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STUDY M3 – HELPING CHILDREN’S CENTRES TO ENHANCE HOME SAFETY WITH FAMILIES: 12 MONTH FOLLOW-UP FACILITATION AND IMPLEMENTATION FIDELITY INTERVIEW SCHEDULE

We are aware that nationally there have been a large number of changes that may have impacted on how Children’s Centres are organised in your area.

Please can we take this opportunity to ask you a few questions about changes that have happened in this area, and in this Children’s Centre? This may help us understand more of the context to how you have been able to use the IPB in your Children’s centre.

Questions and prompts:

1. Have there been any changes in how the Children’s Centres in your area are organised?
 - a. eg. Change in the organisation that leads the CC (from education to social care, LA to Charity, LA to health, health to social enterprise etc etc)
2. If YES –has there been any impact on your work generally?

If yes, please explain/describe the main impact.....

 - a. Have there been any changes in the health promotion topics that you prioritise?

Eg – move away from health related topics such as healthy eating and more focused on getting parents into work
 - b. Has there been an increased focus on providing day care?
 - c. Any other changes?

If yes, please describe
3. Have there been any changes to the staffing in your organisation since (insert here dates CC agreed to join the study and attendance at training session)
4.
 - a. If YES, please tell us more about this – has it been changes in staff – if yes, at what level and when did this occur
 - b. Has there been an overall reduction in staff numbers?

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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. Did you make a plan for how you would use the IPB during the study?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none">• Please describe it....
<p>2. Did you make any alterations to this plan?</p> <ul style="list-style-type: none">• If yes, what were they?
<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 have seen 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 examples, please?

Questions
<p>5. Did all your staff who work face-to-face with parents in the Children's 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"> Did you intend that all staff who work face-to-face with parents would know about the IPB? If answers NO to this: can you tell us why you have made this decision?
<p>6. Were any staff, 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 were these and why? <i>Eg., job titles and numbers of staff.</i>
<p>7. Were there some staff who were 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 have been?
<p>8. Have you had contact with staff from the Fire and Rescue Service in the last 12 months?</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?

Questions
<p>9. Have you had contact with staff from other multi-agency partners in delivering the sessions, or in getting fire safety messages across, during the last 12 months?</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>10. Did you run any group sessions for parents?</p> <p>If answered yes on questionnaire: were these</p> <ol style="list-style-type: none"> a) Sessions set up specifically for using the information in the IPB?? b) Information from the IPB slotted in to existing sessions? c) Other ways – please describe <p>If answered no:</p> <ul style="list-style-type: none"> • Please can you tell us why? • Did something stop you from running group sessions? (<i>Ask them to describe what stopped them. Then go to question 14.</i>)
<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? <p>If answered no on questionnaire:</p> <ul style="list-style-type: none"> • Why do you think this hasn't been difficult? • How did parents respond to the session(s)? (<i>This may include: interested, good discussion, own examples of accidents/injuries, changes they have or will make.</i>)

Questions

12. Did you make a plan for how you would evaluate getting fire safety messages across in **group** sessions?

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?

13. 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 have been doing this please?

14. Did you try 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 have done this?

If answered no on questionnaire:

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

Questions

15. Did you make a plan for how you would evaluate getting fire safety messages across for one to one/outreach sessions?

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?

16. 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., in one-to-one and/or outreach work?

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 have been doing this, please?

Questions

17. Did families outside the recruited families receive the fire safety messages, eg., have they been disseminated to the wider Centre users, eg., one-to-one and/or outreach work/groups?

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.....*

18. Did you have a plan to ensure that the fire safety messages were delivered consistently and not distorted?

If answered yes on questionnaire:

- Can you tell me about how you did this, please?

If answered no on questionnaire:

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

Questions

19. Did you use any of the exercises from the IPB with families?

If answered yes on questionnaire:

- Which one(s) did you use?
- Why did you choose this one/these?
- Did you have 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?

20. 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*.

21. 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.*)

If answered yes on questionnaire:

- Can you tell us about them, please?

22. Is there anything else that would have been helpful for you in getting the fire safety messages across?

- Can you tell us what this would be?

