

Appendix 6.9: Facilitation contacts interview at 1, 3, 4/5 and 8 months



1 MONTH IPB + FACILITATION INTERVIEW SCHEDULE

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STUDY M3 – HELPING CHILDREN'S CENTRES TO ENHANCE HOME SAFETY WITH FAMILIES: 1 Month INTERVIEW SCHEDULE.

Interviewers will have a copy of the questionnaire completed by the Children's Centre staff member relevant to the time point of the interview. Interviewers should have a copy of the IPB to hand to refer to during the interview if necessary. The interviewer will remind the interviewee of the question and their responses on the questionnaire and ask the questions from this schedule which begin "If answered yes/no on the questionnaire".

Questions
<p>1. Thinking about the training session run by us, are there any matters that you feel are not clear or about which you would like more information?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> Can you tell us about what you are unsure about/need information on?
<p>2. Did you start making your implementation plan at the first training session with us?</p> <p>If answered 'no' on questionnaire:</p> <ul style="list-style-type: none"> Have you done any work on it since the training session? Are you able to say when you expect to have a plan?

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<p>3. Have you now finalised your implementation plan?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> Is this a written plan? Can we have a copy, please? Can you tell us about it/give us some details, please? Have you made any changes to your original plan and timetable? What changes and why? In retrospect, what do you think might have been helpful in supporting you to develop it? (Go through implementation plan template.) <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> What stage is it at? Has anything stopped you? Do you know when you might finalise your plan?
<p>4. Have you used or are you using the IPB in any way at all?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> Can you tell us what you have done since the first training/session you filled in the questionnaire, please? <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> When will you be able to do anything with the IPB?
<p>5. Have you had any problems or difficulties in relation to using the IPB?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> Can you describe them, please? What hasn't gone as well as you hoped it would? What would you like to see working better?

<p>6. Has anything gone particularly well in relation to using the IPB?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • What sort of things have gone well? • Can you give us examples, please?
<p>7. Do all your staff who work face-to-face with parents in the Centre know about the IPB?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • Which staff are these? <i>Eg., job titles and numbers of staff?</i> <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> • Do you intend that all staff who work face-to-face with parents will know about the IPB? • If answers NO to this: - can you tell us why you have made this decision?
<p>8. Have any staff, other than those who attended the first training session, been trained in getting the fire safety messages across? (For researchers info the safety messages are on pp 15 & 16 in the IPB – in case anybody asks us what they are and where they can be found.)</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • Which staff are these and why? <i>Eg. job titles and numbers of staff.</i>
<p>9. Are there some staff who are more enthusiastic than others about using the information in the IPB?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • Do you know why this might be?

<p>10. Have you had contact with staff from the Fire and Rescue Service since the training session?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • Please describe this contact. <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> • Please can you tell us why? • Has something stopped you from having contact with them?
<p>11. Have you had contact with staff from other multi-agency partners in delivering the sessions, or in getting fire safety messages across, since the training session?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • Which staff and in what capacity? <i>(record job titles, numbers of staff, what the contact involved)?</i> • Are these staff those who your Children's Centre usually engages with?
<p>12. Have you made any plans to run any group sessions for parents?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • What have you done? • What are your plans? • What sort of group sessions are these and how many/how often? <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> • Please can you tell us why? • Has something stopped you from running group sessions (ask them to describe what has stopped them)? <i>(Then go to question 16)</i>

13. Was it difficult to get the families to attend the group session(s)?

If answered yes on questionnaire:

- Can you tell us about this, please?
- Have you managed to overcome the difficulties? If yes, how?
- How have parents responded to the session(s)? (This may include: interested, good discussion, own examples of accidents/injuries, changes they have or will make.)

If answered no on questionnaire:

- Why do you think this hasn't been difficult?

14. Have there been any difficulties recording which of the recruited families in the study have attended group sessions?

If answered yes on questionnaire:

- Please can you tell us why?
- Can you tell us what you have tried, please?

If answered no on questionnaire:

- Can you describe how you will be/have been doing this please?

15. Have there been any difficulties recording on the activity logs those families in the study who have attended group sessions?

If answered yes on questionnaire:

- Please can you tell us why?
- Can you tell us what you have tried, please?

