



The University of
Nottingham

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Evaluation of the National Safe At Home Scheme

RESEARCH TOOL SUPPLEMENT to the Final Report

Produced for the Royal Society for
the Prevention of Accidents by:

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This research tool supplement is to be read in conjunction with the Final Report of the Evaluation of the National Safe At Home Scheme, produced April 2011.

The National Scheme operated between February 2009 and March 2011. Targeting families with children under 5 years of age, residing in areas of England at higher risk of injury. The scheme provided:

- Home safety checks
- Free safety equipment
- Free installation of equipment
- Family education
- Professional training

The evaluation employed multiple methods to assess the effectiveness, appropriateness and reach of the National Scheme. Research tools used in this process are provided within this supplement. Requests to use these tools in original or modified format should be made to:

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Contents

	PAGE
Appendix F: Initial process evaluation – interview schedules	4
Appendix G: Later stage process evaluation – scheme leader survey	20
Appendix H: Evaluation grid for observations of professional training	33
Appendix I: RoSPA evaluation form for training participants	35
Appendix J: Case studies - Interview schedule for scheme leaders	38
Appendix K: Family survey	46
Appendix L: Proforma for expert’s review	57

INTERVIEW SCHEDULE FOR DCSF REPRESENTATIVE

Introduction – *personal introduction to interviewer*

Rationale – *interviewer reiterates purpose of interviews – gathering early stage process information to feed into evaluation of "Safe At Home" from representatives of key agencies.*

Specific aims: experience so far, what has worked well, areas for improvement, future developments.

Consent – *interviewer requests verbal consent for contact to be interviewed – advise that consent can be withdrawn at any stage. Final report will not attribute responses to individuals or organisations but will refer to these by project type/setting.*

Duration – *anticipate 10-15 minute telephone/face to face conversation, appreciate giving your time to contribute.*

Brief overview of interviewee's personal involvement/role within Safe At Home:

Rolling out Safe At Home

1. What has been your experience of the first 12 months of operation for Safe At Home?

Live schemes

2. What are your views on the current uptake by local participants?

(number of live schemes, non-participants – any ideas why not?, any problems encountered?)

Communication

3. What are your views on the Safe At Home website?

Using a scale from 1-5 where 1 is poor and 5 is excellent, how would you rate this for:

Ease of use	1	2	3	4	5
Value of content	1	2	3	4	5

4. How do you feel that the Safe At Home initiative is doing in maintaining a profile and sustaining interest amongst the child safety community?

Working in Partnership

5. What are the benefits to DCSF of being involved in Safe At Home?
6. What is your experience of working in partnership with RoSPA on Safe At Home?

(what has gone well, any barriers?, suggestions for improvement)

Achievements

7. What do you think have been the key achievements for Safe At Home (what has gone well?)

(prompt: why – facilitators?)

8. Is there anything that hasn't been so successful? Details...

(prompt: why – barriers?)

9. Any suggestions as to how things might have been done differently/better?

Future direction

10. What do you see as the priorities for Safe At Home over the next 12 months?*(prompt: barriers/facilitators)*

11. Overall, what is your view on the establishment of a **national** scheme for the provision of home safety equipment (as compared to individual schemes run at a local level?)

Any other comments?

Thank you for taking part. We will provide feedback to all participants once the initial interviews are completed.



Introduction – personal introduction to interviewer

Rationale – interviewer reiterates purpose of interviews – gathering early stage process/impact information to feed into evaluation of "Safe At Home" from representatives of current schemes.

Specific aims: experience so far, what has worked well, problems encountered/suggested improvements.

Consent – interviewer requests verbal consent for contact to be interviewed – advise that consent can be withdrawn at any stage. Final report will not attribute responses to individuals or organisations but will refer to these by project type/setting.

Duration – anticipate 15 minute telephone/face to face conversation, appreciate giving your time to contribute.

Background to Scheme

i) Geographical location _____

ii) Size of scheme _____ iii) Urban/rural _____

(i)- iii) can be identified prior to interview from the website – check these as pre-ambles to interview.)

General information

1. When did you join the Safe At Home scheme?
2. Was your agency involved in a similar equipment scheme prior to this?
(details)

Application process and initial training

3. Were you involved in the initial application process? YES /NO

If Yes, what did you think of that?

(probe for barriers/facilitators)

4. Did you take part in any of the training around the home safety checks?
Y/N

(If No, go to Q5)

If Yes, what was your opinion of:

the content

the timing/duration/venue

If Yes, has the training been useful to you?

What in particular?

Any suggestions for improvement?

Running the scheme

I'd like to talk through the various stages of your involvement:

5. First of all, thinking about the way in which you process requests for fitting equipment, what has been your experience of this?

(prompt: what has gone well, any problems encountered?)

6. What about the visit to the home to fit the equipment – any problems?
(prompt: details)

7. And then thinking about the actual fitting – how has that been?
(prompt: what works well, any problems? – choice/quality, ease of fitting)

Education for families

8. How are families instructed on the use and maintenance of equipment?
9. Do you provide any additional safety education for families (verbal, written?) at the same time as the equipment is fitted?