Questions

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

- Please describe

Implementation fidelity questions

1.1 In the survey monkey questionnaire, you said that your Centre promoted [x] out of the 5 fire safety messages from the IPB:

- a) Importance of smoke alarm use and maintenance;
- b) Having a family fire escape plan;
- c) Identifying potential causes of house fires;
- d) Understanding children's behaviour and fire prevention;
- e) Having a bedtime fire safety routine.

1.1a Why did you select these particular ones?

1.1b Were each of these implemented as you had planned? Why was this?

1.2 You said that you had completed [x] exercises.

- Why did you select these?
- Did you include any changes to these or did you follow the exercises as set?
- Did you add any additional components in your programme? What were these?
- Were there any additional partners involved in the delivering the safety messages? Who were these and what was their role?

1.3 You said that your Centre promoted fire safety in other ways with parents.

- Can you tell me about these, please?
- Do you feel that they were well received?

2.1 For those fire safety messages you promoted, I am going to ask you for the reasons why you could/could not promote them as often or as long as planned.

2.1a Importance of smoke alarm use and maintenance;

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- How long did this take? Was it by a formal or informal session? Please describe what you did and/or who was involved (other Centres and/or others).

2.1b Having a family fire escape plan,

- How long did this take? Was it by a formal or informal session? Please describe what you did and/or who was involved (other Centres and/or others).

2.1c Identifying potential causes of house fires;

- How long did this take? Was it by a formal or informal session? Please describe what you did and/or who was involved (other Centres and/or others).

2.1d Understanding children's behaviour and fire prevention

- How long did this take? Was it by a formal or informal session? Please describe what you did and/or who was involved (other Centres and/or others).

2.1e Having a bedtime fire safety routine

- How long did this take? Was it by a formal or informal session? Please describe what you did and/or who was involved (other Centres and/or others).

(Response options: very good, good, adequate, poor, very poor)

3.a For the Importance of smoke alarm use and maintenance; you rated the quality of the delivery as [x], why was this?

3.b Having a family fire escape plan you rated the quality of the delivery as [x], why was this?

3.c Identifying potential causes of house fires; you rated the quality of the delivery as [x], why was this?

3.d Understanding children's behaviour and fire prevention; you rated the quality of the delivery as [x], why was this?

3.e Having a bedtime fire safety routine you rated the quality of the delivery as [x], why was this?

3.1 Were there any problems related to how each of the fire safety message was delivered

(Prompt: lack of staff, lack of support from staff, number of parents present, lack of time, lack of crèche/childcare)?

Responses options: strongly agree, agree, neither agree/disagree, disagree, strongly disagree

4.1 Overall, you [insert response option] that parents were fully engaged the fire safety messages and advice provided by your Centre.

- Why was this?
- Can you give us any examples about how parents were engaged?

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4.2 Overall, you [insert response option] that parents enjoyed the fire safety messages and advice provided by your Centre.

- Why was this?
- Can you give us any examples of why you think this?

4.3 Overall, you [insert response option] that parents thought that the fire safety messages and advice provided by your Centre were relevant to themselves.

- Why was this?
- Can you give us any examples of why you think this?

4.4 Were there any changes you would suggest to make the materials more relevant to the parents that attend your Centre? (*Prompt: issues to do with ethnic minorities, particular groups of parents.*)

Responses options: very important, important, neither important or unimportant, not very important, not important at all

5.1 You said in the questionnaire that promoting [x] fire safety messages to parents at your centre was [insert response option]

- Why was this?
- Were there any elements that you would suggest:
 - a) leaving out?
 - b) adding in?

5.2 You said in the questionnaire that [x] exercises were [insert response option] for promoting the fire safety messages to parents at your Centre.

- Why was this?
- Were there any exercises that you would suggest:
 - a) leaving out?
 - b) adding in?

6a I would like to talk about the level of the fire safety messages.

- How complex did you feel the fire safety messages were? Did you feel they were too complex, about right or too straightforward?
- Can you tell me why?

6b Did you have any particular strategies to promote the fire safety messages?

(Prompt: repetition of messages in different contexts, practical exercises, discussions, topical relevance, e.g. fire reported in local media.)