If answered no on questionnaire:

- Can you describe how you will be/have been doing this please?

16. Have you tried, or are you planning, to get the fire safety messages across to recruited families in any ways other than in group sessions, eg., 1-1 and/or outreach work/groups?

If answered yes on questionnaire:

- Can you describe how you will/did this?

If answered no on questionnaire:

- Please can you tell us why?
- Has something stopped you from trying to do this?

17. Have there been any difficulties recording on the activity logs those families in the study who have received the fire safety messages other than in group sessions, eg., 1-1 and/or outreach work/groups?

If answered yes on questionnaire:

- Can you tell us about this, please?
- Can you tell us what you have tried?

If answered no on questionnaire:

- Can you describe how you will be/have been doing this?

18. Have families outside the recruited families received the fire safety messages, eg. have they been disseminated to the wider Centre users, eg., 1-1 and/or outreach work/groups?

If answered yes on questionnaire:

- Which families?
- Are they families from particular sections from your community, eg., ethnic groups, English not first language, young parents etc?
- How have the messages been delivered?
- Do you know how many families? Record total to date.....

19. Have you made a plan for how you will evaluate getting fire safety messages across?

If answered yes on questionnaire:

- Please can you tell us about your evaluation (and give us details)?

If answered no on questionnaire:

- Please can you tell us why?
- Has something stopped you from making a plan – please describe?

20. Have you a plan to ensure that the fire safety messages are delivered consistently and not distorted?

If answered yes on questionnaire:

- Can you tell me about how you are doing this, please?

If answered no on questionnaire:

- Please can you tell us why?
- Has something stopped you from making a plan?

21. Have you used any of the exercises from the IPB with families?

If answered yes on questionnaire:

- Which one(s) did you use?
- Why did you choose these?
- Have you got any plans to use any of the other exercises in the IPB?
- If yes, which ones and why?

If answered no on questionnaire:

- Please can you tell us why?
- Has something stopped you from using the exercises?

22. Has there been anything that you have found helpful in delivering the sessions, or in getting the fire safety messages across, that you would like to share with other Centres?

If answered yes on questionnaire:

- Ask them to describe and collect vignettes/scenarios.

23. Have there been any negative effects of delivering the sessions and the content of them, or in getting fire safety messages across, or either yourselves or for the parents? (eg. a parent becomes upset because they had experienced a fire.)

If answered yes on questionnaire:

- Can you tell us about them, please?

24. Is there anything else that we could do to help you start planning or running sessions or in getting the fire safety messages across?

If answered yes on questionnaire:

- Can you tell us what we could do, please?

25. Is there anything else that you would like to tell us about the project and/or your experience in being part of it?

NOT TO BE USED WITHOUT PERMISSION

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**STUDY M3 – HELPING CHILDREN'S CENTRES TO ENHANCE HOME SAFETY WITH FAMILIES:
3 – 8 MONTH INTERVIEW SCHEDULE.**

Interviewers will have a copy of the questionnaire completed by the Children's Centre staff member relevant to the time point of the interview. The interviewer will remind the interviewee of their responses on the questionnaire and ask the questions from this schedule which begin "If answered yes/no on the questionnaire"

Questions
<p>1. Have you now finalised your implementation plan?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • Is this a written plan? • Can we have a copy, please? • Can you tell us about it/give us some details, please? • Have you made any changes to your original plan and timetable? If yes, what changes and why? • In retrospect, what do you think might have been helpful in supporting you to develop it? (Go through <i>implementation plan template</i>.) <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> • What stage is it at? • Has anything stopped you? • Do you know when you might finalise your plan?

Questions
<p>2. a) Have you done anything further in relation to the IPB since you last filled in the questionnaire, a couple of months ago?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • Can you tell us what you have done since you last filled in the questionnaire, please? <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> • When will you be able to do anything further with the IPB?
<p>3. Have you had any problems or difficulties in relation to using the IPB?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • Can you describe them, please? • What hasn't gone as well as you hoped it would? • What would you like to see working better?
<p>4. Has anything gone particularly well in relation to using the IPB?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • What sort of things have gone well? • Can you give us an example, please?
<p>5. Do all your staff who work face-to-face with parents in the Centre know about the IPB?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • Which staff are these? Eg., <i>job titles and numbers of staff</i>? <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> • Do you intend that all staff who work face-to-face with parents will know about the IPB? • If answers NO to this: can you tell us why you have made this decision?

