![healthforall logo with bee] health*for*all
changing lives · transforming communities

BEE TOGETHER

#bringingpeopletogether
#ChangeIdeas

IDEAS ON HOW TO INCLUDE ACCESSIBLE INFORMATION

COMMUNITY FUND

Time to Shine

BEE TOGETHER

Bee Together is a Time to Shine project working with Older People with Learning Disabilities

One of the findings from the project was that people needed accessible information in order to more easily join in local groups and integrate into their community.
This will help to make them feel less isolated and lonely.

Easy Read information is a good way to make information accessible.
This sort of information is of use to people with dementia, sight loss, hearing loss, those with English as a second language and those with learning disabilities.

In the next few pages are examples of how you can make and use this type of information within your networks.

For further guidance there are many websites and groups who create easy read accessible information. Details can be found at the back of this booklet.

Why do we need to do this?

People with learning difficulties, dementia and other cognitive difficulties often have difficulty processing information.

People with cognitive difficulties can become overwhelmed by too much information.

This could cause anxiety and mean they become disengaged.

Keeping information clear and simple could help take this anxiety away.

What is Easy Read information?

Easy Read is an accessible form of information using short and simple sentences.

Jargon and hard words are taken out and pictures or symbols are used along-side to illustrate the meaning further.

The information should be about one thing only. If possible with a box around it. Short sentences and in large text.

Use symbols or photos on the left hand side of the page with text on the right.

Photos: you can take your own photos of the session or use images from the internet.

Symbols: There are different sources for symbols.
Leeds NHS Trust have a website called **easy on the i**.
They provide free symbols.
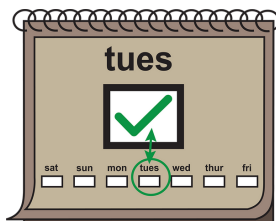**www.easyonthei-leeds.nhs.uk**

Once you have decided if you want to use photos or symbols use the same ones each time. This makes things easier to understand.
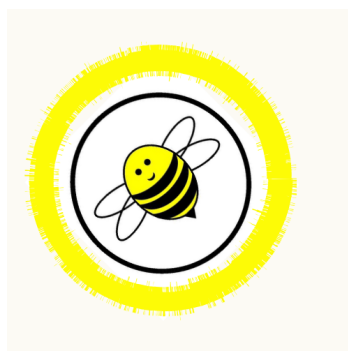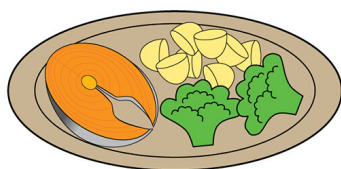
How can we use it?

1. Daily timetables

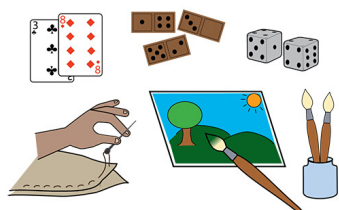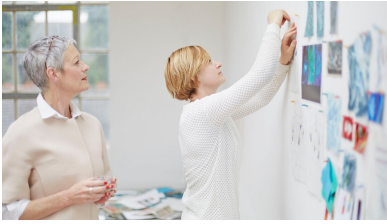|	
	Tuesday
	Tea / Coffee and chat 10.00 - 10.30
	Chair Exercise 10.30 - 12.00
	Lunch time 12.00 - 1.00
	Crafty Corner 1.30 - 3.00

To make it easier you could make individual symbols which you can put up on a large timetable on the wall.
You would just need to put the symbols for each day up in the morning, (a good job for someone).

Today

10.00 - 10.30	10.30 - 12.00	12.00 - 1.00	1.00 - 2.30	2.00 - 3.30
coffee	chair based exercise			games room

Use what works for you.

Handy Tip:
If you make a wall timetable , laminate the symbols and use sticky velcro to attach them.

2. Helping in the kitchen

People often want to, and are able to help out in the kitchen, washing up, serving teas and coffees etc.

Dementia, learning disabilities and hearing or sight loss can make remembering where things go very difficult.

Sticking symbols or photographs of mugs, knives, spoons etc. on the appropriate cupboards or drawers would be a great help.

