



Guidelines - Completing your application

There are six steps for the online application and all steps need to be completed in one session. If you stop before completing the final step your input will be lost and you'll need to re-enter the information.

Please use these guidelines to familiarise yourself with what information is required before proceeding with the online application. The online form should only take 15-20 minutes to complete if you have the relevant information to hand.

In order to scroll between pages, please use the boxes next and previous at the bottom of the screen.

Items that are marked with an asterisk * will appear as part of your entry on the Baby Café website www.thebabycafe.org

The application information is used to assess suitability for a Baby Café, to provide core data to enable evaluation of the services and to ensure the service is staffed appropriately to protect and safeguard all staff, volunteers and service users.

If you need any further help you can call 0208 752 2324

Completing the online form

Access the Online Application Form using the link provided in the application guidelines e-mail we sent you, or from the Guidelines: Preparing to apply.

Step 1 of 6

Name and email address: So that we can contact you if there are any queries about the application.

Data Protection – Fair Processing Notice

Any personal and sensitive data that you provide will be processed by NCT in accordance with the requirements of the Data Protection Act 1998.

NCT will use the information you provide for the purpose of assessing the eligibility of your application for a Baby Café. If your application is accepted, then items marked * will be displayed on the Baby Café website.

NCT will never sell or disclose information that identifies you to a third party. To view our full privacy statement, please go to www.nct.org.uk/privacy

Please ensure you have read our web page Guidelines: Preparing to apply (<http://www.thebabycafe.org/set-up-a-cafe/guidelines-preparing-apply/>) and that you agree to the Licence Agreement terms, available to download from that page. More questions? Call 0208 752 2324

Step 2 of 6

Baby Café Facilitator details

The Baby Café Facilitator is the person who:

- Is responsible for the Baby Café drop-in
- Is present at the majority of the Baby Café sessions
- Is the main point of contact with Baby Café head office

*Name: Full name of the proposed Baby Café Facilitator

*Job title: Examples include:

Health Visitor, Midwife, Lactation Consultant, Registered Nurse, Infant Feeding Coordinator,

Midwifery Support Worker, Family Support Worker, Children's Centre Worker, Children's Centre Manager, Community Nursery Nurse, Health Coordinator, Social Worker, Private Sector Worker, Breastfeeding Counsellor (please specify whether NCT, BfN, ABM, LLL, other) Breastfeeding Co-ordinator, Breastfeeding Lead, etc.

Tel No: Telephone and or mobile number for the facilitator

E-mail address: This should be the e-mail account the facilitator accesses most often. Baby Café will communicate most often by e-mail with updates on clinical and health professional developments, new resources and organisational developments.

Organisation the facilitator works for:

Address: This is the postal correspondence address where Baby Café head office can send postal communication. Please include the postcode.

Academic qualifications:

Please specify the facilitator's highest level of academic qualification.

Drop-down menu:

- GCSE/O-Level/Scottish Standard Grade/NVQ Level 1 or 2
- A-Level/Scottish Higher/NVQ Level 3
- Diploma

- First Degree
- Postgraduate study
- Doctorate
- Other - specify

***Breastfeeding qualifications:**

Please provide examples of any other up-to-date qualifications and/ or relevant CPD and recent experience of supporting breastfeeding women and their families, for example:

- Breastfeeding Counsellor with NCT, ABM, LLL, BFN
- IBCLC - Certified Lactation Consultant
- Train the trainer, trainer for UNICEF
- Peer support trainer or peer supporter (please state which organisation)
- Attendance at any breastfeeding conferences (UNICEF or any others), running local support groups.

Experience supporting breastfeeding mothers:

Please choose the category which best describes the facilitator's level of experience.

- 6-12 months
- 1-3 years
- 3-5 years
- 5-10years
- 10 years+

If the facilitator has previous experience of working within a Baby Café, please specify Baby Café name and length of time working within it.

Step 3 of 6

Other Baby Café staff and volunteers

Please give details about who will else will support you with the Baby Café sessions, and stand-in to cover holidays/absence

Name: Full name of the proposed stand-in Baby Café Facilitator.

Job Title, Tel no. and E-mail address: As per step 2

Breastfeeding support qualifications & experience: (selections as per step 2)

Other staff

Please specify what other staff members are involved in the delivery of the service.

