The Baby Friendly Initiative

UNITED KINGDOM

unicef 🙂

BREASTFEEDING AND RELATIONSHIP BUILDING FOR EARLY YEARS / FAMILY HUBS / SURE START STAFF

Online Course Participant Pack

This course fulfils the training requirements of the UK Committee for UNICEF (UNICEF UK) Baby Friendly Initiative and provides appropriate updating for PREP requirements.

Contents

Please read this document before you attend the course.

WELCOME AND COURSE OVERVIEW

We are very pleased to welcome you to the Baby Friendly Initiative online course for children's centre staff. We hope that you enjoy the course and go away from it with some new information and renewed enthusiasm to support mothers, parents and primary caregivers to become confident in their own ability to feed and care for their babies.

We have designed the course to allow lots of opportunity to explore and discuss local issues. We also recognise the expertise of participants, and hope that we can all learn from each other. The course will give you an opportunity to begin to make plans for implementing the Baby Friendly standards in your centre.

We don't assume any prior knowledge or experience in relation to breastfeeding before you begin the course. By the end of the course it is not expected that you will be able to solve breastfeeding problems, but you will have the information you need to support new mothers, recognise when there is a problem and refer for appropriate help.

The two days include everything that is needed by staff working in a children's centre setting to enable them to understand and implement the standards.

Around two weeks before the taught two-day course, you will be given access to our e-learning platform, Litmos. It includes several downloadable documents to enhance your learning. We anticipate this e-learning will take between 2-3 hours, however it does not need to be completed all at once. Your access to the e-learning on Litmos will expire two weeks after the taught days. More guidance on Litmos can be found on pages 8-9 of this participant's pack.

We look forward to seeing you.

If possible, please have to hand a doll or teddy.

Due to confidentiality and copyright we ask that you do not record the taught element of the course.

AIMS OF THE COURSE

To enable staff to develop local services which support continued breastfeeding and to enable the implementation of the Baby Friendly standards for all babies.

EXPECTED LEARNING OUTCOMES

At the end of the course, participants will be able to:

1. Describe the Baby Friendly Initiative standards for early years services.

2. Explain how a child rights approach can be incorporated into everyday practice.

3. Explain how breastfeeding impacts on the physical and emotional health of mothers and babies.

4. Describe how the decisions and experiences of parents/primary caregivers are affected by those around them.

5. Describe how milk is made and what can impact this.

6. Explain how a baby breastfeeds.

7. Demonstrate an understanding of how babies are programmed to breastfeed from birth.

8. Recognise the importance for all parents/primary caregivers to keep their babies close for both feeding and comfort.

9. Demonstrate an understanding of how to support parents/primary caregivers who bottle feed to do so as safely and responsively as possible.

10. Explore how parents/primary caregivers can be key supporters during the early period of a baby's life.

11. Explore the impact of culture and environment on infant feeding and to ensure services are appropriate to the needs of all the local community.

12. Describe the importance of love on a baby's brain development and the role oxytocin plays in this.

13. Demonstrate an understanding of the wider support networks available to support breastfeeding in community settings and the value of partnership working.

14. Identify common situations and how to deal with these safely, including appropriate referral.

15. Explore how to support continued breastfeeding and identify innovative ways to address these within local communities.

DAY 1: TIMETABLE

| Time	Session	Outline of content
09.15	**Participants join, welcome and IT check**	Welcome Use of key technology features House-keeping arrangements
	Introductions	Introducing the course Getting to know each other Creating a safe learning environment and outline of the course
	Where are we now?	Infant feeding and relationship building in a UK context Introducing UNICEF and the Baby Friendly standards
11.00	**Tea break (15 minutes)**	
	Does breastfeeding matter?	Physical and emotional benefits of breastfeeding Taking a closer look at breastmilk
	Protecting breastfeeding	The International Code of Marketing of Breastmilk Substitutes Safer formula feeding
12.30	**Lunch (45 minutes)**	
	How breastfeeding works	Making milk Getting breastfeeding off to a good start. Importance of skin contact after birth
14.00	**Tea break (15 minutes)**	
	Supporting confident and effective breastfeeding	What a baby does to ensure a good milk transfer How a mother holds baby to help with effective feeding
15.30-15.45	**Wrap up**	Q&A Reflection and close

Breastfeeding and Relationship Building for Children's Centres/Sure Start staff - Participant Pack

DAY 2: TIMETABLE

Time	Session	Outline of content
9.15	**Welcome back**	Welcome back! Review of yesterday Recap of key messages
	Being responsive	Closeness Responsive breastfeeding and bottle feeding
	Pregnancy	The role of Early Years staff in supporting mothers during pregnancy Sensitive communication
11.00	**Tea break (15 minutes)**	
	Protecting breastfeeding	Supporting effective breastfeeding Appropriate introduction of solids
	Baby's first relationship	How love and nurture helps with babies brain development Communicating with new mothers
12.45	**Lunch (45 minutes)**	
	Exploring our role	Scenarios of possible day-to-day experiences
	Comfort break	
	Moving forward	Making plans and thinking about how to put knowledge gained into practice within Early Years settings Understanding our roles, responsibilities and boundaries
15:30-15:45	**Wrap up and close**	Evaluation and feedback