Monitoring/evaluation

10. Do you have any arrangements in place to monitor and evaluate the effectiveness of your scheme?
(prompt: process, impact, outcome? methods used)

11. What would say has been the main achievement of your local scheme?
Barriers...

Suggestions for improvement ...

12. Are you aware of any plans to continue the scheme when the "Safe At Home" funding ends?
(prompt: details)

Any other comments?

Thank you for taking part. We will provide feedback to all participants once the initial interviews are completed.

INTERVIEW SCHEDULE FOR KID RAPT REPRESENTATIVE

Introduction – *personal introduction to interviewer*

Rationale – *interviewer reiterates purpose of interviews – gathering early stage process information to feed into evaluation of "Safe At Home" from representatives of key agencies.*

Specific aims: experience so far, what has worked well, areas for improvement, future developments.

Consent – *interviewer requests verbal consent for contact to be interviewed – advise that consent can be withdrawn at any stage. Final report will not attribute responses to individuals or organisations but will refer to these by project type/setting.*

Duration – *anticipate 10-15 minute telephone/face to face conversation, appreciate giving your time to contribute.*

Brief overview of interviewee's personal involvement/role within Safe At Home:

Rolling out Safe At Home

1. What has been your experience of the first 12 months of operation for Safe At Home?

Live schemes

2. What are your views on the current uptake by local participants?

(Prompt: number of live schemes, non-participants – any ideas why not?, any problems encountered?)

Communication

3. How is ongoing contact maintained between:
yourselves and the national Safe At Home team?
yourselves and the participating local schemes?

4. What are your views on the Safe At Home website?

Using a scale from 1-5 where 1 is poor and 5 is excellent, how would you rate this for:

Ease of use	1	2	3	4	5
-------------	---	---	---	---	---

Value of content	1	2	3	4	5
------------------	---	---	---	---	---

5. How do you feel that the Safe At Home initiative is doing in maintaining a profile and sustaining interest amongst the child safety community?

Systems/organisation

6. What has been your experience of the process of ordering equipment?
(prompt: any suggestions for improvement?)

7. What are the benefits to Kid Rapt of being involved in Safe At Home?

Working in partnership

8. What is your experience of working in partnership with RoSPA on this scheme?

(prompt: what has gone well, any barriers?, suggestions for improvement)

Achievements

9. What do you think have been the key achievements for Safe At Home
(what has gone well?)

(prompt: why – facilitators?)

10. Is there anything that hasn't been so successful? Details...

(prompt: why – barriers?)

11. Any suggestions as to how things might have been done differently/better?

Future direction

12. What do you see as the priorities for Safe At Home over the next 12 months?

(prompt: barriers/facilitators)

13. Overall, what is your view on the establishment of a **national** scheme for the provision of home safety equipment (as compared to individual schemes run at a local level?)

Any other comments?

Thank you for taking part. We will provide feedback to all participants once the initial interviews are completed.



INTERVIEW SCHEDULE FOR NON-PARTICIPATING AREAS

Introduction – *personal introduction to interviewer*

Rationale – *interviewer reiterates purpose of interviews – gathering early stage process information to feed into evaluation of "Safe At Home" from representatives of areas eligible to join the scheme but which have elected not to.*

Specific aims: why organisation hasn't joined, what they know about Safe At Home, would they re-consider joining?

Consent – *interviewer requests verbal consent for contact to be interviewed – advise that consent can be withdrawn at any stage. Final report will not attribute responses to individuals or organisations but will refer to these by project type/setting.*

Duration – *anticipate 10-15 minute telephone/face to face conversation, appreciate giving your time to contribute.*

-
1. Name of organisation
Aims(s) if appropriate
 2. Is there a home safety equipment scheme currently running in your area?
(brief details i.e. lead agency, provide and fit?)
 3. The area which you work in is eligible to participate in the National Home Safety Equipment Scheme. Were you aware of that? YES /NO
 4. At present you have decided not to participate – can you explain to me why that is?
(prompt: barriers)
 5. Are you working with any other areas which have joined the national scheme?
(prompt: Any feedback?)
 6. Have you heard anything about how the scheme is progressing?
(prompt: details)

7. Have you used the Safe At Home website? YES / NO

If yes –

Using a scale of 1-5 where 1 is “poor” and 5 is “excellent”, how would you rate the following aspects of the website:

ease of use? 1 2 3 4 5

value of the content? 1 2 3 4 5

8. Are you likely to reconsider your decision regarding joining Safe At Home in the future? (*prompt: details – barriers/facilitators*)

Is there anything that might encourage you to join?

9. Overall, what is your view on the establishment of a **national** scheme for the provision of home safety equipment (as compared to individual schemes run at a local level?)

Any other comments?

Thank you for taking part. We will provide feedback to all participants once the interviews are completed.



INTERVIEW SCHEDULE FOR SCHEME LEADERS

Introduction – *personal introduction to interviewer*

Rationale – *interviewer reiterates purpose of interviews – gathering early stage process/impact information to feed into evaluation of "Safe At Home" from representatives of current schemes.*

Specific aims: experience so far, suggestions for improvement, problems encountered/potential solutions, monitoring/evaluation, sustainability.

