**Timetable for staff interviews – Remote assessment**

Please use this table to plan the assessment including the schedule for the staff interviews. Please submit details of the staff available to interview during your assessment two weeks in advance of the assessment (see [staff lists grid](https://www.unicef.org.uk/babyfriendly/wp-content/uploads/sites/2/2018/03/Staff-lists-Stage-2-or-Re-assessment.docx)).

For non-hospital based staff we will pre-select the staff to be interviewed and give you one week notice to plan interview times. Staff providing direct care should be allocated a **30 minute** slot. Hospital based staff will be selected on the day. The Head of Service and other relevant senior staff should be asked to find time in their diary for interview with **Assessor 1**. **40 minutes** should be allowed for these interviews so you may need to amend the timings in the table. We ask that the Baby Friendly lead be available throughout the assessment in case of queries.

This format should work for most services, for smaller or larger services, this may be adapted if needed following a discussion with one of the Baby Friendly team. Please note – not all slots will be filled, we have provided additional slots to enable some flexibility for appointment bookings.

Video calls for staff interviews / meetings

Once your lead assessor confirms the interview slots on the timetable, you should set up meeting invites for each slot. Please invite all of the assessment team to each interview slot. We suggest also listing their contact details in the grid below.

You will need to check what technology you have access to for video calls, for example Microsoft Teams, Skype for Business or Zoom etc. If you have not set up video calls before please ensure you have plenty of time to check with your IT team. It may also be helpful to set up some practice sessions. It is important to ensure that your video link can be accessed externally by the Baby Friendly assessors.

**Sending the timetable**

Please use the following grids to submit the timetable to the Baby Friendly office so they can be accessed by your assessment team.

Sending data such as names and contact details should be done securely;

* We strongly recommend you send the files via a secure file sending system and password protect the document. Please avoid sending the lists via email without any encryption.
* You may wish to use the Box upload link to send the file (see guidance below) or your own internal IT department may have a preferred approach or system to use. Allowing plenty of time to research and finalise safe sending of the data will help avoid delay and potential threat to us being able to carry out your assessment effectively.

To send us these files directly, please visit this uploading page on our website

[unicef.org.uk/BabyFriendly/Health-Professionals/going-baby-friendly/Health-professionals-contact-us/](http://www.unicef.org.uk/BabyFriendly/Health-Professionals/going-baby-friendly/Health-professionals-contact-us/)



Select ‘choose file’ and select the file you’d like to send from your computer.

Add details in the description box to include your organisation name and dates of assessment.

Add your email address, so we know who has sent the file and who to contact with any queries. You can send additional files by returning to the link again.

If you have password protected the file, please call or email the Baby Friendly office to give the password for the files you’ve sent.

**If you are unable to use this uploading page, please send the files by any secure method used by your organisation and ensure the files are password protected**

*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/)

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

|  |  |
| --- | --- |
| **Assessor 1** | **Assessor 2/3** |
| **Time****Day 1** | **Activity****(e.g. staff interview, manager interview)** | **Contact name/phone number/email** | **Time****Day 1** | **Activity****(e.g. staff interview, manager interview)** | **Contact name/phone number/email** |
| 09.00 | Introductory meeting |  | 09.00 | Introductory meeting |  |
| Assessors liaise, review paperwork | 10.00 | Assessors liaise, review paperwork |
| 10.30 |  |  |
| 11.00 | Baby Friendly Lead |  | 11.00 |  |  |
| 11.30 | Break | 11.30 | Break |
| 12.00 |  |  | 12.00 |  |  |
| 12.30 |  |  | 12.30 |  |  |
| 13.00 | Lunch | 13.00 | Lunch |
| 13.30 |  |  | 13.30 |  |  |
| 14.00 |  |  | 14.00 |  |  |
| 14.30 |  |  | 14.30 |  |  |
| 15.00 | Break | 15.00 | Break |
| 15.30 |  |  | 15.30 |  |  |
| 16.00 |  |  | 16.00 |  |  |

|  |  |
| --- | --- |
| **Assessor 1** | **Assessor 2/3** |
| **Time****Day 2** | **Activity** | **Contact name/phone number/email** | **Time****Day 2** | **Activity** | **Contact name/phone number/email** |
| 09.00 |  |  | 09.00 |  |  |
| 09.30 |  |  | 09.30 |  |  |
| 10.00 |  |  | 10.00 |  |  |
| 10.30 | Break | 10.30 | Break |
| 11.00 |  |  | 11.00 |  |  |
| 11.30 |  |  | 11.30 |  |  |
| 12.00 |  |  | 12.00 |  |  |
| 12.30 |  |  | 12.30 |  |  |
| 13.00 | Lunch | 13.00 | Lunch |
| 13.30 | Scoring | 13.30 | Scoring |
| 14.00 | Assessor discussion | 14.00 | Assessor discussion |
| 15.00 | Discussion with Baby Friendly Lead | 15.00 | Discussion with Baby Friendly Lead |
| 15.30 | Feedbackmeeting |  | 15.30 | Feedbackmeeting |  |
| 16.00 | Close | 16.00 | Close |