**Annual audit form**

**Children’s centres\***

*\*or equivalent early years community settings*

Facilities accredited as Baby Friendly must submit audit results on an annual basis in order that effective maintenance of standards may be monitored. Facilities are requested to complete the form and submit electronically to the Baby Friendly office.

|  |  |
| --- | --- |
| **Children’s Centres group/service name:** |  |
| **Contact name, email & telephone:**  |  |
| **Date of last assessment:** |  |
| **Date of this annual audit:** |  |
| **Numbers included in the audit** |
| Number of staff interviewed who answered questions at each level | Only Level 1 |  |
| Level 1 and Level 2 |  |
| Level 1,2,3 |  |
| Number of breastfeeding mothers  |  |
| Number of formula feeding mothers  |  |

**Policies and guidelines**

|  |  |
| --- | --- |
| Does the policy full cover all the Baby Friendly Initiative Standards? | Yes/No  |
| Does the policy prohibit the display or distribution of materials which promote breastmilk substitutes, feeding bottles, teats and dummies? | Yes/No  |

**Latest audit results**

*Please note that your audit should have been carried out on a random sample of staff (or all staff), not just on those who have completed the training, and a random sample of mothers. The samples should be from across all of the children’s centres. Check the guidance document for re-assessment for recommended sample sizes. The question numbers relate to the questions numbers in the relevant audit tool.*

|  |  |
| --- | --- |
| **Level 1. All staff understand…** | **% giving correct / adequate response** |
| 1a. How the centre creates a welcoming environment |  |
| 1b. Why breastfeeding is important for mothers and babies |  |
| 1c. Why it is important to restrict advertising of formula milk |  |
| 1d. Awareness of roles, responsibilities and appropriate signposting |  |
| **Level 2. In addition to the above, staff can describe / demonstrate…** | **% giving correct / adequate response** |
| 2a. How they promote loving and responsive parenting |  |
| 2b. Why it’s important not to leave babies to cry |  |
| 2c. How to explain responsive bottle feeding |  |
| 2d. What information a bottle feeding mother needs |  |
| 2e. Why waiting to start solids until around 6 months is important |  |
| **Level 3. In addition to the above, staff can describe / demonstrate…** | **% giving correct / adequate response** |
| 3a. What would cause, and how to address sore nipples whilst feeding |  |
| 3b. How to support an ill breastfeeding mother |  |
| 3c. How to explain responsive breastfeeding |  |

|  |  |
| --- | --- |
| **All mothers reported…** | **% giving correct / adequate response** |
| 1a. that they had been made aware of services provided (groups, classes) by the local children’s centre.  |  |
| 1b. if they attended services during pregnancy that they were suitable to their needs. |  |
| 1c. if they attended services following the birth, that they were suitable to their needs  |
| Service  |  |  |
| Service |  |  |
| Service |  |  |
| Service |  |  |
| 1d. they had a discussion on the importance of responsive parenting  |  |
| 1e. they understood why responsive parenting is important |  |

|  |  |
| --- | --- |
| **Breastfeeding mothers confirmed that they…** | **% giving correct / adequate response** |
| 2a. were given information about sources of help and support |  |
| 2b. found support useful (according to need) |  |
| 2c. were given accurate information about responsive breastfeeding |  |
| 2d. knew how to access additional support in local area |  |

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|  **General**  |

|  |  |
| --- | --- |
| **Mothers…** | **% giving correct/adequate response** |
| 3a. Mother happy with care overall | very happy |  |
| fairly happy |  |
| unhappy |  |
| 3b. Staff were kind and considerate | always |  |
| mostly |  |
| sometimes |  |
| not at all |  |

Please tell us about any major change in the service which have resulted in significant gaps in care provision, or any other external assessment which has highlighted significant problems for example poor Ofsted/CQC report, an external review of the service, service in special measures etc.

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**Action planning**

*Please describe any actions you are taking following this audit, particularly to address any weaknesses to meet the standards:*

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|  |

Thank you for completing this information. A member of the Baby Friendly Initiative team may contact you to discuss the results.

4 **Please send this audit form to** **bfi@unicef.org.uk**