a bank account. Decide if you will have a constitution. Consider insurance cover. Identify what sorts of thing you will do at the Café. **Before this meeting endsDecide on the venue, date, opening and closing times of the first café and frequency of future cafés.**

Step 7: Arrange for the committee to meet as necessary to ensure everything is in place to open the Memory Café for the first time. Visit and risk assess the venue. Arrange and hold the dementia awareness training for volunteers.

Step 8: Advertise and promote the Café through local media, local networks and “on line”. Circulate information through health and social care services.

Step 9: Hold the First Memory Café. Keep a register of all who attend.

Step 10: Hold a steering committee to reflect on step 9, make any changes that are necessary and then hold the next Café; Review regularly.