Breastfeeding and Relationship Building for Children's Centres/Sure Start staff - Participant Pack

TAUGHT COURSE VIA MICROSOFT TEAMS

To join the two taught days of the online course (Day 1 and Day 2), you will need to have access to Microsoft Teams and have **downloaded the Teams app.** Please ensure you let us know the email address that you use to access Teams (if this differs from the email address you use to book onto the training) as we will invite your email to have guest access to the Team. For more information on Teams, please read this guide.
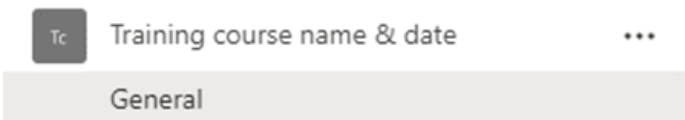

1. We will add you as a guest to a specific **Team** for the training course you are attending – you will receive an email to let you know you've been added to the Team.
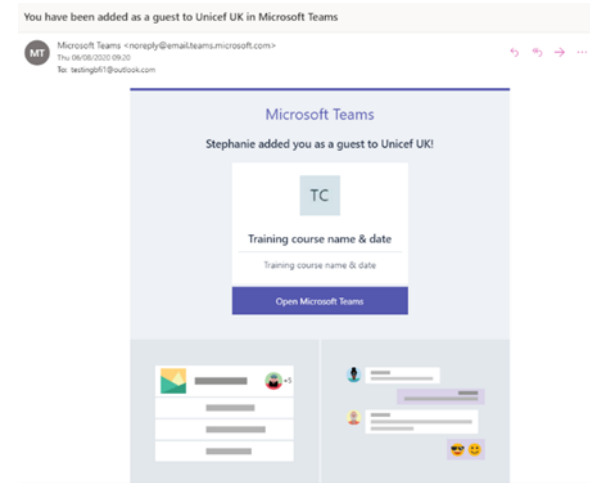
2. You may see a screen asking you to review permissions, click **Accept** to proceed.
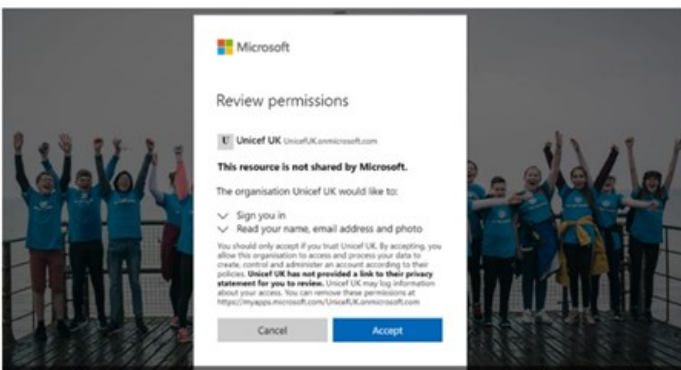
3. In your Teams app, you will then have access to the Team for the course - click the **General** channel to access the meeting link.

4. If you use Teams for work, you may need to select the **UNICEF UK network** from the drop down by your profile picture to switch between your main account, and guest access with UNICEF.
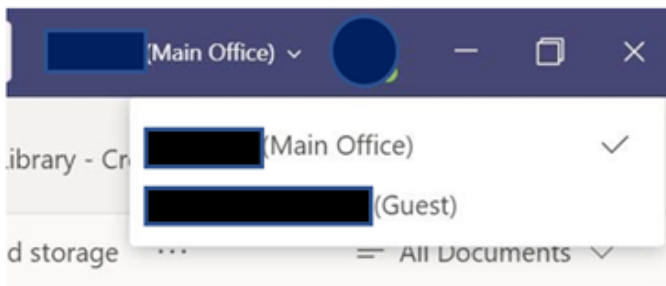
5. We will send an invite for the main meeting link for the course, and the link will also be posted in the **General channel** of the Team. On the day of the course, you can click "join" when the meeting has started from the link on the General channel.
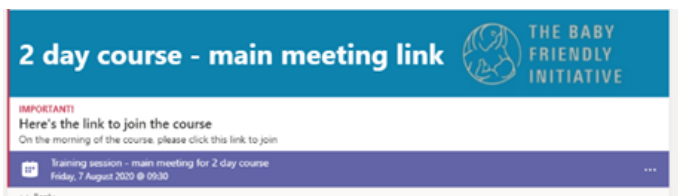
FURTHER GUIDANCE ON MICROSOFT TEAMS