Consent – *interviewer requests verbal consent for contact to be interviewed – advise that consent can be withdrawn at any stage. Final report will not attribute responses to individuals or organisations but will refer to these by project type/setting.*

Duration – *anticipate 15 minute telephone/face to face conversation, appreciate giving your time to contribute.*

Background to Scheme

i) Geographical location _____

ii) Size of scheme (e.g. how many families have had equipment so far)

iii) Urban/rural _____

iv) Pre-existing/new scheme _____

(i)- iii) can be identified prior to interview from the website – check these as pre-ambule to interview. iv) can be completed post-interview from response to Q2.)

General information

1. When did you join the National Home Safety Equipment Scheme?

2. Was there already a local equipment scheme in place before you joined or has the funding enabled you to establish a new scheme?

Application process and initial training

3. Were you involved in the initial application process? YES /NO

If Yes, What did you think of that?

(probe for barriers/facilitators)

4. Did you attend the initial information workshop? YES /NO

If Yes, What did you think of it?

5. Did you take part in any of the training around the home safety checks?
YES / NO

(if No, go to Q6)

If Yes, what was your opinion of:

The content

The timing/duration/venue

If Yes, Has the training been useful to you?

What in particular?

Do you have any suggestions for improvement?

Running your scheme

I'd like to talk through the various stages of the scheme:

6. Eligibility criteria – Safe At Home have specific eligibility criteria which families should meet in order to receive equipment – are these appropriate for your scheme? *(If not, any changes you would like to see, how do you deal with families who don't fulfil the criteria?)*

7. Who conducts the home safety checks?
(experience of this process so far)

8. Do you refer clients on to other agencies at home visit? If Yes, details.

(e.g. Fire and Rescue Service re: smoke detectors, local authority building dept re: maintenance if appropriate?)

9. All the safety equipment for the scheme is ordered through RoSPA and Kid Rapt – what has been your experience of this system?

(prompt: consider time taken to process order, to deliver equipment, choice/quality of equipment, storage of equipment)

10. What arrangements do you have for fitting the equipment?

(prompt: Is this a new collaboration as a result of Safe At Home? How does it work in practice?)

Education for families

11. Thinking about the "Safe At Home" educational resources, how would you rate the following using a scale of 1-5 where 1 is very poor and 5 is excellent:

DVD	1	2	3	4	5
Height chart	1	2	3	4	5
Website:					
Ease of use	1	2	3	4	5
Value of content	1	2	3	4	5

12. What response have you had to the safety sessions for parents?

(prompt: barriers, facilitators, feedback from participants)

Monitoring/evaluation/future direction

13. Do you have any local arrangements in place to monitor and evaluate the effectiveness of your scheme?

(prompt: process, impact, outcomes; methods used, any experience with A&E data?)

14. What would say has been your main achievement since running the "Safe At Home" scheme? *(Prompt: Barriers; Suggestions for improvement)*

15. Are you aware of any plans to sustain the scheme when the "Safe At Home" funding ends?

16. Overall, what is your view on the establishment of a **national** scheme for the provision of home safety equipment (as compared to individual schemes run at a local level?)

Any other comments?

Thank you for taking part. We will provide feedback to all participants once the initial interviews are completed.

INTERVIEW SCHEDULE FOR RoSPA REPRESENTATIVE

Introduction – personal introduction to interviewer

Rationale – interviewer reiterates purpose of interviews – gathering early stage process information to feed into evaluation of “Safe At Home” from representatives of key agencies.

Specific aims: experience so far, what has worked well, areas for improvement, future developments.

Consent – interviewer requests verbal consent for contact to be interviewed – advise that consent can be withdrawn at any stage. Final report will not attribute responses to individuals or organisations but will refer to these by project type/setting.

Duration – anticipate 10-15 minute telephone/face to face conversation, appreciate giving your time to contribute.

Brief overview of interviewee’s personal involvement/role within Safe At Home:

Rolling out Safe At Home

1. What has been your experience of the first 12 months of operation for Safe At Home?

Live schemes

2. What are your views on the current uptake by local participants?

(Prompt: number of live schemes, non-participants – any ideas why not?, any problems encountered?)

Communication

3. How is ongoing contact maintained with live schemes?

(prompt: regular updates? How are enquiries handled?)

4. What are your views on the Safe At Home website?

15. Overall, what is your view on the establishment of a **national** scheme for the provision of home safety equipment (as compared to individual schemes run at a local level?)

Any other comments?

Thank you for taking part. We will provide feedback to all participants once the initial interviews are completed.

APPENDIX G



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NATIONAL SURVEY OF SCHEME LEADERS

A. Introduction

A1. **Please identify for us the scheme areas for which you have responsibility**

.....

A2. **Were you involved in a home safety equipment scheme prior to registering with Safe at Home?**

Yes No

B. Provision of home safety equipment

B1 **How do you identify families in your area that may be eligible for the Safe at Home scheme? (please tick all that are relevant):-**

Families contact the centre directly following information they have seen/heard about the scheme

Referral from staff (e.g. HV, family liaison officer, children centre staff)

The scheme is promoted to families via advertising material (e.g. posters, leaflets, etc)

Families are approached at safety training sessions

Other (please specify)

.....