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- Do you know what the Centre staff thought about promoting the fire safety messages?
- 6c Can you identify the barriers and facilitators that affected the way that you promoted the fire safety messages?
- 6.1 You said there were some factors that affected the way in which the fire safety messages were promoted.
- What were these?
 - Did these have any effect on how your Centre promoted the fire safety messages? *(Prompt: were these facilitators and/or barriers? Were these staff shortages, staff illness, changes in management of CC, new staff, lack of time for formal sessions to be run etc., language issue?.)*
- 6.1a If you were to promote the fire safety messages again in your Centre, are there any new ideas that you would recommend?
- 6.1b Are there any conditions that you feel are critical to promoting the fire safety messages successfully?
- 6.1c Do you have any concerns about promoting the fire safety messages?
- 6.2 You commented briefly on your experience of promoting the fire safety messages, would you like to say anything more about this? *(Refer to comments on questionnaire.)*

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STUDY M3 – HELPING CHILDREN’S CENTRES TO ENHANCE HOME SAFETY WITH FAMILIES:

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. Did you modify your implementation plan during the study?</p> <p>If answered yes on questionnaire:</p> <ul style="list-style-type: none"> • How did you change it? 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>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"> • Had you planned to do anything further with the IPB?

Questions

3. Have you had any problems or difficulties in relation to using the IPB that you haven't told us about?

If answered yes on questionnaire:

- Can you describe them, please?
- What hasn't gone as well as you hoped it would?
- What would you like to have seen working better?

4. Has anything gone particularly well in relation to using the IPB?

If answered yes on questionnaire:

- What sort of things have gone well?
- Can you give us examples, please?

5. Do all your staff who work face-to-face with parents in the Centre know about the IPB?

If answered yes on questionnaire:

- Which staff are these? *Eg., job titles and numbers of staff?*

If answered no on questionnaire:

- Did you intend that all staff who work face-to-face with parents would know about the IPB?
- If answers NO to this: can you tell us why you have made this decision?

6. Were any staff, other than those who attended the first training session, trained in getting the fire safety messages across? (If they ask what we mean, see pp 15 & 16 in the IPB.)

If answered yes on questionnaire:

- Which staff were these and why? *Eg., job titles and numbers of staff.*

Questions

7. Were there some staff who were more enthusiastic than others about using the information in the IPB?

If answered yes on questionnaire:

- Do you know why this might have been?

8. Have you had contact with staff from the Fire and Rescue Service since you last filled in the questionnaire?

If answered yes on questionnaire:

- Please describe this contact.

If answered no on questionnaire:

- Please can you tell us why?
- Has something stopped you from having contact with them?

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?

If answered yes on questionnaire:

- 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?

10. Did you run any group sessions for parents?

If answered yes on questionnaire:

- What have you done?
- What sort of group sessions were these and how many/how often?

If answered no:

- Please can you tell us why?
- Did something stop you from running group sessions? (*Ask them to describe what stopped them. Then go to question 13.*)

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

If answered yes on questionnaire:

- 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 accidents/injuries, changes they have or will make.*)

If answered no on questionnaire:

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

12. 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 have been doing this please?

13. Did you try 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 have done this?

If answered no on questionnaire:

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

14. Did you make a plan for how you would 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?

15. 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., in one-to-one and/or outreach work?

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 have been doing this, please?

16. Did families outside the recruited families receive the fire safety messages, eg., have they been disseminated to the wider Centre users, eg., one-to-one and/or outreach work/groups?

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.....*

17. Did you have a plan to ensure that the fire safety messages were delivered consistently and not distorted?

If answered yes on questionnaire:

- Can you tell me about how you did this, please?

If answered no on questionnaire:

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

18. Did you use any of the exercises from the IPB with families?

If answered yes on questionnaire:

- Which one(s) did you use?
- Why did you choose this one/these?
- Did you have 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?

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?

If answered yes on questionnaire:

- Ask them to describe and *collect vignettes/scenarios*.

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.*)

If answered yes on questionnaire:

- Can you tell us about them, please?

21. Is there anything else that we could have done to help you run sessions or in getting the fire safety messages across?

If answered yes on questionnaire:

- Can you tell us what we could have done, please?

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.

Implementation fidelity questions

In the survey monkey questionnaire, you said that your Centre promoted [x] out of the 5 fire safety messages from the IPB:

- a) Importance of smoke alarm use and maintenance;
 - b) Having a family fire escape plan;
 - c) Identifying potential causes of house fires;
 - d) Understanding children's behaviour and fire prevention;
 - e) Having a bedtime fire safety routine.
-
- Why did you select these particular ones?
 - Were each of these implemented as you had planned? Why was this?

