

Safe At Home

The National Home Safety Equipment Scheme

Targeting and Distribution Strategy

20th February 2009

Introduction

The Department for Children, Schools and Families (DCSF) committed in the Children's Plan to launch a new £18m National Home Safety Equipment Scheme (to be known as 'Safe At Home') to reduce accidental deaths and injuries among under-fives.

The main focus of the national scheme is to provide home safety equipment to the most disadvantaged families in areas with the highest accident rates. This is because children from disadvantaged backgrounds are more likely to suffer accidental injuries or deaths. Children of parents who are long-term unemployed or who have never worked are 13 times more likely to die as a result of unintentional injury and 37 times more likely to die from exposure to smoke, fire or flames than children of parents in higher managerial or professional occupations¹.

We know that there is a significant social class gradient in the death rate of children from injury or poisoning. For children of parents in 'routine occupations' (National Statistics Socio-Economic Classification class 7) the death rate is 2.6 times higher than that of children of parents in 'higher managerial and professional occupations' (NS-SEC class 1). However, the greatest difference in mortality is between children of parents who are employed and children of parents who are not. The death rate of children of parents who have never worked or are long term unemployed (NS-SEC class 8) is 13.1 times higher than that of children of parents in NS-SEC class 1. This suggests that a scheme targeting the children of parents who are not in paid employment may offer the greatest possibility for reducing child accident rates. However, in order to be deliverable at a local level the national scheme will need to operate through local partners in a way that targets resources at the local areas where they will do the most good.

¹ Better Safe Than Sorry report: February 2007 - Audit Commission/Healthcare Commission

Royal Society for the Prevention of Accidents (RoSPA)

After a competitive tender process the DCSF has chosen the well-known charity RoSPA to host Safe At Home. RoSPA has been providing safety expertise for over 90 years and has a long-established home safety operation working in partnership with a large, multi-agency, nationwide network of home safety practitioners. Some of this expertise and experience is distilled into RoSPA's unique suite of independently accredited home safety training courses.

RoSPA will host Safe At Home from February 2009 – March 2011. During that period, RoSPA will aim to reduce accident rates amongst young children. Targeted support will be provided to disadvantaged families in areas with the highest accident rates. This support will take the form of information, training and home safety equipment. It will be provided through a network of new and existing local home safety equipment schemes.

One of the long term objectives of Safe At Home is to promote understanding of the importance of home safety and to build the capacity of local communities to run their own schemes providing equipment and advice to families. As an experienced specialist in this area RoSPA is well placed to help communities build services which generate sustainable benefits for the local economy by reducing accident rates during and after the life of Safe At Home.

1 What will Safe At Home provide?

1.1 Training

Up to 3 days of Level 2 accredited Home Safety training to ensure that staff from participating schemes:

- Understand domestic hazards;
- Pass on this awareness and understanding to families;
- Understand how to select the most effective home safety equipment to reduce risk.

1.2 Scheme documentation and an evaluation process

All participating schemes will use standard documentation to:

- Report on a home visit;
- Place orders for equipment;
- Recover the cost of installation (if authorised by RoSPA);
- Monitor local accident rates amongst 0-5s.

1.3 Home safety equipment

Participating Schemes will carry out '**home checks**' to establish what safety equipment each family needs. However, it is anticipated that the average set of equipment provided to each family will look like this:

- Safety gates (up to 2)
- Window locks (up to 6)
- Non-slip bath or shower mat (x1)
- Fire guard (x1)
- Locks for kitchen cupboard containing cleaning chemicals and medications (x2)
- Corner cushions (up to 2 packs of 4)

Using research and evaluation reports from existing schemes the equipment sets have been worked out on an average 3 bedroom home with a set of window locks to be fitted to the first floor windows only. There will be some variation in the needs of families depending on the size and layout of the property and the age of the children. So there will be the capacity to fit extra equipment into homes should it be justifiable.