During the meeting, there is a **command bar** which will appear at the top of your screen.
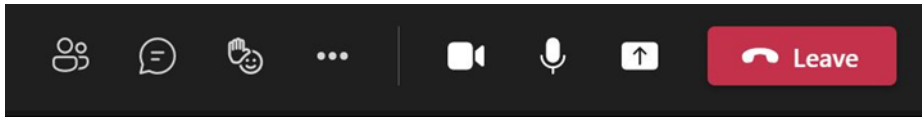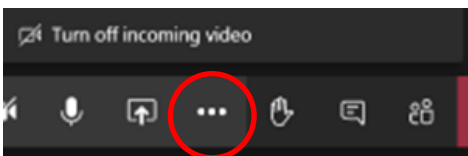

You can change your **video** and **audio** settings by pressing the buttons here:

 Camera and audio are on.

 Camera and audio are off. We recommend muting your microphone when you're not speaking to minimise any background noise for others.

 You can access more menu options by clicking the **ellipsis.**

Turn off incoming video will mean you stay connected by audio, but will no longer see anyone else's video feed. Others on the call will still see the video, but this will help if you feel your connection is breaking up, as it may improve call quality.
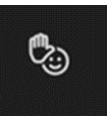
 You can **raise (or lower)** your hand to get the tutor's attention or ask a question by clicking this icon. A yellow hand will appear next to your name, and remain until you click to lower it.
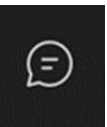
 Click the **message** icon to show the **conversation pane** that will appear on the far right. The conversation pane will bring up the chat box which will be used throughout the course.
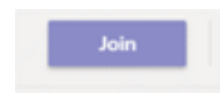
 Click the **people** icon to show the **participants pane** that will appear on the far right.
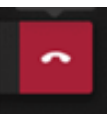
 You can leave the meeting by clicking the red phone icon to **hang up.**

If you accidentally leave a call, you can re-join via the meeting link or from the meeting chat page where there should be a purple **join** button.

During the course, the tutors will provide further information about joining breakout rooms within the meeting.

IF YOU ARE NEW TO TEAMS AND NEED HELP

There's a **Help section** in the bottom left corner of Teams.

Click either **Topics** or **Training** to find out more about how to use Teams. In **Training** there's a number of short videos to take you through learning something new, or if you just want a refresher.
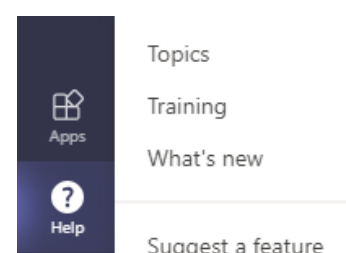
TIPS FOR TEAMS

We recommend considering the following aspects for joining the course via video call:

- Test your setup before the course – make sure you have downloaded the Teams app and tested your computer settings and internet connection before the course.
- Find a quiet space to work from, if you can, and use headphones to help improve the sound quality.
- Mute your microphone when not speaking to minimise background noise to the group. Remember to unmute if you are asking a question.
- Consider your camera setup – having the light source to the side or in front of you will work best. Please have your camera on at all times during the course, if possible.
- Troubleshooting – if you have connection issues, try closing down anything else on your computer and restarting Teams. You can make a test call and review your devices by clicking your profile picture in the top right, clicking Settings and then Devices.
- We recommend joining from a computer or laptop rather than any other device (e.g., iPad or mobile). Joining on other devices may limit your functionality to take part in the course via chat and breakout rooms and we will be unable to provide specific technical support for this.
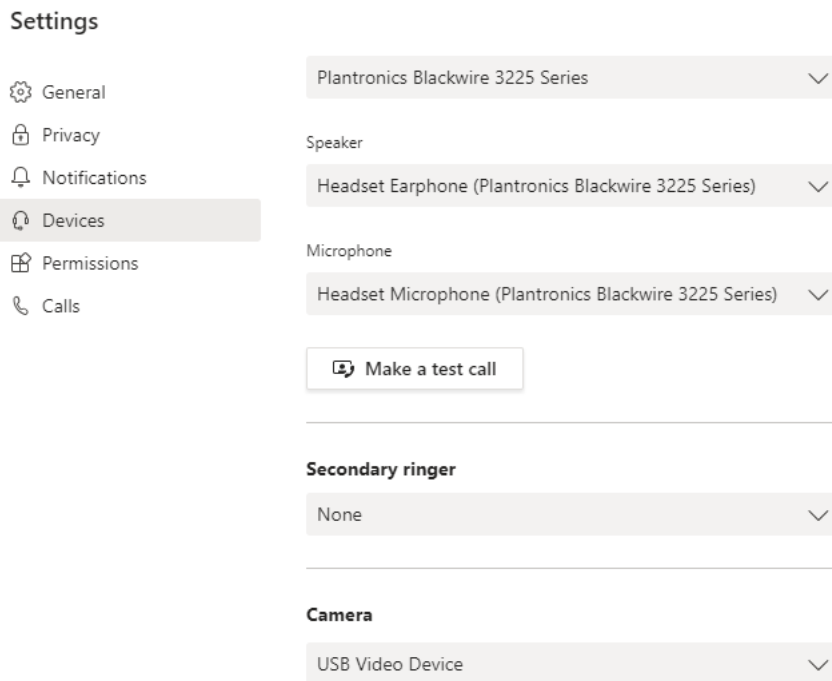
E-LEARNING VIA LITMOS