You said that you had completed [x] exercises.

- Why did you select these?
- Did you include any changes to these or did you follow the exercises as set?
- Did you add any additional components in your programme? What were these?
- Were there any additional partners involved in the delivering the safety messages? Who were these and what was their role?

You said that your Centre promoted fire safety in other ways with parents.

- Can you tell me about these, please?
- Do you feel that they were well received?

For those fire safety messages you promoted, I am going to ask you for the reasons why you could/could not promote them as often or as long as planned.

- For fire safety message (a), how long did this take? Was it by a formal or informal session? Please describe what you did and/or who was involved (other Centres and/or others).
- For fire safety message (b), how long did this take? Was it by a formal or informal session? Please describe what you did and/or who was involved (other Centres and/or others).
- For fire safety message (c), how long did this take? Was it by a formal or informal session? Please describe what you did and/or who was involved (other Centres and/or others).
- For fire safety message (d), how long did this take? Was it by a formal or informal session? Please describe what you did and/or who was involved (other Centres and/or others).
- For fire safety message (e), how long did this take? Was it by a formal or informal session? Please describe what you did and/or who was involved (other Centres and/or others).

Response options: very good, good, adequate, poor, very poor

- For fire safety message (a) you rated the quality of the delivery as [x], why was this?
- For fire safety message (b) you rated the quality of the delivery as [x], why was this?
- For fire safety message (c) you rated the quality of the delivery as [x], why was this?
- For fire safety message (d) you rated the quality of the delivery as [x], why was this?

- For fire safety message (e) you rated the quality of the delivery as [x], why was this?
- Were there any problems related to how each of the fire safety message was delivered (Prompt: lack of staff, lack of support from staff, number of parents present, lack of time, lack of crèche/childcare)?

Responses options: strongly agree, agree, neither agree/disagree, disagree, strongly disagree

Overall, you [insert response option] that parents were fully engaged the fire safety messages and advice provided by your Centre.

- Why was this?
- Can you give us any examples about how parents were engaged?

Overall, you [insert response option] that parents enjoyed the fire safety messages and advice provided by your Centre.

- Why was this?
- Can you give us any examples of why you think this?

Overall, you [insert response option] that parents thought that the fire safety messages and advice provided by your Centre were relevant to themselves.

- Why was this?
- Can you give us any examples of why you think this?

Were there any changes you would suggest to make the materials more relevant to the parents that attend your Centre? (Prompt: issues to do with ethnic minorities, particular groups of parents.)

Responses options: very important, important, neither important or unimportant, not very important, not important at all

You said in the questionnaire that promoting [x] fire safety messages to parents at your centre was [insert response option]

- Why was this?
- Were there any elements that you would suggest:
 - a) leaving out?
 - b) adding in?

You said in the questionnaire that [x] exercises were [insert response option] for promoting the fire safety messages to parents at your Centre.

- Why was this?
- Were there any exercises that you would suggest:

- a) leaving out?
- b) adding in?

I would like to talk about the level of the fire safety messages.

- How complex did you feel the fire safety messages were? Did you feel they were too complex, about right or too straightforward?
- Can you tell me why?

Did you have any particular strategies to promote the fire safety messages?

(Prompt: repetition of messages in different contexts, practical exercises, discussions, topical relevance, eg. fire reported in local media.)

- Do you know what the Centre staff thought about promoting the fire safety messages?

Can you identify the barriers and facilitators that affected the way that you promoted the fire safety messages?

You said there were some factors that affected the way in which the fire safety messages were promoted.

- What were these?
- Did these have any effect on how your Centre promoted the fire safety messages? (Prompt: were these facilitators and/or barriers? Were these staff shortages, staff illness, changes in management of CC, new staff, lack of time for formal sessions to be run etc., language issue?.)

If you were to promote the fire safety messages again in your Centre, are there any new ideas that you would recommend?

Are there any conditions that you feel are critical to promoting the fire safety messages successfully?

Do you have any concerns about promoting the fire safety messages?

What was your expectation of the facilitation contacts from the researchers? Were your expectations met? (Prompt: What would you change if they were going to be offered facilitation from a researcher again? Would you prefer less or fewer contacts? What else could researchers have done to help?)

You commented briefly on your experience of promoting the fire safety messages, would you like to say anything more about this? (Refer to comments on questionnaire.)