Handy Tip:
Use photos of the mugs and cutlery you have to avoid confusion.

3.Easy Read Leaflets

When you are preparing leaflets about your services you might think about producing an Easy Read version.

|				
Wednesday 8th May	16.00pm Till 18.00pm	Supper Club	New Wortley Community Centre, 40 Tong Rd, LS12 1LZ	Janice Turnbull Richard Stretton Rachel Blackstone (NWCC-Team)
Thursday 9th May	10.00am Till 12.00pm	Reminiscence	Reminiscence room Strawberry Lane Community Centre, Strawberry Lane	Janice Turnbull

Wednesday 8th May

Supper Club

4.00 - 6.00pm

New Wortley Community Centre

LS12 1LZ

WELL SPENT

It will take time to get the images you need. But once the images you will use are stored and information has been created it should only need tweaking .
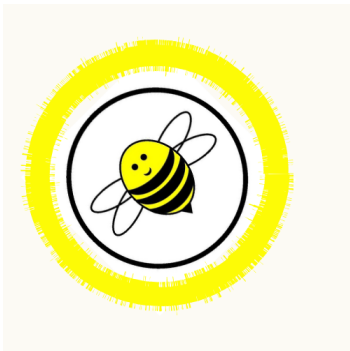
Bee Together is passionate about including people with learning disabilities.
#**bringingpeopletogether**

It is only through interaction that we get to know someone.
#**ChangeIdeas**

This booklet has been designed by
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Project Coordinator
for
Bee Together
@Healthforall

Useful information

Below is a list of some of the many different organisations offering guidance on producing easy read information.

CHANGE are a human rights organisation. They are led by disabled people. They work to help make a more inclusive society where people with learning disabilities are treated equally. They also make easy read resources.
www.changepeople.org

'easy on the i' is the information design service within the Learning Disability Service at Leeds and York Partnership NHS Foundation Trust.

Leeds Libraries

Most of Leeds libraries offer access to boardmaker software, a tool that helps strong visual learners
www.leeds.gov.uk/leisure/libraries/boardmaker-in-leeds-libraries

through the Maze
Connect in the North

Connect in The North run a sign posting service for people with learning disabilities which includes the website, Through the Maze.
www.through-the-maze.org

mencap
The voice of learning disability

Mencap is the leading voice of learning disability. Everything we do is about valuing and supporting people with a learning disability, and their families and carers.Our vision is a world where people with a learning disability are valued equally, listened to and included.
**www.mencap.org.uk**

Advonet are an advocacy charity. Advocacy means help to speak up about your rights. If you want advocacy, you can call them on **0113 244 0606.** You can also email them at **office@advonet.org.uk.**

If you would like to know more about learning disability organisations in Leeds, whether to ask for training or for guidance on easy read please contact:

Jez Coram at Forum Central.

jez.coram@forumcentral.org
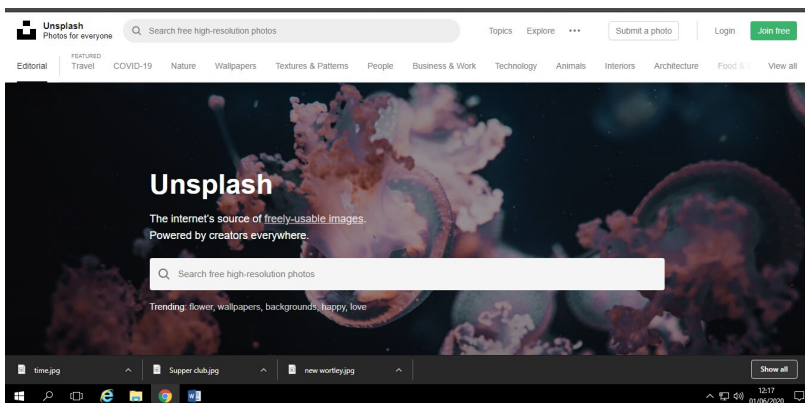
Royalty free images are available at **Unsplash**

You can show your organisation's commitment to making services accessible for older people and people living with dementia by signing up as **Age and Dementia Friendly**. You will receive stickers to display your status, support and information in achieving your actions, and free publicity for the work you are doing. If you have any questions contact: **sarah@opforum.org.uk**