B2 Do families who are eligible for equipment ever decline the offer for free Safe At Home equipment?

Yes No

If yes, what reasons are given?

B3 Who conducts the home safety checks for families in your scheme?
(please tick all that apply)

health visitors

family support workers

other Children Centre staff

other local authority staff
(please tell us the professional groups involved)

.....
staff from other agencies
(please tell us the professional groups/agencies involved)

.....

B4 Who is responsible for the installation of the safety equipment in family homes?

(please tick all that apply)

Local Authority housing service

local Home Start scheme

local independent handy person/scheme

Crestra

Welcare

Other – *(please give us details)*

.....

B5 The Safe at Home scheme offers specific items of safety equipment to families. These have been selected based on evidence of effectiveness and in order to address those injuries for which under 5's are at greatest risk. In your view, which of the following statements most appropriately describes the items provided to families in your area:

(please tick one box to show your preference)

- The safety equipment provided was suitable
- Some of the safety equipment provided was suitable
- None of the safety equipment provided was suitable

If you felt that some or all of the equipment provided was NOT suitable, please explain to us why this was

.....

.....

C. Information/advice to families

C1. Which of the following methods does your scheme use for educating families about home safety as part of Safe at Home?
(please tick all that apply)

- Group sessions for parents
- One-to-one discussions in centre/clinic
- One-to-one discussions in family home
- Other *(please give details)*

.....

Not involved in delivery of safety education †

C2. Please tell us which groups of staff have responsibility for delivery of the education sessions within your scheme

.....

.....

C3. How are families recruited for the education/information sessions?
(please tick all that apply)

Children centre staff advertise/advise families when the Safe At Home training sessions will take place and invite them along

Home safety education/advice is incorporated into our pre-existing sessions with parents

Families are approached individually and a home visit arranged to discuss safety

Safety information is provided at a routine home visit

Other (*please elaborate below*)

.....
.....
.....

C4. How often do you run the Home Safety sessions for parents that incorporate the information provided by the Safe At Home scheme?

Once a month

4-6 times per year

Twice per year

Once per year

Other (*please specify*)

.....

C5. In an average month, how many families do you deliver Safe at Home education sessions to?

.....

C6. What are the key messages contained in your education sessions?

.....
.....
.....

C7. How effective do you think the following are in preventing injuries to children under 5 years?

Activity <i>(Please tick 1 box per row)</i>	Very effective	Effective	Not very effective	Ineffective	Not sure
<u>One to one</u> home safety advice from scheme staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Group</u> home safety advice from scheme staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing leaflets (without additional advice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media campaigns on home safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing home safety equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Educational Safety Material

C8. Thinking about the Safe At Home educational resources, how would you rate the following?:

(please tick one box for each row to indicate your response)

Resource:-	Very poor	Poor	Adequate	Good	Very good	I haven't seen this
DVD	<input type="checkbox"/>					
Height chart	<input type="checkbox"/>					
Flipchart* (Keep Me Safe)	<input type="checkbox"/>					

*a new resource for professionals to use with families

C9. Thinking about the Safe At Home website, how would you rate the following?

(please tick one box for each row to indicate your response)

Website:-	Very poor	Poor	Adequate	Good	Very good	I haven't seen this
Ease of use	<input type="checkbox"/>					
Value of content	<input type="checkbox"/>					

Please use the space below for comment on the resources/website:

D. Engaging target groups

D1. **How successful do you feel that your scheme has been in targeting low-income families in your area?**
(please tick one box)

Very Effective	Effective	Satisfactory	Poor	Very poor
<input type="checkbox"/>				

D2. **Some of the families in your area may be regarded as “harder to engage” in a safety programme.**

Do you feel that Safe at Home has succeeded in including these families?

Yes No

Please detail any benefits which Safe At Home has provided in your work with harder-to-engage families

.....

.....

If there are families who you feel have not been included, please explain to us why this is

.....

.....

D3. **Did you use any of the following methods in an attempt to engage harder-to-reach families?**
(please tick all that apply)

- Advertise within the (children’s) centres
- Advertise externally
- Health Visitors/Out Reach Workers etc
- Word of mouth
- Translators/interpreters
- Other (please specify)

.....
.....

D4. Which methods did you find particularly effective and why?

.....
.....

E. Sustainability

E1. The history of home safety equipment schemes varies between localities. Which of the following best describes your situation?

(please tick one box)

There was no local safety equipment scheme operational before Safe at Home

If ticked, go to Q. E3

There had been a local safety equipment scheme but it has ceased to operate

Safe at Home enabled the continued operation of an existing safety equipment scheme

E2. If a previous scheme was running in your area, which of the following did it provide?

(please tick all that apply)

	Yes	No
Safety equipment sold at subsidised cost	<input type="checkbox"/>	<input type="checkbox"/>
Safety equipment loaned to families	<input type="checkbox"/>	<input type="checkbox"/>
Safety equipment given to families (no charge)	<input type="checkbox"/>	<input type="checkbox"/>
Equipment fitting service provided	<input type="checkbox"/>	<input type="checkbox"/>
Other (please give details)		

E3. **Are you aware of any other safety equipment schemes currently running in your area?**

Yes No

If yes, please give brief details:-

.....
.....