IPB + FACILITATION 3 – 8 MONTH INTERVIEW SCHEDULE

Questions
<p>6. Have any staff, other than those who attended the first training session, been trained in getting the fire safety messages across? (If they ask what we mean, see pp 15 & 16 in the IPB.)</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> Which staff are these and why? <i>Eg., job titles and numbers of staff.</i>
<p>7. Are there some staff who are more enthusiastic than others about using the information in the IPB?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> Do you know why this might be?
<p>8. Have you had contact with staff from the Fire and Rescue Service since you last filled in the questionnaire?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> Please describe this contact. <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> Please can you tell us why? Has something stopped you from having contact with them?
<p>9. Have you had contact with staff from other multi-agency partners in delivering the sessions, or in getting fire safety messages across, since you last filled in the questionnaire?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> Which staff and in what capacity (record job titles, numbers of staff, what the contact involved)? Are these staff those who your Children's Centre usually engages with?

IPB + FACILITATION 3 – 8 MONTH INTERVIEW SCHEDULE

<p>10. Have you made any plans to run, or are you already running, any group sessions for parents?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> What have you done? What are your plans? What sort of group sessions are these and how many/how often? <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> Please can you tell us why? Has something stopped you from running group sessions? (Ask them to describe what has stopped them. Then go to question 13.)
<p>11. Was it difficult to get the families to attend the group session(s)?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> Can you tell us why this was, please? Have you managed to overcome the difficulties? If yes, how? How have parents responded to the session(s)? (This may include: interested, good discussion, own examples of incidents/injuries, changes they have or will make.) <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> Why do you think this hasn't been difficult?
<p>12. Have there been any difficulties recording on the activity logs those families in the study who have attended group sessions?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> Please can you tell us why? Can you tell us what you have tried, please? <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> Can you describe how you will be/have been doing this please?

IPB + FACILITATION 3 – 8 MONTH INTERVIEW SCHEDULE

13. Have you tried, or are you planning, to get the fire safety messages across to recruited families in any ways other than in group sessions, eg., in one-to-one and/or outreach work/groups?

If answered yes on questionnaire:

- Can you describe how you will/have done this?

If answered no on questionnaire:

- Please can you tell us why?
- Has something stopped you from trying to do this?

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If answered yes on questionnaire:

- Can you tell us about this, please?
- Can you tell us what you have tried?

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If answered yes on questionnaire:

- Which families?
- Are they families from particular sessions from your community, eg., ethnic groups, English not first language, young parents, etc?
- How have the messages been delivered?
- Do you know how many families? Record total to date:

IPB + FACILITATION 3 – 8 MONTH INTERVIEW SCHEDULE

16. Have you made a plan for how you will evaluate getting fire safety messages across?

If answered yes on questionnaire:

- Please can you tell me about your evaluation (and give me details)?

If answered no on questionnaire:

- Please can you tell us why?
- Has something stopped you from making a plan – please describe?

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If answered yes on questionnaire:

- Which one(s) did you use?
- Why did you choose this one/these?
- Have you got any plans to use any of the other exercises in the IPB?
- If yes, which ones and why?

If answered no on questionnaire:

- Please can you tell us why?
- Has something stopped you from using the exercises?

IPB + FACILITATION 3 – 8 MONTH INTERVIEW SCHEDULE

<p>19. Has there been anything that you have found helpful in delivering the sessions, or in getting the fire safety messages across, that you would like to share with other Centres?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none">• Ask them to describe and collect vignettes/scenarios.
<p>20. Have there been any negative effects of delivering the sessions and the content of them, or in getting fire safety messages across, for either yourselves or for the parents? (eg. a parent becomes upset because they had experienced a fire.)</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none">• Can you tell us about them, please?
<p>21. Is there anything else that we could do to help you start planning or running sessions or in getting the fire safety messages across?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none">• Can you tell us what we could do, please?
<p>22. Is there anything else that you would like to tell us about the project and/or your experience in being part of it? Please state below.</p>