**Application form**

**Stage 2 assessment**

**Children’s centres - remote**

*\*or equivalent early years community settings*

|  |  |
| --- | --- |
| **Children’s Centres group/service name:** |  |
| **Contact name, email & telephone:**  |  |
| **Assessment date(s):** |  |

**Introduction**

At a Stage 2 assessment we are looking for evidence of an effective education programme for children centre staff that is appropriate to their role and responsibility. The assessment itself takes place on a date agreed with the Baby Friendly Initiative office. However, in order for this date to be confirmed, written evidence must be submitted of the facility’s readiness for assessment. When completed, this form provides much of that evidence. Please provide information which is as full as possible in relation to each section.

**Additional documents we will need**

When arranging an assessment date, we will also send you a booking form which needs to be completed for payment of this assessment, and we will request some further background information on your organisation via email. Certain documents need to be submitted in advance of the assessment. These are mentioned in the relevant section and included in a checklist at the end of the form.

**What do I do once I am ready to apply?**

Please contact the Baby Friendly office to arrange an assessment date, and we will confirm who your assessor will be. You will need to submit this form ***at least three months*** in advance of the planned date in order to allow time for full consideration of the audit results and discussion with you about whether and how any outstanding issues can be addressed within the timescale. Please note that any decision to re-schedule the date of the assessment is likely to incur costs if the application form has been received later than three months before the previously agreed date.

**Declaration**

The application form should be signed by the senior manager responsible for all the children’s centres being assessed who will confirm agreement with the submission and the information provided.

🖳 To help you to complete this form, please refer to the [Guidance for children’s centres on implementing the Baby Friendly Initiative standards](http://www.unicef.org.uk/BabyFriendly/ccguidance). This document also gives further information about working collaboratively with the health visiting service and the options available for progressing with the assessment process.

We care about keeping your data safe; for more information about Unicef UK’s privacy policy please visit [unicef.org.uk/legal/cookies-and-privacy-policy/](https://www.unicef.org.uk/legal/cookies-and-privacy-policy/)

**1. Staff employed and training completed**

*Please tell us about the numbers of staff employed. Please confirm the percentage of staff who have received an introduction to the Baby Friendly standards to include an induction to the policy.*

|  |  |  |
| --- | --- | --- |
| **Level of staff for interview (see guidance)** | **Number employed** | **Percentage inducted to the policy** |
| Level 1 |  |  |
| Level 2 |  |  |
| Level 3 |  |  |

🗐 **Please obtain signed commitment to implement the policy from all relevant managers (see Signature Page 2) and submit in advance of the assessment.**

*Please use the records you have kept of how the staff have been trained to complete the table below*.

|  |  |
| --- | --- |
| **Total number of staff employed of each level**  | **Percentage of staff who have completed training** |
| Level 1 |  |
| Level 2 |  |
| Level 3 |  |

🗐 **Please ensure that these records are available for the assessors to see on the day of the assessment.**

**2. Training programmes**

*Assuming that the training provided is across all children’s centres, please tell us about the training provided for each group of staff, describing what form this education takes, i.e. how many hours are provided and how the training is delivered in relation to each group of staff. If the training differs in each children’s centre, please complete the table below for each centre.*

|  |  |  |
| --- | --- | --- |
| **Training type** | **Carried out by** | **Training received** |
| Classroom based training |  |  |
| Practical Skills Reviews *(if relevant)* |  |  |
| Other (may include parenting courses etc) |  |  |
| Updates |  |  |

*Please tell us about how staff involved in the provision of the training programme are trained and supervised.*

|  |
| --- |
|  |

2.1 **Training curricula**

🗐 **Please submit a copy of the latest curriculum/a.**

**3. The role of the Baby Friendly lead**

|  |  |
| --- | --- |
| Summary of roles and responsibilities |  |
| Hours worked  |  |
| Support provided for the lead (by key workers for example) |  |
| Who do they report to? |  |
| Please describe the management structure (or attach an organogram of the structure) |  |

**4. Results of your latest audit of staff**

*Please tell us about how you audit and evaluate the service(s) you provide for families in your area.*

|  |
| --- |
|  |
| Do you use the Unicef audit tool? | Yes/No |
| Who carries out the audits?  |  |
| What happens to the audit results?  |  |

*Please use the results of your most recent audit to complete the table below.*

Please note that your audit should have been carried out on a random sample of staff from across all of the children’s centres (or all staff), not just on those who have completed the training. The question numbers below relates to the responses on the relevant page of the audit tool.

|  |  |  |
| --- | --- | --- |
| **Number of staff interviewed who answered questions at each level** | Only Level 1 |  |
| Level 1 and Level 2 |  |
| Level 1,2,3 |  |

|  |  |
| --- | --- |
| **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/2f. 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 |  |

|  |
| --- |
| **Coronavirus, Covid -19***Please tell us about Covid-19 locally, including actions taken to mitigate the impact for staff training and outcomes for babies, mothers and families.* |
|  |

