**Timetable and senior staff interviews – Gold assessment**

Please use this table to send your lead assessor details of the staff available to interview during your assessment. We ask that the Baby Friendly lead be available throughout the day in case of queries. The Head of Service and Guardian will be interviewed in the afternoon of the Gold assessment day, we suggest at 14.30 and 15.00. Feedback will be provided at 16.00.

*The information provided will only be used in relation to this assessment; 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/)

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| **Name of your organisation:** |  | **Date of assessment:** |  |

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| **Timetable – Gold Assessment day** | | |
| **Time** | **Activity** | **Contact name/number** |
| 09.00-13.30 | Assessor/s will review application form and additional documents.  Please can the Baby Friendly lead be available in case of queries. |  |
| 14.00 | Interview Baby Friendly lead |  |
| 14.30 | Interview HOS |  |
| 15.00 | Interview Guardian |  |
| 16.00 | Feedback |  |

If you had completed the manager training and a selection of managers were interviewed as part of your re-assessment, there is no need to complete the box below. If that is not the case we will select a further 2-3 managers (average size service). Once we have let you know the date on which these will happen (it may not be on the same day as the assessment), please complete the following with details of all managers available on that day and submit so we can let you know which managers we will interview.

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| **Managers**  *Please tell us the names of all other managers and their area of responsibility.*  *If you are unsure who to include, we are looking for managers who line manage staff and will take responsibility to ensure they attend the manager training or will manage issues such as non-compliance with the policy. Please also include specialist staff such as practice development, consultant midwives/health visitors etc. We will let you know in advance of the assessment which managers have been chosen and suggest a time for them to be called.* | | | |
| **Name** | **Area/team** | **Phone number** | **Date/Time (TBC)** |
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