Safe At Home will not provide smoke detectors. The Government provides support for Fire and Rescue Authorities to deliver community fire safety activities. This involves carrying out simple fire safety checks and the fitting of smoke detectors, where the need is identified. Participating Schemes will be encouraged to work with the fire service in order to support local fire safety activity, providing smoke detectors to families where they are available from the local Fire and Rescue Service.

1.4 Installation costs

Participating Schemes must provide an installation service, so that equipment is correctly installed. Families will get maximum benefit from equipment that has been correctly installed. This installation service will be provided by skilled craft persons who will also be trained to explain the correct and safe use of the equipment. These people may be part of a national operation such as Care & Repair or the local handypersons scheme. All installers will be CRB checked.

Participating Schemes will be asked to utilise existing fitting services available in their area such as local authority handyman schemes. Where this is not possible, Participating Schemes **may** be able to seek reimbursement for installing equipment from RoSPA. Schemes that wish to seek reimbursement must submit a business case to RoSPA explaining the need for reimbursement and how they will ensure that in each instance the amount of reimbursement requested is justified in relation to the work performed.

This approach supports the capacity that has been built as a result of the strategy document “Life time Homes, Lifetime Neighbourhoods” which announced new funding of £35 million to support an increase in the current handyperson services and Home Improvement Agencies.²

² Lifetime Homes, Lifetime Neighbourhoods: A National Strategy for Housing in an Ageing Society. February 2008 Department for Communities and Local Government, Department of Health, Department for Work and Pensions

2 Which Schemes can participate?

2.1 Which geographic areas will be eligible?

Safe At Home aims to help families in areas with the highest accident rates, most of which tend to be in areas of deprivation. The scheme's operational priorities will be:

1. To establish new Home Safety Equipment Schemes in the areas with the highest accident rates.
2. To work with existing Home Safety Equipment Schemes which are already operating in areas with the highest accident rates.

2.2 Targeting the scheme

Minor injuries are treated in the home but more serious injuries require a visit to the local NHS Emergency Department and the most serious injuries require admission to hospital for in-patient treatment. The average rate of hospital admissions, following an accident, is 88.82 per 100,000 population for children aged 0-5.

There are 354 local authority areas in England. Of these, 141 have accident rates above the average of 88.82.³ To target the areas with accident rates below the average would be spreading finite resources too thinly to achieve a measurable effect. However, by concentrating on the highest 141 geographical areas, Safe At Home will aim to close the gap between each of their accident rates and the current average. The larger the gap, the greater will be the potential for improvement. Safe At Home resources will therefore be allocated in proportion to the gap between the local accident rates and the English average.

Methodology used for calculating the approximate allocation is as follows:

Step 1

Five years of hospital in-patient admissions data, from 2002/3 to 2006/7, were used to identify 141 English local authority areas with higher than average (88.82) admission rates.

Step 2

For each local authority area the number of 'excess admissions' was calculated by subtracting the numbers of admissions that would have been

³Source: Data provided by the South West Public Health Observatory <http://www.swpho.nhs.uk>

experienced had the area had the same rates as the England average from the numbers actually observed.

Excess admissions were chosen as the preferred basis of allocation as they:

- Reflect differential degrees of excess admission rates;
- Are related to at risk population numbers;
- Are related to the degree of deprivation within populations.

Step 3

The excess admission rates throughout the 141 local authority areas were then divided by the budget available resulting in the allocation. This **approximate** allocation may change depending on local needs and already existing resources (see below).

2.3 Local area allocations

Safe At Home has the capacity to supply equipment to over 100,000 families. The final number of beneficiaries will vary depending on local needs and resources. Other variables which may increase the number of beneficiaries include:

- the type, size and layout of homes
- the numbers and ages of children
- local funding and effectiveness of existing schemes

The following table shows the **approximate** allocation of Safe At Home resources, expressed in terms of the number of average sets of equipment (see Section 1.3) that Participating Schemes in each area are expected to receive **dependant on local needs and already existing resources**.

