**Mother-baby area planning tool**

This tool is intended to be used as a part of emergency preparedness. It can also be used to assist to assist in the set-up of mother-baby areas after a disaster. In the first instance, this can be used to plan for the operation of an MBA for a number of weeks.

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| **Venue**  Consider: location (closeness to other facilities and public transport), cost, kitchen facilities, toilet facilities, pram/wheelchair accessible, parking, size, child safety, gates and fencing, days available, aesthetics. | | | |
| Venue option 1: | Pros | Cons | Cost |
|  |  |  |
| Venue option 2: |  |  |  |
| Venue option 3: |  |  |  |
| Final decision: | | | |

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| **Physical and other resources** | | | | |
| Seating | Available | Not available | Where to obtain | Cost |
|  |  |  |  |
| Infant and toddler care resources:   * change table or mat * bin for soiled items * play mat * nappies of a range of sizes and wipes * baby bath * towels * hand sanitiser and soap |  |  |  |  |
| Toys |  |  |  |  |
| Items for preparing and serving food |  |  |  |  |
| Public liability and other insurances |  |  |  |  |
| Miscellaneous |  |  |  |  |

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| **Policies and procedures** | | | |
| Circumstances triggering opening of an MBA  Hours of operation and preliminary timetable  Eligibility criteria for participants  Staff position descriptions including roles and responsibilities, role boundaries, training requirements  Child protection  Occupational health and safety  Distribution of resources  Other | Decided or obtained | To be decided or developed | |
|  |  | |
| **Staff roles to be filled** | | | |
| Coordinator  General staff  Activity facilitators  Other | Paid- where to locate | Volunteer- where to locate | Cost |
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| **Staff training** | | | | |
| Basic training:   * infant and young child care * emergency support needs * psychological first aid * child protection * domestic violence * other | Where training to be obtained | Training undertaken | | Cost |
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| **Clearances** | | | | |
| Working with children checks | Obtained | | To be obtained | |
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| **Support from organisations and individuals** | | | |
| Organisations and individuals that can refer mothers to the MBA  1.  2.  3.  4.  Organisation and individuals that can provide expert assistance  1.  2.  3.  4. | Name, email and phone number\* | Agreed | Declined |
| \*see record sheets to outline further detail on those agreed to refer to the MBA or provide expert assistance |  |  |

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| **Referral pathways** | | |
| Midwifery  Women’s health  Family and child health nursing  General health services  Lactation consultancy and breastfeeding support  Psychological services and counselling  Financial counselling  Parenting support  Housing support  Domestic and family violence support  Drug and alcohol services  Food banks  Government and other financial support. | Name and contact details\* | |
| \*see referral pathways record sheet to outline further detail | |
| **Food and drink\*** | | |
| Tea and coffee supplies  Non-perishable food  Perishable food  \*See food planning tool to outline further detail | | Cost |
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| **Activities** | | | |
| 1.  2.  3.  4.  5.  6.  7. | Who will run the activity | Resources to be supplied by the MBA | Cost |
|  |  |  |
| **Financial resources** | | | Estimated cost for 6 months |
| Venue  Physical resources  Activity costs  Staff costs  Food and drink  Other  **Total** | | |  |