

**AIM** To make our museum more accessible to people with dementia

**Objectives:**

- All staff, trustees and volunteers to increase confidence and knowledge by completing dementia awareness training.
- Achieve dementia friendly status for the museum.
- Deliver memory café visits for local care homes with residents with dementia.
- Review our processes and signage to support visitors with dementia.

Success Criteria (specific and relevant)	Baseline data (measurable)	Data collection Method (measurable)	Responsible person	Activity (achievable)	Date (time limited)
Achieve Dementia Friendly Status	Initial assessment of museum against criteria to see how we measure up now	Access survey using dementia friendly criteria	Museum curator	Completion of all recommended works to museum	To be completed by xx/xx/xx
Increase in visits from dementia care homes from 0 per year to 6 per year	Current number of visits from care homes	Group bookings data	Bookings volunteer	Monitor group bookings and report back to monthly team meetings	By next team meeting by xx/xx/xx
Positive feedback from visitors with dementia and their carers	N/A	Dementia friendly method to be advised by dementia awareness group	Reception staff	Collate feedback and report to monthly team meeting	By next team meeting by xx/xx/xx
Action any suggestions or changes in response to feedback	N/A	Use feedback from group or solo visits. Talk to carers.	Museum curator	Add items to monthly team meeting and ensure that action is taken before next meeting	Completed within four weeks
All staff, trustees and regular volunteers complete dementia awareness training (30 people) to increase knowledge and confidence in this area	Check if any of our people already have dementia awareness training. Question re levels of knowledge and confidence in team meeting + trustees meeting	Discussion at team and trustees' meetings. Feedback forms from the training.	Museum curator and Trustee with EDI responsibility	Collate information from meetings and feedback forms to see if training has been completed and increased knowledge and confidence levels	Training to be completed in four weeks