

ONE STEP OUT!

STEP OUT AND JOIN IN



Action Planning Guide for Village Halls Tackling Loneliness

One Step Out! is **Community First's** project supporting rural communities in Herefordshire and Worcestershire to tackle loneliness and isolation.

One Step Out! is about encouraging people to take the first step from home into activities.

This Action Plan is to support Village Halls to identify achievable actions which have an impact on tackling loneliness and unwanted isolation in their rural community.



Run by:



Action Planning Guide for Village Halls tackling loneliness

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One Step Out! is Community First's project supporting rural communities in Herefordshire and Worcestershire to build a rural movement to reduce loneliness and overcome the stigma attached to loneliness and isolation.

Loneliness is something everyone can identify with, even if we don't want to think or talk about it. There are things we can all do within our communities to enable ourselves and others to feel more supported and less alone.

Through **One Step Out!** we want to create strong communities where people recognise loneliness exists **across all age groups** and want to take action to break down the barriers that prevent people taking that **One Step Out!**

How this Action Planning Guide Works

By using this action planning guide, you can help your hall make the most of its fight against loneliness in your community. By following our **"Top Tips"** and considering our key 'One Step Out!' activities we hope you can plan, take action and demonstrate real progress.

And congratulations! Simply by considering the issues enclosed you have already taken a giant step for lonely people in your neighbourhood!

We know that every Village Hall and every volunteer group is different, so we have devised this simple guide, so halls can seek to achieve what suits your circumstances and capacity. We are sure that every hall, even the most proactive, will gain something from the toolkit.

We have concentrated on six elements relating to a Village Hall that we think will have a positive impact in tackling loneliness. However, if you identify actions you can take that we have not highlighted, don't forget to document these and share the learning.

We would like hall committees to go through the scoring charts enclosed as soon as possible to set a baseline, stimulate a debate and identify top actions that you, as a hall could take; perhaps consider this at your next Committee meeting.

By repeating the scoring from time to time, this will help you to see your progress.

Community First can help your Village Hall by meeting and talking through your action plans. We can provide practical advice, guidance and signposting to resources, such as grants, to enable your hall to make the changes that you have identified in the fight against loneliness.

1. Engagement with One Step Out!

Rationale

One Step Out! is about supporting people to take the first step from home to community activities in their Village Hall to reduce loneliness and isolation in our rural communities.

Please score 1 point for each 'Yes' answer	Yes	No
1. Signed up to a One Step Out! pledge?		
2. Signed up any volunteers as One Step Out! Friends?		
3. Attended a One Step Out! event?		
4. Have run /adapted an event/activity that is themed to One Step Out! in tackling loneliness and isolation?		
5. Created an Action Plan for the Village Hall to tackle isolation and loneliness?		
6. Collected feedback from volunteers and/or participants in activities?		
7. Made a plan to sustain your loneliness work after the project ends?		
Total:		

Please give examples of good practice/areas for action:



Handwriting practice area with 15 horizontal dotted lines for notes.

TOP TIP:
Sign up to a One Step Out! Pledge



2. Volunteers at the Village Hall

Rationale

Volunteers play a huge part in making sure rural communities hold on to vital services and are the backbone of Village Halls.

Please score 1 point for each 'Yes' answer

	Yes	No
1. Have volunteer numbers increased since the start of the project?		
2. Are volunteers welcomed, trained and supported?		
3. Is there a volunteering plan in place? i.e. mapping roles required and matching to volunteers' capabilities.		
4. Is there a volunteering policy in place? i.e. best practice in recruitment and responsibilities towards volunteer management and awareness of routes to DBS checks where appropriate.		
5. Do you acknowledge volunteering as a way in itself of tackling loneliness for volunteers?		
6. Do you offer a transport scheme/lift shares?		
7. Do you celebrate volunteers' work and contribution?		
Total:		

Please give examples of good practice/areas for action:



Handwriting area with 15 horizontal dotted lines for notes.

TOP TIP:
Adopt a
volunteering
policy

3. Facilities at the Village Hall

Rationale

Uncared for and unwelcoming spaces can cause anxiety and deter people from engaging.

Please score 1 point for each 'Yes' answer	Yes	No
1. Is decoration and general condition of the hall fit for purpose and comfortable?		
2. Are facilities accessible? i.e. car park, steps and ramps, toilets?		
3. Is the hall dementia friendly? (Ask Community First for help)		
4. Is there WIFI? Is it used to enhance activities?		
5. Are there quiet spaces?		
6. Is the hall open for drop in visitors?		
7. Is there a hearing loop?		
Total:		

Please give examples of good practice/areas for action:



TOP TIP:
Making your hall Dementia Friendly will make it both welcoming and accessible too

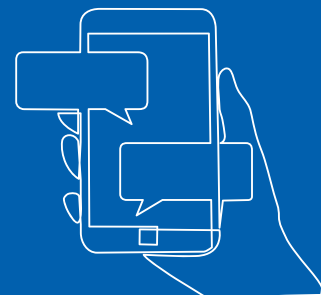
4. Publicising activities at the Village Hall

Rationale

If your events and activities are not advertised as best as you can then the reach will be small.

Please score 1 point for each 'Yes' answer

	Yes	No
1. Does the Village Hall advertise events and activities?		
2. Do you use word of mouth, notice boards, leaflets and posters?		
3. Do you have a website?		
4. Do you use social media, such as Facebook or twitter?		
5. Are you able to signpost individuals to information about tackling loneliness and isolation? (e.g. social prescribing)		
6. Do you use publicity to recruit volunteers?		
7. Have you acknowledged the One Step Out project within publicised events, including displaying One Step Out! information on a noticeboard?		
Total:		



Please give examples of good practice/areas for action:



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TOP TIP:
Welcome new people at activities
One Step Out! friends can help with this

5. Activities at Village Halls

Rationale

Village Halls often provide the only place to meet within a rural community, providing vital and diverse support.

Please score 1 point for each 'Yes' answer	Yes	No
1. Do you offer a range of activities?		
2. Are the activities open/appealing to a range of individuals across age groups?		
3. Are there activities that are accessible and inclusive to all? (i.e. disabilities/dementia friendly)		
4. Do activity providers understand and look out for signs of loneliness?		
5. Do the activity providers promote volunteering?		
6. Have the activity providers signed the One Step out! pledge?		
7. Have you considered the local needs and current provision of activities in community?		
Total:		

Please give examples of good practice/areas for action:



TOP TIP:
Look at what is on offer in your community. Is there anything missing that a new activity could cater for?



6. Coffee mornings at Village Halls

Rationale

Coffee mornings are the vital bloodstream of any community and Village Hall.

Please score 1 point for each 'Yes' answer

	Yes	No
1. Do you hold coffee mornings?		
2. Is there a varied mix of people including across age groups in attendance?		
3. Do you actively encourage new people to attend?		
4. Are people personally welcomed on arrival?		
5. Are there activities included or incorporated as part of regular coffee mornings that get people talking?		
6. Do you consider the needs of those that may have disabilities e.g. special needs, hearing or speech problems?		
7. Are One Step Out! friends in place?		
Total:		

Please give examples of good practice/areas for action:



Handwriting area with 15 horizontal dotted lines for notes.

TOP TIP:
Have you thought about using themes or a 'talk to me' card system? Talk to Community First to find out more.

Contact us

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ComFirstWH



Join the Village Hall Network

Become a member of the Village Hall Network and receive tailored news, information, advice and guidance plus discounts for training and events.

Visit www.comfirst.org.uk/village_halls
or call us on 01684 312 730



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