LA Code	LA Name	Number of Excess Admissions 0-5	Approximate total allocation of sets	Approximate allocation of sets 2009-2010	Approximate allocation of sets 2010 -2011
00CN	Birmingham MCD	121.7	7,435	3,717	3,717
00BN	Manchester MCD	105.5	6,445	3,222	3,222
00CX	Bradford MCD	93.9	5,736	2,868	2,868
00BY	Liverpool MCD	71.2	4,352	2,176	2,176
00DA	Leeds MCD	48.0	2,933	1,466	1,466
00AM	Hackney LB	44.4	2,712	1,356	1,356
00GL	Stoke-on-Trent UA	38.0	2,322	1,161	1,161
00CJ	Newcastle upon Tyne MCD	36.3	2,216	1,108	1,108
00FN	Leicester UA	35.5	2,168	1,084	1,084
00BQ	Rochdale MCD	34.9	2,133	1,067	1,067
00FY	Nottingham UA	32.8	2,002	1,001	1,001
00CM	Sunderland MCD	30.9	1,889	944	944

00BB	Newham LB	30.3	1,854	927	927
00BL	Bolton MCD	28.8	1,761	881	881
00BP	Oldham MCD	24.6	1,502	751	751
00BG	Tower Hamlets LB	23.0	1,408	704	704
00EX	Blackburn with Darwen UA	22.5	1,373	686	686
00CZ	Kirklees MCD	21.8	1,335	667	667
00CS	Sandwell MCD	21.5	1,316	658	658
30UD	Burnley CD	21.1	1,292	646	646
00CF	Rotherham MCD	20.8	1,269	634	634
00FA	Kingston upon Hull, City of UA	20.5	1,255	627	627
00AU	Islington LB	18.2	1,110	555	555
30UJ	Pendle CD	17.9	1,096	548	548
00CB	Wirral MCD	17.6	1,077	538	538
00MW	Isle of Wight UA	17.4	1,066	533	533
00AB	Barking and Dagenham LB	17.4	1,062	531	531
00AP	Haringey LB	17.1	1,047	524	524
00BH	Waltham Forest LB	16.7	1,020	510	510
16UB	Allerdale CD	16.4	1,002	501	501
00BR	Salford MCD	16.4	999	500	500
00CU	Walsall MCD	15.8	965	482	482
00EC	Middlesbrough UA	15.4	943	472	472
18UC	Exeter CD	14.7	899	449	449
00EY	Blackpool UA	13.9	851	426	426
30UM	Rossendale CD	13.9	846	423	423
00BT	Tameside MCD	13.8	844	422	422
00CE	Doncaster MCD	13.5	822	411	411
00MS	Southampton UA	12.8	780	390	390
00KA	Luton UA	12.6	772	386	386
00CA	Sefton MCD	12.5	763	382	382
00CH	Gateshead MCD	12.4	757	379	379
00EB	Hartlepool UA	12.4	757	378	378
33UD	Great Yarmouth CD	12.3	753	377	377
00CR	Dudley MCD	12.1	740	370	370
00BZ	St Helens MCD	12.0	734	367	367
30UN	South Ribble CD	11.8	722	361	361
35UD	Blyth Valley CD	11.2	684	342	342
00EF	Stockton-on-Tees UA	10.5	639	319	319
29UG	Gravesham CD	10.4	636	318	318
13UD	Crewe and Nantwich CD	10.4	636	318	318
00EU	Warrington UA	10.2	623	312	312
39UE	Shrewsbury and	9.9	607	304	304

