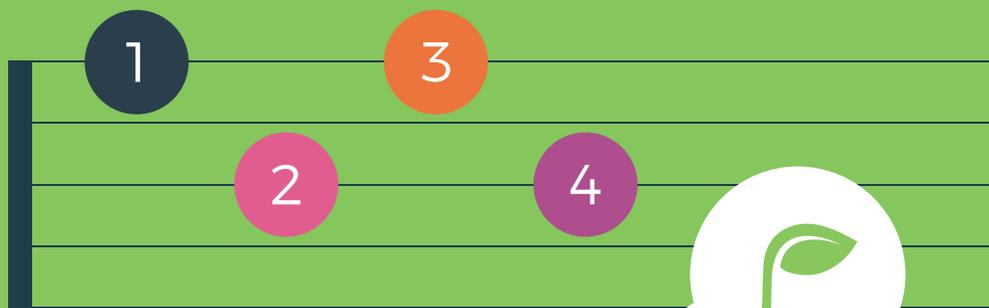


Setting up your Playlist for Life Help Point



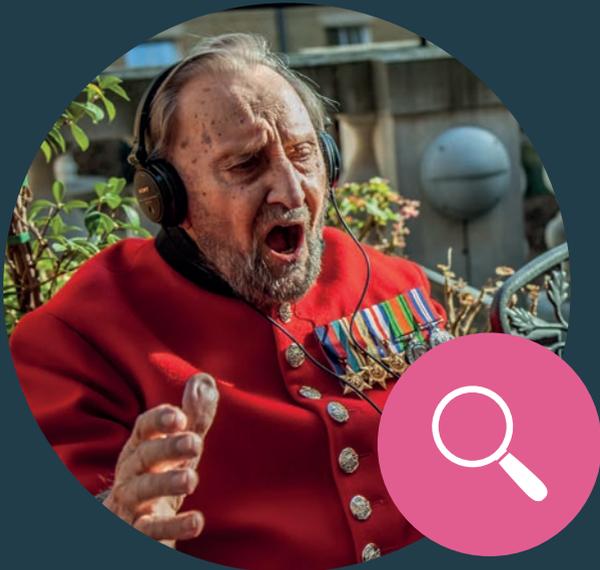
playlistforlife.org.uk





Welcome to the growing Playlist for Life family!

You are joining a national network
of Music Detectives, supporting people
across the UK to start using Playlist for Life.



The music you have heard throughout your life can still reach you if you develop dementia. This is the powerful secret you will be sharing with people who need it.

Listening to personal music can actually help manage dementia symptoms. It can strengthen relationships and reconnect families. It can bring moments of happiness to people who are living with a challenging and life-changing illness. It is cheap, simple and something anyone can do. But only if people know about it.

Your Help Point is going to help spread the word and get people in your area started with the power of personal music. Thank you!

To get your Help Point going you need to do four things:

- 1 **Put up your sign**
Page 4
- 2 **Organise your materials**
Page 6
- 3 **Get your first Cuppa Time organised**
Page 8
- 4 **Train your volunteers**
Page 10

Let's get started!

Music helps people with dementia

Four steps to using the soundtrack of your life



Even if parts of your brain are damaged music can still reach many other parts. It can help:

- Manage symptoms of memory loss
- Improve mood
- Reduce the need for drugs
- Strengthen relationships and reconnect families

This venue is a Playlist for Life Hub. If you have a question or want to get involved come to Coppa Tross.

www.playlistforlife.org.uk

Playlist for Life
Personal music for dementia

Put up
your
sign

1

Hang your sign in a popular spot so that people are sure to see it.

The sign for your Playlist for Life Help Point is big. It's designed to make it clear your organisation is a Help Point and define the space where people can come to pick up leaflets or get advice.

That's why we recommend it goes on the wall or a separate display board rather than a busy noticeboard.

Before you hang it up there is a bit you need to complete yourself, in big black pen at the bottom right.

Helping Hands Point will insert a drop-in time, when the public can ask questions. Ideally, you will attach this to a regular group that you already have running. Have all the staff/volunteers who run this group complete our free eLearning, so they are able to answer basic questions.

Information Point will use their sign to direct people to a local Helping Hands Point, or our head office.

Once you've done that, think about where you will hang the sign:

- Somewhere busy so people will see it
- Enough space so people can read it and not block the way for others
- A display board can be moved around
- A wall means people know where to come
- Next to a table or shelf to hold your materials.

Once your poster is up, why not take a photo and email it to us? Let us know once your materials are on display and we will add you to our Help Point map on the Playlist for Life website.