E4. **When Safe at Home finishes in March 2011, will you be able to:**

i) Continue offering safety equipment to families in your area? Yes
No

ii) Continue offering home safety information/advice to families in your area?
Yes No

E5. **Do you have any plans to bid for funding to run a similar scheme offering safety equipment for children in the home once Safe At Home finishes?**

Yes No

If **YES**, what stage are you at with these?

.....
.....

If **NO**, why is that?

.....
.....

E6. **Please tell us if there is anything you particularly like about the Safe at Home scheme?**

.....
.....

E7. **Please tell us if you have encountered any specific problems or limitations in being part of the scheme?**

.....
.....

E8. **How did you address this/these?**

.....
.....

E9. **If the Safe at Home scheme were to continue, would you want to take part?**

Yes No

E10. **What improvements would you like to see made to the scheme?**

.....
.....
.....

E11. Thinking about the scheme overall, do you agree or disagree with the following statements?

(please tick one box for each statement)

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Safe at Home has been a valuable part of our child safety programme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe at Home has provided opportunity for us to work with new families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe at Home has enabled us to reach harder-to-engage families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We have developed new working partnerships as a result of Safe at Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The national scheme provided good support for our local scheme	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Safe at Home is an effective way to improve home safety for young children	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E12. **Please give us your rating for the following aspects of Safe at Home:**
(please tick one box on each line)

	Very good	Good	Satisfactory	Poor	Very poor
Your fitting scheme	<input type="checkbox"/>				
Communication with the national scheme	<input type="checkbox"/>				
Training provided for scheme staff	<input type="checkbox"/>				
National Home Safety scheme overall	<input type="checkbox"/>				

F. Evaluation

F1. Do you evaluate the provision of safety equipment to families in your area?

Yes No

If NO, please go to Q F3

F2. If YES, which of the following methods do you use? (please tick all that apply):

- Written reports
- Written surveys/questionnaires
- Telephone surveys
- Face-to-face interviews or discussion groups
- Accident data

F3. Do you evaluate the delivery of home safety advice/information to families in your area?

Yes No

F4. If yes, which of the following methods do you use? (please tick all that apply):

- Written reports
- Written surveys/questionnaires
- Telephone surveys
- Face-to-face interviews or discussion groups
- Accident data

We are keen to gather as much information as possible on local evaluations. If you are able to include a copy of your evaluation, we would be very grateful, or alternatively you could provide contact details advising us how we might obtain this.

.....
.....

Additional Comments

If you have any additional comments about the National Home Safety Scheme that you would like to make, please use the space below:

***Thank you for completing this questionnaire.**

***Please return this completed questionnaire in the FREEPOST envelope to:**

Dr Tiffany Hamilton
Postdoctoral Research Fellow
Safe At Home Evaluation Group
Room B43
School of Nursing
The University of Nottingham
Medical School
Nottingham NG7 2UH

Telephone: 0115 823 7066

Email: Tiffany.hamilton@nottingham.ac.uk

If you have any queries or questions about this booklet, you can contact me by phone or email or at the above address

Appendix H

Score 1-5 where 1=very poor; 2=poor; 3= satisfactory; 4 =good; 5=very good

Training sessions – Evaluation

Date of Session	Venue
Location	Trainer
No. of Participants	

- 1. VENUE**
- ensuring that the venue is adequate in terms of: seating, lighting, heating, ventilation, audio-visual facilities, sightlines.

- 2. PLANNING**
- evidence of planning
 - evaluation included both during and after the event.

- 3. STRUCTURE and CONTEXT**
- making adequate information available about the scheme as a whole
 - putting the scheme into context
 - presenting the material in a well organised format, so that people can follow the structure or sequence
 - signposting key points clearly.

- 4. CLARITY and AUDIBILITY**
- presenting information clearly
 - ensuring that explanations are readily understood
 - ensuring that the presentation can be clearly heard, even by people at the back and sides of the room.

- 5. CONTENT AND APPROPRIATE USE OF EXAMPLES**
- using examples or illustrations whenever helpful to assist people to grasp key points
 - generating examples likely to engage with people's knowledge and interests
 - using examples that are relevant to the schemes.

- 6. HANDOUTS AND OTHER MATERIALS**
- making appropriate use of handouts or other materials
 - ensuring that these are helpful in summarising, amplifying or reinforcing the material.

- 7. AUDIO-VISUAL AIDS**
- using audio-visual aids wherever needed in conveying the subject matter and so aiding understanding.

- 8. PACE AND TIMING**
- presenting the lecture material at an appropriate speed
 - keeping to time.

- 9. ENTHUSIASM AND INTEREST**
- presenting the material in a lively and enthusiastic way
 - seeking to sustain or enhance interest in the subject-matter.

- 10. INTERACTION**
- grasping opportunities to interact with attendees - e.g. by inviting questions or comments, or by drawing upon their interests, concerns or experiences.