Options listed are:

- Trained breastfeeding counsellors
- Trained peer supporters
- Children's centre staff
- General volunteers (helping with meeting/greeting mums, teas/coffees/setting up/clearing away)
- Other staff (please specify)

How many team members are volunteers? _____

Step 4 of 6

Details of your proposed Baby Café

*Baby Café Name: Please choose a name that will distinguish it from other Baby Café services in the area and enable mothers to more accurately identify the location.

Most names prefix Baby Café, e.g.

Calderdale Baby Café

East Children's Centre Baby Café, Peterborough

*Venue: The venue details where the Baby Café session will be held.

Please include the postcode details so we can create a map link on your website page.

*Telephone and e-mail: These are the details you would like published on your web page so mothers can contact you to find out more.

Please select the venue type – drop down menu:

- Children and family centre
- Leisure centre
- Community hall
- Church hall

- Public health/education room
- Hospital ward
- Private sector
- Other (please specify)

Venue facilities

Tick all facilities you have available, eg Baby Change, Disabled toilets, and use the “other” box to tell us about any other facilities

Venue facilities:

- Baby change
- Private space
- Disabled toilets
- Place to park buggies
- On a bus route
- Close to shops
- Other health / Family services
- Affordable car park or off-street parking
- Translation / Interpretation facilities

Proposed launch details

*Date first open to the public: You may choose to open the Baby Café but have a launch on a later date

***Baby Café opening times**

Please include day of the week and opening times (a Baby Café session is typically a couple of hours long).

*Provision – how often will the café be open, eg Every week of the year, during school term time only, etc. (NB: The licence fee is an annual fee and there are no reductions for part-time service provision.)

Facebook group – please let us have a note of your Facebook group address, if you have one.

NB: The licence fee is an annual fee and there are no reductions for part-time service provision.

Step 5 of 6

Finance contact

Please provide contact details for your accounts department or person responsible for payments. We will send our initial registration invoice and annual renewal invoices to this contact. If these details change, you are responsible for letting us know in order to ensure efficient payment of invoices.

Name: Person who processes the invoice

Position:

Address: Invoicing address, including postcode

Tel No & E-mail address:

Purchase order : Please check with your finance contact if they require a purchase order number, and if they do, tick the first box, and a box will appear below for the PO number.

Funding

Source of funding — please tick the box most appropriate to describe your funding: Charity; Children and Family centre; Children's services; Grant- give details of where the grant is from in the box below; Department of Health; Donations; Fundraising; GP Consortium; Health Boards; Local council NHS Trust; Private sector; Other – please specify.

Step 6 of 6

Links to health care services

Why we need this information:

1. Clinical, public health and social issues that arise during a Baby Café session need to be promptly and appropriately dealt with. These may include referral and/or follow-up with other health and social care services. It is vital that Baby Café staff can demonstrate effective partnership working, to safeguard mothers and babies accessing a Baby Café.
2. Health professionals provide frontline services to all families throughout the year and are ideally placed to signpost parents to a Baby Café service.

Please give details about how mothers accessing the drop-in will be referred and describe the links with local health professionals.

Please tick all boxes which describe your links to health care services:

- I am employed as a clinician in the health service, have the appropriate referral skills and will refer directly whilst in session
- The venue has links into the health service and has a designated health visitor/midwife who we liaise with
- The venue has links and referral pathways to the community health care team
- We have regular meetings with the breastfeeding lead and health teams
- Our team is made up of representatives from the health service as well as breastfeeding counselling services.
- We work in partnership with the infant feeding team
- We meet regularly in a problem solving clinic and can evaluate and review on a regular basis
- We are part of a health strategy group that meets regularly
- We are part of a breastfeeding strategy group that meets regularly
- We work closely with the family nurse partnership who can refer

If this Baby Café service is part of UNICEF Baby Friendly in the Community in your area please tick the checkbox

Other services provided by your Baby Café

Examples of other supporting services related to breastfeeding include:

Resources table with information leaflets, books/DVDs to loan

Breast pump loan

Local Baby Friendly Directory

Maternity bra fitting

Prescribing nurse on site

Crèche facility

Peer supporter programme

Tick this box if you are interested in receiving more information about NCT Peer supporter training.

You can also tell us if you would like to know more about peer supporter programmes.

Any other information

Anything else you would like to tell us about your application.

Submit your application!

A confirmation e-mail will be automatically sent to the address given in step one.

We will get in touch with you directly as soon as possible after that.