	Atcham CD				
30UG	Hyndburn CD	9.6	586	293	293
30UK	Preston CD	9.4	576	288	288
21UD	Hastings CD	9.3	571	285	285
41UE	Newcastle-under-Lyme CD	8.9	543	272	272
24UH	Havant CD	8.2	499	250	250
00HN	Bournemouth UA	8.0	492	246	246
20UG	Sedgefield CD	8.0	491	246	246
24UF	Gosport CD	8.0	486	243	243
00EE	Redcar and Cleveland UA	7.9	485	242	242
00ET	Halton UA	7.8	479	239	239
34UF	Northampton CD	7.7	473	237	237
00BX	Knowsley MCD	7.7	473	236	236
00BE	Southwark LB	7.2	437	219	219
16UD	Carlisle CD	7.1	434	217	217
15UD	Kerrier CD	7.0	429	214	214
19UJ	Weymouth and Portland CD	6.9	422	211	211
00MR	Portsmouth UA	6.9	419	209	209
30UH	Lancaster CD	6.7	407	204	204
00HG	Plymouth UA	6.6	404	202	202
00HH	Torbay UA	6.3	387	193	193
33UG	Norwich CD	6.3	385	193	193
00CL	South Tyneside MCD	6.3	385	193	193
47UG	Wyre Forest CD	6.3	382	191	191
00FK	Derby UA	5.9	360	180	180
32UD	Lincoln CD	5.9	359	179	179
00BW	Wigan MCD	5.8	351	176	176
13UE	Ellesmere Port and Neston CD	5.7	345	173	173
39UB	Bridgnorth CD	5.6	341	170	170
35UG	Wansbeck CD	5.5	333	167	167
44UC	Nuneaton and Bedworth CD	5.4	328	164	164
00MC	Reading UA	5.3	323	162	162
00FC	North East Lincolnshire UA	5.2	319	160	160
20UJ	Wear Valley CD	5.1	314	157	157
17UK	South Derbyshire CD	4.6	280	140	140
37UE	Gedling CD	4.2	254	127	127
46UD	Salisbury CD	4.1	249	125	125
36UE	Richmondshire CD	4.0	246	123	123
00AK	Enfield LB	3.9	238	119	119

00MD	Slough UA	3.9	238	119	119
11UB	Aylesbury Vale CD	3.9	237	119	119
37UB	Ashfield CD	3.8	235	117	117
00BF	Sutton LB	3.7	226	113	113
29UE	Dover CD	3.5	215	108	108
00ML	Brighton and Hove UA	3.5	212	106	106
43UH	Spelthorne CD	3.4	209	104	104
22UJ	Harlow CD	3.4	206	103	103
33UE	Kings Lynn and West Norfolk CD	3.3	201	101	101
39UC	North Shropshire CD	3.2	195	97	97
40UD	South Somerset CD	3.2	194	97	97
39UF	South Shropshire CD	3.1	192	96	96
38UC	Oxford CD	2.8	171	86	86
18UE	North Devon CD	2.8	170	85	85
20UB	Chester-le-Street CD	2.8	170	85	85
20UF	Easington CD	2.8	168	84	84
19UG	Purbeck CD	2.6	156	78	78
31UE	Hinckley and Bosworth CD	2.5	151	75	75
26UE	Hertsmere CD	2.4	147	74	74
11UF	Wycombe CD	2.4	144	72	72
24UJ	New Forest CD	2.1	128	64	64
00BA	Merton LB	2.1	128	64	64
30UQ	Wyre CD	2.0	124	62	62
32UF	South Holland CD	1.9	117	59	59
42UF	St Edmundsbury CD	1.9	114	57	57
16UF	Eden CD	1.8	112	56	56
17UJ	North East Derbyshire CD	1.8	109	54	54
15UC	Carrick CD	1.7	103	52	52
09UE	South Bedfordshire CD	1.7	102	51	51
00CK	North Tyneside MCD	1.5	91	46	46
30UF	Fylde CD	1.4	88	44	44
20UE	Durham CD	1.4	87	44	44
41UG	Stafford CD	1.4	83	42	42
46UB	Kennet CD	1.3	80	40	40
37UF	Mansfield CD	1.3	78	39	39
21UG	Rother CD	1.2	73	37	37
47UC	Malvern Hills CD	1.1	68	34	34
15UF	Penwith CD	1.1	67	34	34
00AL	Greenwich LB	1.1	67	33	33
00CW	Wolverhampton MCD	1.1	66	33	33

35UF	Tynedale CD	1.1	64	32	32
00CY	Calderdale MCD	0.8	50	25	25
32UB	Boston CD	0.7	44	22	22
24UL	Rushmoor CD	0.7	42	21	21
13UG	Macclesfield CD	0.6	38	19	19
19UD	East Dorset CD	0.6	38	19	19
09UD	Bedford CD	0.5	28	14	14
23UG	Tewkesbury CD	0.4	26	13	13
47UD	Redditch CD	0.4	24	12	12
00KF	Southend-on-Sea UA	0.3	20	10	10

RoSPA will aim to ensure that all local areas receive their allocation by proactively targeting existing local schemes and organisations who could potentially establish new local schemes.