Comments

Reviewers Name

Adapted from: [Reviewing Your Teaching](#) • Kate Day, Ruth Grant and Dai Hounsell • Centre for Teaching, Learning and Assessment, The University of Edinburgh in association with the Universities' and Colleges' Staff Development Agency, 1998

APPENDIX I
Evaluation Report

Course Title :

Date :

Trainer;

Venue:

[NUMBER] Delegates Attended

Given marks from 1 (poor) to 4 (excellent) the total can range in any section from ? to ?

The total marks that could be achieved for the full evaluation is [NUMBER]

Total marks achieved out of [TOTAL] = **[NUMBER]** = **[PERCENTAGE]**
Course and Venue Administration

	Poor	Fair	Good	Excellent	Mark out of [TOTAL]
Quality of Joining Instructions					
Catering at Course Venue					
Suitability of training room/facilities					

Course Content, Structure and Presentation

	Poor	Fair	Good	Excellent	Mark out of [TOTAL]
Pace & Duration of Course					
Quality of Visual Aids					
Relevance of content to job					
Course Objectives met					

Trainer's Participation

	Poor	Fair	Good	Excellent	Mark out of [TOTAL]
Interpretation of subject					
Training & Presentation style					
Usefulness of case studies					
Relevance of real life examples					

Most useful part of the course

Least useful part of the course

What changes will you make as the result of this course?

What are your future training needs?

Did you feel the **pace** of the course was Too fast About right Too slow

Did you feel the **level** of the course was Too difficult About right Too easy

Did you feel the **length** of the course was Too short About right Too long

Choose **five** of these words to summarise your feelings about the course as a whole :

Positive	Negative	Other comment
Insightful interactive interesting purposeful thought-provoking helpful motivating valuable well-presented easy practical realistic logical simplistic life-changing challenging refreshing thorough	Pointless Difficult Haphazard Time-wasting Boring Irrelevant Worrying	

- C2. Home safety checks
(*who conducts these, how are families identified?*)
- C3. Fitting of equipment
(*who does this?*)
- C4. Safety education for families
(*who delivers this; method – one-to-one or group; location; frequency*)
- C5. In an average month, how many families do you deliver Safe At Home education sessions/advice to?
- C6. What are the key messages contained in your education/advice?
(*detail to allow comparison with RoSPA training*)
- C7. How effective do you think the following are in preventing injuries to children under 5 years?

**GIVE COPY OF ACCOMPANYING SHEET C7 TO INTERVIEWEE –
work through one row at a time**

Activity (<i>Please tick 1 box per row</i>)	Very effective	Effective	Not very effective	Ineffective	Not sure
<u>One to one</u> home safety advice from scheme staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>Group</u> home safety advice from scheme staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing leaflets (without additional advice)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Media campaigns on home safety	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Providing home safety equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C8. I'd like you to think about the educational resources produced by Safe At Home. How would you rate the following:

GIVE COPY OF ACCOMPANYING SHEET C8 AND C9 TO INTERVIEWEE – work through

	Very poor	Poor	Adequate	Good	Very good	I haven't seen this
Resource						
DVD						
Height Chart						
Flipchart* (Keep me safe)						

* New resource for professionals to use with families

C9. Now I'd like you to think about the Safe At Home website. How would you rate the following:

USING COPY OF ACCOMPANYING SHEET C8 & C9 – work through

Website	Very poor	Poor	Adequate	Good	Very good	I haven't seen this
Ease of use						
Value of content						

C10. Any specific comments on resources/website?

D. DIFFERENTIAL METHODS USED TO ENGAGE TARGET GROUPS

D1. How successful do you feel that your scheme has been in targeting low-income families in your area?

GIVE COPY OF ACCOMPANYING SHEET D1& D6 TO INTERVIEWEE – report selection

Very Effective	Effective	Satisfactory	Poor	Very poor

D2. Some of the families in your area may be regarded as “harder-to-engage” in a safety programme.

Do you feel that Safe At Home has succeeded in including these families?

Yes No

Please detail any benefits which Safe At Home has provided in your work with harder-to-engage families

If there are families who you feel have not been included, please explain to us why this is

D3. How do you engage harder-to-reach families?
(detail all approaches used)

D4. What works best for your scheme and why?

D5. Do families eligible for free equipment from the scheme ever decline the offer?

Yes No

If yes, what reasons do they give?

D6. The SAH scheme offers specific items of safety equipment to families. These have been selected based on evidence of effectiveness and in order to address those injuries for which under 5’s are at greatest risk. Which of the following statements most appropriately describes the items provided to families in your area:

USING ACCOMPANYING SHEET D1 & D6 – report selection

The safety equipment provided was suitable

Some of the safety equipment provided was suitable

None of the equipment provided was suitable

Give additional comments/details if appropriate:

E. EVALUATION

E1. Do you evaluate the provision of safety equipment to families in your area?
(describe methods used – Accident data?, if so – source)

E2. Do you evaluate the delivery of home safety advice/information to families in your area?
(describe methods used – Accident data?)

If any evaluation reports have been produced – can we have copies?

E3. Have any changes been made as the result of evaluation?

F. OUTCOMES AND OUTPUTS

F1. What do you think are the most effective aspects of the scheme?

F2. Is there anyone/anything that has been particularly helpful?

