**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 timetableEligibility criteria for participants Staff position descriptions including roles and responsibilities, role boundaries, training requirementsChild protectionOccupational health and safetyDistribution of resourcesOther | Decided or obtained | To be decided or developed |
|  |  |
| **Staff roles to be filled** |
| CoordinatorGeneral staffActivity facilitatorsOther | 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 MBA1.2.3.4.Organisation and individuals that can provide expert assistance1.2.3.4. | 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** |
| MidwiferyWomen’s healthFamily and child health nursingGeneral health servicesLactation consultancy and breastfeeding support Psychological services and counsellingFinancial counsellingParenting supportHousing supportDomestic and family violence supportDrug and alcohol servicesFood 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 suppliesNon-perishable foodPerishable 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 |
| VenuePhysical resourcesActivity costsStaff costsFood and drinkOther**Total** |  |