To ensure that support available from Safe At Home is fully utilised, and that Safe At Home spends within the annual budget agreed with the DCSF, **RoSPA will review these allocations on a quarterly basis.** If in a given area's take up is low, part of the unclaimed allocation may be made available to schemes in other targeted areas where demand is higher.

If a quarterly review identifies that Safe At Home as a whole has a surplus of equipment with respect to targeted, areas a decision may be taken to allow schemes in other areas to participate.

Equipment will be made available to Participating Schemes based on their local area's allocation and their agreed coverage of the 0 – 5 population in that area.

In the event that RoSPA and its suppliers receive more requests for equipment than are available at that time orders will be processed on a first come first served basis. By the end of the project, we expect that over 100,000 families will have received a home safety equipment package.

3 Criteria for Participating Schemes

To participate in Safe At Home, local home safety equipment schemes must:

1. Operate in one of the targeted areas in the list above (except where a decision has been made to allow schemes from other areas to participate).
2. Work in partnership with local stakeholders.
3. Provide the equipment received from Safe At Home to families on a loan and return basis, and ensure that families sign up to a loan agreement.
4. Recognise that support and equipment from the national scheme is not to replace existing funding.
5. Agree to monitor and evaluate the local effectiveness of their scheme. Data must be collected before and during implementation of the scheme, measuring the impact of the scheme on accident rates within the target population. This will include HES data, local A & E and anecdotal data from client families.
6. Ensure equipment is correctly installed.
7. Ensure that the person in charge of the Participating Scheme and all staff who carry out home checks, either:
 - Has attended Level 2 accredited home safety training within the last three years;
 - Can demonstrate to the satisfaction of RoSPA prior learning and experience, which is equivalent to this training; or
 - Has attended training provided by Safe At Home.

This training will be provided at no cost to the scheme but a local venue will have to be provided.
(See section 5.3 for more information).

8. Visit the homes of potential recipients and carry out a home check to establish what safety equipment each family needs.
9. Agree to the monitoring processes described in Section 6.
10. Provide home safety advice while visiting potential recipients.
11. Provide home safety information sessions for parents/carers with children aged 0-5 years of age in their area.
12. Cover the costs of their own administrative processes.

13. Adhere to the minimum and maximum ordering limits. (See section 5.5)
14. Fit equipment within 20 working days of receiving the equipment from Safe At Home. (See section 5.5)
15. Ensure that all paper used in the production of reports, documents and other materials arising out of the scheme consists of a minimum of 60% recycled content of which 75% is post-consumer waste.

4 Which families can benefit?

To receive equipment under the national scheme families must:

1. Be living in an area covered by a Participating Scheme
2. Be unable to afford home safety equipment because they are unemployed or on very low income. Therefore they must be in receipt of one of the following benefits:
 - a. Income support
 - b. Job seeker's allowance (income based)
 - c. Income based Employment and Support Allowance⁴
 - d. Tax credits – one of the partners receives tax credit and have a valid NHS tax exemption certificate
 - e. Disability living allowance care or mobility component for a disabled child
 - f. Housing benefit
 - g. Council tax benefit (not council tax discounts)
3. Have child/children aged 0-5 years of age.
4. Be prepared to agree to:
 - Attend information sessions run by the local home safety equipment scheme.
 - Allow their local home safety equipment scheme to complete a home check to establish what safety equipment they may need.
 - Make a commitment to act on advice given to them by the local home safety equipment scheme.
 - Make a commitment to use the home safety equipment appropriately and take reasonable care of the equipment.
 - Return the home safety equipment on request from the local scheme (e.g. stair gates once the youngest child is older than 24 months).
 - Keep appointments with the local home safety equipment scheme.
 - Take part in any monitoring processes as part of the scheme evaluation.