2

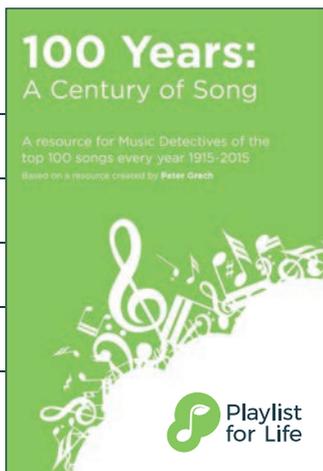
Organise your materials

Information Point

will receive a sign and 50 x Get Started leaflets.

Helping Hands Point

will receive a sign, 50 x Get Started leaflets, '100 Years: A Century of Song' book, and printable resources.



Get Started leaflets

Our Get Started leaflets are great for anyone discovering personalised music for the first time. They fold out and become a wall chart with spaces for different songs. People can fill them in gradually to create their playlist over time. You can stick it on the wall, so visitors can know their playlist too. You can order more of these from our shop on our website.

100 Years: A Century of Song book

This amazing resource was developed and donated by a volunteer Music Detective called Peter Grech. It lists the top 100 songs for every year between 1915 and 2015. It is a great tool for people to browse through for inspiration.

This copy is free but people can buy additional copies from our shop on our website.

Personalised Music Journal and other resources

We have included a small supply of these materials to get you started. Also included are mastercopies so you can produce more locally using a photocopier (don't forget to click 'double-sided printing' on the controls).

These materials have been developed in response to what families said they needed. The Personalised Music Journal is a handy tool to record the significance of songs on the playlist.

If your mastercopies get lost or tattered, you can download a new one from our website.

Extra
Information
for Helping
Hands Point

Organise Cuppa Time

3

Many people will start using Playlist for Life just by reading your sign and materials, but sometimes people get stuck.

We ask every Helping Hands Point to advertise a regular drop-in slot when you will make sure someone is available to answer any questions. We call it Cuppa Time. We think this works best if you can attach it to a regular event that is already running at your Help Point.

All you need to run your Cuppa Time is:

- 1 Train the staff/volunteer who runs that group. At least one person must attend face-to-face training and other team members can complete our eLearning
- 2 Write the time/date and room of that event in the blank box on your poster
- 3 Make sure your leaflets are readily available and your poster can be seen, so new people know they are in the right place.

People can then come along to ask a quick question or they might stay for your group.

Your pack includes:

- Rota Sheet (mastercopy) for you to organise your Cuppa Time volunteers
- Sign-in sheet (mastercopy) to be used at each Cuppa Time to record who came and what support they needed (remember to keep the completed sign-in sheet so you can feed this information back each quarter)
- Frequently Asked Questions (mastercopy) for Cuppa Time volunteers to keep handy
- Supply of coloured posters to help publicise your Help Point in the local community
- A vinyl sticker for a window at the front of your building



It doesn't matter if your Cuppa Time is weekly, fortnightly or monthly – but it needs to be regular, so people know where and when to come.

You've fixed the time – now what?



Trained volunteers

4

Your volunteers will be running your Help Point. If you haven't done so, now is the time to carry out the necessary DBS/PVG checks for these volunteers. These checks are the responsibility of each Help Point and are necessary to safeguard your service users.

All your volunteers will have access to our free eLearning. This short course gives them an understanding of what dementia is, how to work with a person with dementia and how to make a playlist. By completing the eLearning your volunteers will be ready to run your Cuppa Time session. For those wishing to learn more about the science and medicine around dementia we also recommend a free online course run by the University of Tasmania called 'Understanding Dementia'.

Volunteering to support Cuppa Time can be a fascinating and energising role, but it will not suit everyone. Your organisation is responsible for ensuring volunteers at your Help Point are right for the role.

Things you might want to think about:

Maturity

Dementia is a challenging illness. You need volunteers who are able to deal with that and are willing to learn about how dementia affects people.

Basic tech skills

Often people come to Cuppa Time looking for tech advice. Volunteers don't need to be Bill Gates, but it is good if they have basic computer skills and personal experience of listening to music on a phone or MP3 player.

Safety

Dementia can make people vulnerable and so you must make sure any volunteers working with people with the condition have completed the necessary legal and safety checks.

You should advise all your volunteers NEVER to take someone's bank details.

If people need help with purchasing, then they need to provide your volunteer with vouchers for a music supplier (like Amazon or iTunes).

If there are any questions you cannot answer locally just email

info@playlistforlife.org.uk

And that's it. Congratulations!
You've set up your Help Point.



Keeping In Touch

Once your Help Point is up and running, we will be in touch throughout the year to find out how things are going.

You can send us an email to **info@playlistforlife.org.uk** or phone 0141 404 0683.

Or if you would like to set up a new Help Point, please complete the registration form on our website.

playlistforlife.org.uk

Playlist for Life is a registered charity: SC044072