Before the start of the course, you will need to complete the pre-course e-learning. This is accessed via a learning management system called **Litmos** at https://babyfriendly.litmos.com/.

INSTRUCTIONS

1. You will receive an email to register on the system:

2. Click the link in the email and complete the registration page.


Section 1 – Enter your first and last name

*Section 2* – Create your password

Section 3 – Optional – you can enter any additional information, but this isn't required, so you can skip this section

(Note: if you are already registered in Litmos for one of our other e-learning courses, you will only need to repeat this step if using a different email address. Otherwise you should log in with your existing password, and the course will be assigned to your account.)

3. Click the green **continue** button. You'll now be logged in and you'll see the following welcome message
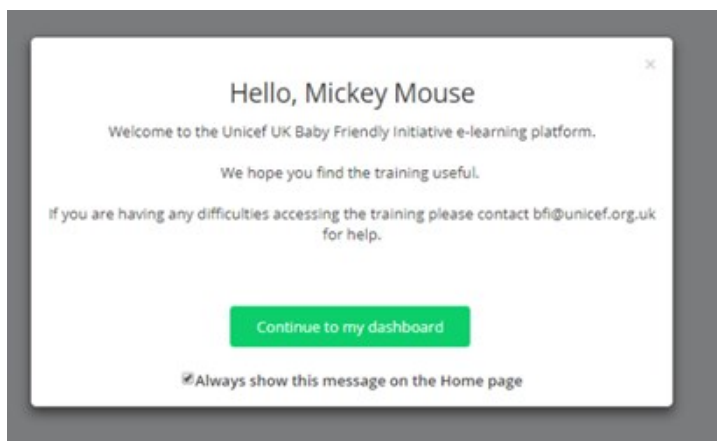
4. Click the green **continue to my dashboard** button and you'll see the training courses that have been assigned to you. Click on the course title/picture to begin.
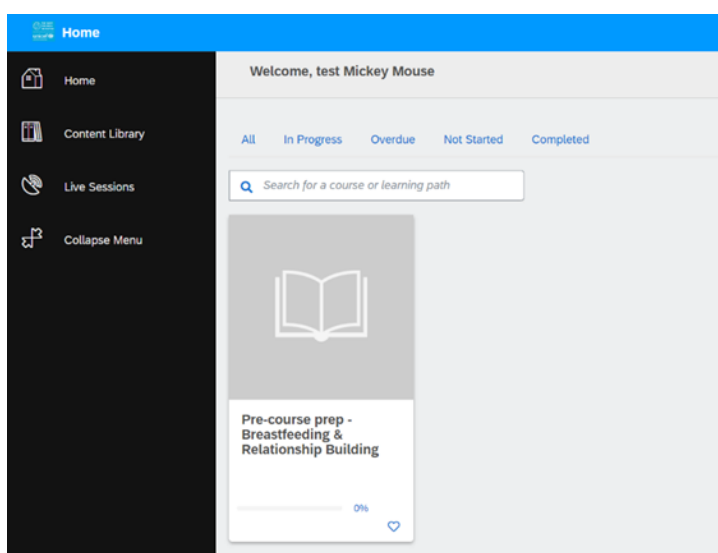
The course is made up of short pieces of content called **modules** – either text and images, slides or videos. The course doesn't have to be completed all at once; you can stop working and come back later to resume exactly where you left. If you log back in later, visit https://babyfriendly.litmos.com/ to login with your username (your email address) and password. If you've forgotten your password, you can reset it from here.

System requirements for using Litmos
Litmos makes every effort to test and support the most recent versions of all browsers, and recommends using the latest stable versions from the below:
■ Apple Safari
■ Google Chrome
■ Mozilla Firefox
■ Microsoft Edge
With JavaScript and Cookies enabled

Internet Explorer is **not** recommended and is no longer supported by Microsoft. We are aware of issues from users accessing Litmos from this browser (e.g., unable to see the course content). Therefore if you are experiencing issues using Internet Explorer, please try a different browser. If you have any trouble accessing the course, please contact bfi@unicef.org.uk