F3. Have you encountered any problems?
(how have these been addressed?)

F4. Have you produced any resources/tools for staff or parents?
(copies if available)

G. FUNDING/SUSTAINABILITY

G1. Can you tell me about your current staff capacity/infrastructure?

- G2. Have any additional resources been contributed to the scheme locally e.g. office/equipment storage space, admin support?
- G3. How does the scheme link with other local policies/initiatives?
(contribution to local capacity building?)
- G4. When the scheme finishes (March 2011), what are your plans?
(bids for continued funding? scheme to end?)
- G5. Will you be able to continue to offer safety equipment? Yes No
- G6. Will you be able to continue to offer safety advice/education? Yes No
- G7. Is there anything that you particularly like about Safe At Home?
- G8. Have you experienced any problems/limitations in being part of the National scheme?
(how have these been addressed?)
- G9. If the scheme were to continue, would you want to take part?
- G10. Do you have any suggestions to improve the scheme?
- G11. Is there anything that would help you now or in the future?
- G12. Is there any advice you could share/lessons learned?

H. OVERALL OPINION OF Safe At Home

H1. Thinking about the scheme overall, do you agree or disagree with the following statements?

GIVE COPY OF ACCOMPANYING SHEET H1 TO INTERVIEWEE – record responses row by row

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Safe at Home has been a valuable part of our child safety programme					

Safe at Home has provided opportunity for us to work with new families					
Safe at Home has enabled us to reach harder-to-engage families					
We have developed new working partnerships as a result of Safe at Home					
The national scheme provided good support for our local scheme.					
Safe at Home is an effective way to improve home safety for young children.					

H2. How would you rate the following aspects of Safe at Home:

**GIVE COPY OF ACCOMPANYING SHEET H2 TO INTERVIEWEE –
Record response row by row**

	Very good	Good	Satisfactory	Poor	Very poor
Your fitting scheme					
Communication with the national scheme					
Training provided for scheme staff					
National Home Safety scheme overall					

H3. Is there anything else you'd like to say about Safe At Home?

OTHER POTENTIAL INTERVIEWEES

Is there anyone else that you think we should talk to about the scheme?

INTERVIEWEE DETAILS

Would you be happy for us to include your contact details in the write-up of the Case Studies for the evaluation (this will necessitate identifying the scheme).

FOR RESEARCHER:

Please check:

- Copies of evaluation reports obtained where available
- Copies of resources/tools produced obtained where available
- Opportunities for photographic evidence?? – CONSENT

Approx.length of interview:mins

Add your own comments on the interview process/content:

APPENDIX K



The University of
Nottingham



SAFE AT HOME SURVEY

Dear Parent/Guardian,

Thank you for agreeing to be part of the Safe At Home safety equipment scheme. We want to find out if the scheme is a good way of helping to prevent accidents to children in their own home. It would really help us if you could tell us what you think about the scheme by filling in this question booklet. Your answers will be treated in the strictest confidence.

**We will thank you by sending
you a £3 gift voucher.**

(which can be used in various high street shops)

Once you have completed the booklet please return it in the FREEPOST envelope provided. (You do not need to use a stamp.) If you have any questions about this booklet, you can contact me by phone, email or at the address below.

Your answers are very important to us. Thank you very much.

Sherie Smith

Sherie Smith

Researcher

School of Nursing, University of Nottingham

B43, Queens Medical Centre

Nottingham. NG7 2HA

Tel: 0115 8231413

Email: Sherie.Smith@nottingham.ac.uk

SECTION 1 – About the Safe At Home Scheme



1.1 Have you heard of the Safe At Home Scheme?

	Yes	No
	<input type="checkbox"/>	<input type="checkbox"/>

1.2 Have you had free safety equipment fitted in your home by Safe At Home?

(e.g. safety gate, cupboard locks...)

Yes



go to question 1.3

No



go to question 3.1

1.3 Please can you tell us what equipment you had fitted by Safe At Home? *(tick all that apply)*

	Yes	No
Safety gate(s)	<input type="checkbox"/>	<input type="checkbox"/>
Window locks (restrictors)	<input type="checkbox"/>	<input type="checkbox"/>
Fire-guard	<input type="checkbox"/>	<input type="checkbox"/>
Corner cushions	<input type="checkbox"/>	<input type="checkbox"/>
Cupboard locks	<input type="checkbox"/>	<input type="checkbox"/>
Non-slip bath mat	<input type="checkbox"/>	<input type="checkbox"/>
Cord shortening device	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 2 – Your views about the Safe At Home scheme

	Yes Remember	No	Don't
2.1 Did you receive home safety information/advice?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<i>(this may have been at a home visit, when you went to a safety session or when the equipment was fitted)</i>			

2.2 Do you agree or disagree with the following statements?
(please tick one box per line)

	Strongly agree	Agree	Neither agree nor disagree	Disagree	Strongly disagree
Overall I am satisfied with the Safe at Home equipment scheme.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I found the advice and information useful.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The equipment was fitted at a time I was happy with.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I was given clear instructions on how to use the equipment.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The equipment was fitted soon after the home safety check.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
My home is safer now than it was before I had the equipment fitted.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.3 Is there anything you liked about the Safe At Home scheme?