🖉 **Signature page 1: Stage 2 assessment**

**The role of managers in ensuring that staff are able to implement the policy**

The management team is expected to take responsibility for ensuring that the standards are implemented in their centres. At Stage 2 each manager will be asked about how they do this. Please also ask each manager to sign their commitment and submit in advance of the assessment. *Please obtain signatures from each relevant manager and print/photocopy this page if more boxes are needed.*

|  |  |
| --- | --- |
| **Name of children’s centre:** |  |
| **I confirm that it is my intention to ensure that** * **all staff working in this area are adequately trained to implement the policy**
* **implementation of the policy is audited regularly and action taken to improve practice when this falls below the standard required by the policy**
 |
| **Name:** |  |
| **Job title:** |  |
| **Signed:** |  | **Date:** |  |

|  |  |
| --- | --- |
| **Name of children’s centre:** |  |
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* **implementation of the policy is audited regularly and action taken to improve practice when this falls below the standard required by the policy**
 |
| **Name:** |  |
| **Job title:** |  |
| **Signed:** |  | **Date:** |  |

|  |  |
| --- | --- |
| **Name of children’s centre:** |  |
| **I confirm that it is my intention to ensure that** * **all staff working in this area are adequately trained to implement the policy**
* **implementation of the policy is audited regularly and action taken to improve practice when this falls below the standard required by the policy**
 |
| **Name:** |  |
| **Job title:** |  |
| **Signed:** |  | **Date:** |  |

🖉 **Signature page 2: Stage 2 assessment**

|  |
| --- |
| **Declaration by Head of Children’s centres** |
| **Standard 4 – Ensure that there is no promotion of breastmilk substitutes, bottles, teats or dummies in any part of the facility or by any of the staff** |

The Head of Children’s Centres is asked to confirm adherence to the International Code of Marketing of Breast-milk Substitutesand sign the declaration for this application form.

|  |  |
| --- | --- |
| **Name of facility/ children’s centres:** |  |
| **I confirm that we will fully implement the International Code of Breast-milk Substitutes (and subsequent relevant WHA resolutions)****I confirm that the information in this application form is accurate, to the best of my knowledge** |
| **Name:** |  |
| **Job title:** |  |
| **Signed:** |  | **Date:** |  |

**This application should be sent to the Baby Friendly office at least three months in advance of your assessment to** **bfi@unicef.org.uk**

**Submission checklist for Baby Friendly leads**

**Stage 2 assessment: Children’s centres**

Finally, prior to applying for a Baby Friendly assessment, it is important to make sure that the facility is adequately prepared in order to make sure of the best possible chance of meeting all of the standards and avoid as far as possible the need for follow-up. Completing the following checklist will help to make sure you are as well prepared as possible.

Before submitting, have you:

* Made sure that all of your documents address the relevant standards – check the [Guide to the Baby Friendly Initiative Standards](https://www.unicef.org.uk/babyfriendly/baby-friendly-resources/guidance-for-health-professionals/implementing-the-baby-friendly-standards/guide-to-the-baby-friendly-initiative-standards/)
* Made sure that you have addressed all of the recommendations from the Stage 1 report and can provide evidence of this for the visiting assessor (if relevant)
* Ensured that all new staff have been introduced to the policy and that you have documentary evidence of this
* Ensured that *at least* 80% of your staff completed *all elements* of the training programmeand that you have documentary evidence of this
* [Audited](http://www.unicef.org.uk/BabyFriendly/Resources/Guidance-for-Health-Professionals/Audit/Audit-tools-to-monitor-breastfeeding-support/) a sample of staff from across *all children’s centres* by conducting interviews with a randomly selected sample of staff
* Addressed any issues identified by the audit and then re-audited a further sample of staff

🗐 **Please send this form via email to** **bfi@unicef.org.uk** **at least three months in advance of your assessment dates.**

🗐 Two weeks prior to the assessment please send your staff lists securely – see guidance document for more information

🗐 Please make sure staff (Level 3) have access to a doll for their interview.

**Checklist of documents to be submitted two weeks in advance of the assessment:**

|  |  |  |
| --- | --- | --- |
| ✓ | **Section** | **Document** |
|  | **N/A** | A copy of the latest infant feeding policy |
|  | **3** | Staff education records |
|  | **4** | Latest training programme/curriculum/a |
|  |  | Staff lists – to be sent securely |
|  |  | Signature pages – signed commitment from managers and Head of Children’s Centres |

**Checklist of documents to be available to assessors during Stage 2 assessment**

|  |  |  |
| --- | --- | --- |
| ✓ | **Section** | **Document** |
|  | **2** | Records of how new staff are introduced to the policy |
|  | **3** | Staff education records |