Participation in Safe At Home does not prevent schemes from providing equipment, at their own expense and on their own terms, to families who are not eligible to receive equipment under Safe At Home.

⁴ http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/esa/DG_172014

5 How Safe At Home will operate?

5.1 Information Workshops (Optional)

RoSPA will hold six information workshops about Safe At Home in March 2009 and a further set of workshops in different areas of the country during April/May 2009. The information workshops are intended for potential and existing schemes within the area.

The aims of these workshops are to:

- Brief existing local schemes and organisations who could potentially establish new schemes
- Discuss the criteria that will have to be met in order to participate in Safe At Home
- Encourage all eligible and potential local schemes to apply to join Safe At Home.

In order to cope with the size of this project and the expected demand for equipment, RoSPA will roll out the information workshops and the process of contacting organisations who might establish Participating Schemes on a staggered basis, giving priority to the geographical areas with the highest accident rates.

Schemes in eligible but lower priority areas will be addressed in later phases of the programme.

5.2 Acceptance into the scheme

1. Local schemes wanting to participate will have to complete an application form. The decision as to whether or not to accept the application will be made on the criteria listed in Section 3.
2. Existing schemes will be required to give evidence that existing funding is not being replaced but that they will actually expand their service.
3. RoSPA will assess the application forms against the criteria listed in Section 3. Applications that meet these criteria will be passed through to the contract manager for a final decision.
4. The successful applicants will be informed of their acceptance. Personal visits will then be made to start the process of setting up the scheme.

5. The unsuccessful applicants will be given feedback about what they would need to do in order to qualify.

5.3 Training

1. Where staff cannot demonstrate the existing skills required to carry out home checks (see section 3.7) it will be mandatory for them to attend the RoSPA 3-day Home Safety training course. Training courses will be provided for 15-20 staff at a time from Participating Schemes within a reasonable travelling time. Participating Schemes that already have at least one member of staff fully trained will be allowed to join the national scheme immediately. Other staff from the scheme will be required to attend the first available training session. Special arrangements will be made for staff joining schemes at a later date.
2. The training will ensure that all Participating Schemes will:
 - have the same basic level of knowledge and understanding of relative risk in the home in order to complete a full risk assessment;
 - have an understanding of the effectiveness of various types of home safety equipment;
 - establish contact with their local A&E department and regularly monitor accident rates for their local children;
 - have the knowledge to visit vulnerable families, carry out cascade training and evaluate the need for items from the available list of home safety equipment;
 - recognise whether the home safety equipment is correctly installed and families are fully aware of how to use the equipment and obtain maximum benefit from the equipment;
 - understand the scheme process and how to use the scheme documentation. Full guidance will be given on the monitoring systems that are being put in place.

5.4 Identifying needs and advising parents

1. Once accepted into Safe At Home, Participating Schemes will carry out home checks to give home safety information and establish what equipment each household requires. RoSPA will provide a detailed monitoring tool to assist the check and gather the correct information.
2. Following the home visit all paperwork will be submitted to RoSPA and their equipment supplier (Kid Rapt) immediately.
3. Participating Schemes will aim to educate five times as many families as receive equipment, helping them recognise domestic hazards and manage the risks associated with them. Home safety information sessions will be organised and delivered by Participating Schemes, not only to parents in receipt of equipment but open to all parents with

children aged 0-5 regardless of benefit status. This will be particularly beneficial where home safety equipment cannot make a significant difference – such as preventing scalds from hot beverages.

5.5 Ordering and delivery of equipment

First delivery of equipment

1. In order to allow Participating Schemes to get up and running quickly, Safe At Home will supply an **initial imprest stock** of equipment. Orders for these initial stocks will have to be authorised by a member of RoSPA staff.