(please tell us about this)



.....
.....
.....

2.4 Is there anything you didn't like about the Safe At Home scheme?

(please tell us about this)



.....
.....
.....

2.5 Is there anything that you think might make the scheme better?

(please tell us what)

.....
.....
.....

2.6 Would you recommend the scheme to a friend?

(please tick one box)

Yes

No

Don't know

If you ticked no, could you tell us why not?

.....
.....
.....

SECTION 3 – About your home



3.1 How often do you drink hot drinks while holding your child?

- Almost always
- Usually
- Sometimes
- Never

3.2 How often do you keep medicines locked away or out of reach of your children?

- Almost always
- Usually
- Sometimes
- Never

3.3 Do you have any smoke alarms?

No →

go to question 3.6

Yes →

go to question 3.4

3.4 If YES how many are fitted?

- 1
- 2
- 3 or more



3.5 How many smoke alarms are working?

- All
- Some
- None
- Don't know

3.6 Have you ever left the bathroom, even for only a minute, (for example, to collect clothes, nappies or answer the phone) when any of your children under 5 are in the bath?



Yes

No

3.7 Do you have a child under one?



Yes →

go to question **3.8**

No →

go to question **4.1**

3.8 How often do you put your baby in a baby walker?



Almost always

Usually

Sometimes

Never

3.9 How often do you leave your baby on a high surface (like a table, settee or adult bed)?

Almost always

Usually

Sometimes

Never

SECTION 4 – About how you store cleaning products



4.1 Do you keep any cleaning products in drawers or cupboards?

(please tick one box for each room)

	Yes	No	There are no cleaning products in this room
Bathroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

4.2 If YES how many of these cupboards or drawers have catches or locks on?

(please tick one box for each room)

	All have catches	Some have catches	None have catches
Bathroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

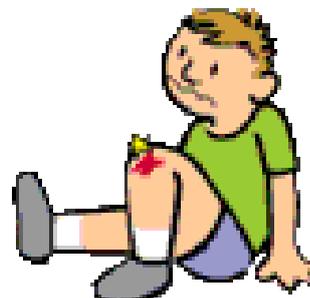
4.3 At what level do you keep your cleaning products?

(please tick one box for each room)

	At floor level	On worktop or between worktop and adult eye level	At adult eye level or above	There are no cleaning products kept here
Bathroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SECTION 5 – Accidents

We know that children have accidents, please help us to find out how often they happen.



5.1 In the last **6 months** have any of your children under 5 had an accident that was treated by a GP or at a hospital casualty?

- Yes** → go to question **5.2**
- No** → go to question **6.1**

5.2 If **YES**, how many accidents have your child(ren) had?.....

5.3 Where did these accidents occur?

(Tick as many boxes as apply).

- Home
- Garden
- On the street or road

Other (please tell us where)

SECTION 6 – About your family

6.1 Is your home:

(please tick one box)



Yes

- Privately owned
- Privately rented
- Council housing
- Housing Association

Housing

Other (please state).....

6.2 How many people live in your home?

(Count everybody including yourself and write answer in the space)

..... Adults

..... Children

6.3 How old are your children?

(Include all children under 18 years. Please write answer in the space)

..... years months

6.4 What is your relationship to the child(ren)? (please tick one box)

- Mother
- Father
- Grandparent
- Carer

Other (please state).....

6.5 How many of the adults living in your home are in paid employment?

(please write the number in the space)

..... adults

6.6 How would you describe your ethnic group? *(Please tick one box only)*



WHITE

- British
- Irish
- Any other white background
(Please write in below)

.....

BLACK or BLACK BRITISH

- Carribean
- African
- Any other black background
(Please write in below)

.....

ASIAN or ASIAN BRITISH

- Indian
- Pakistani
- Bangladeshi
- Any other Asian background
(Please write in below)

.....

MIXED

- White and Black Carribean
- White and Black African
- White and Asian
- Any other Mixed background
(Please write in below)

.....

CHINESE or OTHER ETHNIC GROUP

- Chinese
- Irish
- Any other mixed background
(Please write in below)

.....

Thank you for your help

When we receive your completed booklet we will send you your **£3 gift voucher.**

If you want it to go to a different address to the one we sent this booklet to, please write below -

Name

Address

.....

.....

.....

APPENDIX L

Safe At Home evaluation: Expert's report form

Name:
Key positions held:
Employing organization:
Contact details:

Please return your completed form by e-mail to Caroline Mulvaney (Caroline.Mulvanay@nottingham.ac.uk).

1. To what extent do you think Safe At Home has achieved its aims and objectives?
2. To what extent has Safe At Home changed provision of home safety equipment in targeted areas?
3. What impact has Safe At Home had on those determinants of unintended injury which are amenable to change through the provision of home safety equipment?
4. What impact do you think Safe At Home has had on raising awareness of home safety for the under 5's among vulnerable families?
5. What impact do you think Safe At Home has had in preventing unintentional injuries?
6. To what extent do you think the benefits (if any) of Safe At Home are sustainable?
7. Do you know of any similar programmes to Safe At Home running nationally and internationally? If yes, please give us further details.
8. Other comments