This initial delivery of equipment, sufficient for approximately 20 homes, will consist of:

- 40 Safety gates
 - 120 Window locks
 - 20 Non-slip bath or shower mat
 - 20 Fire guards
 - 40 Locks for kitchen cupboard containing cleaning chemicals and medications
 - 40 packs Corner cushions (4 per pack)
2. From the start, Participating Schemes will submit home check reports and installation reports. Once the reconciliation of these reports demonstrates that this initial stock has been depleted, Kid Rapt will begin to despatch equipment on the normal basis.
 3. In order to manage the risk of fraud, Participating Schemes will have to submit equipment stock level reports. These will be reconciled back to the imprest stock. Where there are inconsistencies, the scheme will not be allowed to order new stock. A site visit by the relevant regional coordinator and project manager will be made and new orders will only be sanctioned once RoSPA has been satisfied that the discrepancies have been accounted for.
 4. In cases where the discrepancies cannot be reconciled the scheme will no longer be able to participate in the National Home Safety Equipment Scheme.

Normal distribution process

5. Following the home check visit to establish what equipment each household requires, details will be sent to RoSPA and Kid Rapt. This will constitute an order for the equipment specified.

6. Once a Participating Scheme has placed enough orders for the minimum delivery of equipment (60 large items of equipment) the goods will be dispatched from the warehouse and delivered directly to the scheme. Participating Schemes will have to have the facilities available to receive palletised deliveries.
7. RoSPA will reconcile the invoice with their home check visit records to make sure they correspond.
8. Participating Schemes then distribute and fit the home safety equipment to the families that have been home checked. (See Section 1.4)
9. Participating Schemes will be able to continue to order equipment from Safe At Home until they have reached their agreed maximum order limit based on their local area's allocation and their agreed coverage of the 0 – 5 population in that area. (See Section 2.3)
10. Once equipment has been delivered it becomes the property of the Participating Scheme, subject to the requirements of Safe At Home. It is up to Participating Schemes to collect equipment from families once they have no further use for it and arrange for reuse as appropriate.

6 Monitoring

Schemes will be under an obligation to work closely with RoSPA staff and to keep detailed records.

A Fraud and Risk Management policy is being put in place to monitor the visits and the supply and fitting of the equipment. Specifically:

- Each home check report completed by the Participating Schemes, which identifies the home safety requirement for an individual family, will be held by RoSPA and also recorded on a database.
- The home safety equipment orders that are placed with Kid Rapt will be authorised by RoSPA.
- Installation reports completed by Participating Schemes will be sent to RoSPA to be reconciled back to the original home visit check reports. Where there are inconsistencies, shipments of equipment to the Participating Schemes will be suspended pending a site visit by the relevant regional coordinator. Shipments will only recommence once the coordinator has been satisfied that correct amounts of equipment have been ordered and they are being installed in the homes of families that are most at risk.
- RoSPA co-ordinators will continue to support the scheme by monitoring the visits and fitting process. Subsequent orders for

equipment will be approved by RoSPA until the maximum allowance has been used.

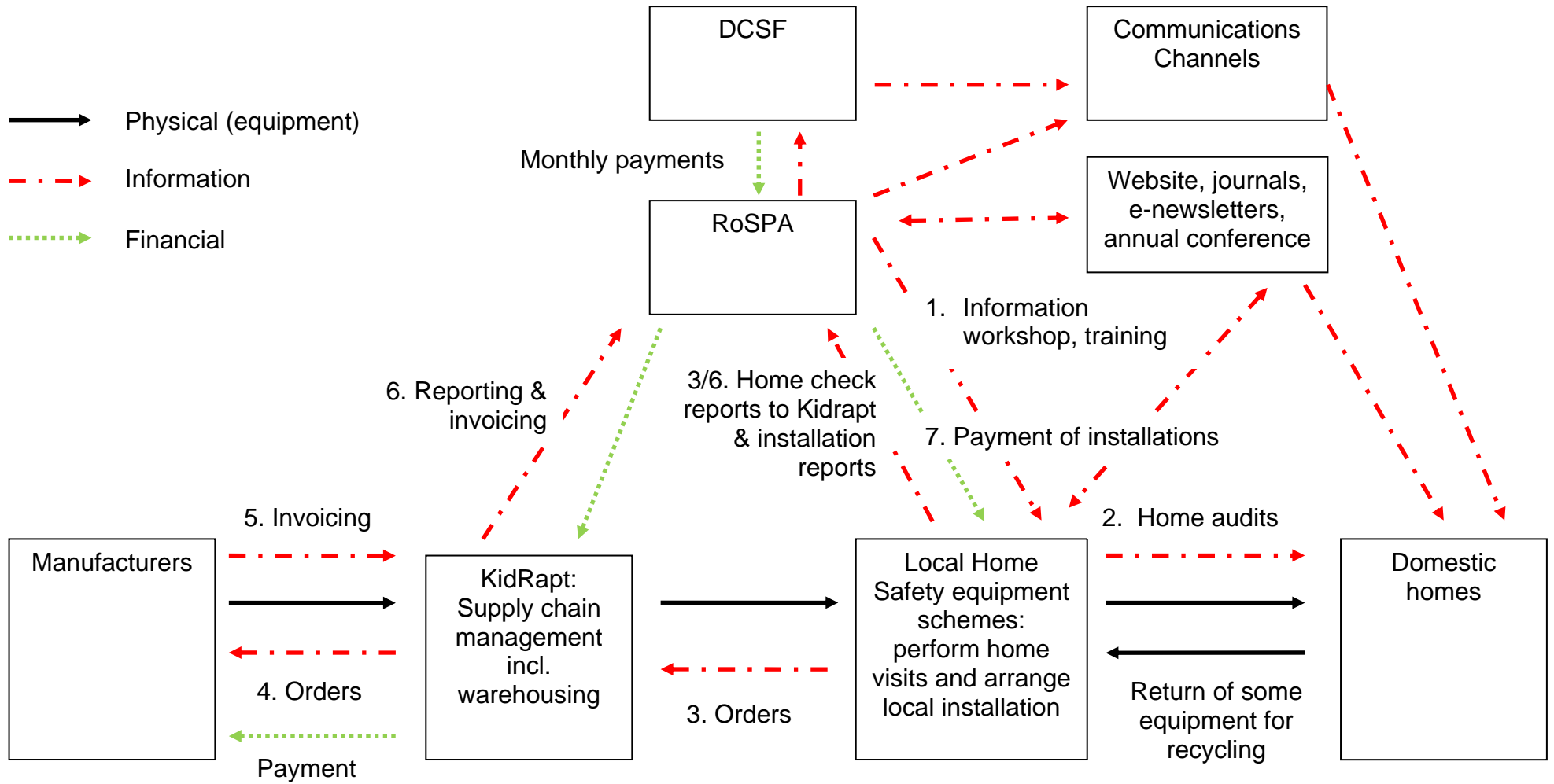
Schemes will be expected to process and return the following:

- Home check report forms
- Equipment stock levels (relating to first delivery of equipment)
- Installation report forms
- Details of home safety information sessions run for parents

Schemes will be expected to evaluate their own effectiveness, including by collecting HES data, local A & E and anecdotal data from client families. This information should be submitted to RoSPA. In addition Participating Schemes will be expected to cooperate with the overall evaluation of Safe At Home.

APPENDIX 1

Safe At Home scheme process flows



Explanatory notes

1. RoSPA team identifies and contacts providers of local schemes. Schemes are invited to an information workshop where criteria, reporting and other conditions are explained. RoSPA provides training as appropriate and makes decision about eligibility.
2. Schemes identify target families based on home check.
3. Schemes submit home check reports to RoSPA and KidRapt.
4. KidRapt use orders to manage manufacturers' capacity and place bulk orders every month.
5. Manufacturers supply equipment to KidRapt's warehouse and invoice KidRapt.
6. KidRapt invoices RoSPA for equipment, management, carriage and storage. KidRapt fulfils the Participating Schemes' orders. Copies of orders are sent to RoSPA for later reconciliation.
7. Schemes visit homes a second time to deliver and install equipment. Schemes invoice RoSPA for the costs of installation if allowed.
8. Throughout, RoSPA maintains regular contact with DCSF, reporting against KPIs and DCSF provides monthly payments.