

Choose Right Fit Right



CHILD PASSENGER SAFETY DISPLAY KIT – USER MANUAL

In partnership with the Motor Accidents Authority and in consultation with a range of stakeholders, Kidsafe NSW has developed an interactive Child Passenger Safety Display Kit. The display highlights the need for parents to choose, correctly fit and always use a restraint most appropriate to their child's size (height and weight).

**PLEASE READ THESE INSTRUCTIONS
BEFORE ATTEMPTING TO USE THE
CHILD PASSENGER SAFETY
DISPLAY KIT***

***Disclaimer Notice:** The Motor Accidents Authority and Kidsafe NSW are not liable for any actions, claims, proceedings or demands of third parties against you, whether at common law, in equity or pursuant to statute or otherwise, in respect of any loss, injury, death, illness or damage (whether personal or property, and whether direct or consequential, including consequential financial loss) howsoever caused, arising out of or as the result of your use or misuse, which shall include negligent, reckless or wilful acts or omissions, of the Child Passenger Safety Display Kit and the instructions contained herein.

USER CHECKLIST

- ❑ **Selecting the display site**
 - ❑ Ensure that the display site doesn't have any external hazards
 - ❑ Select a display site that is likely to attract the target audience
 - ❑ Ensure power is available at the site

- ❑ **Planning the demonstration**
 - ❑ Organise the demonstration as part of a well-planned community event or for a specific-purpose audience
 - ❑ Inform families about the aim of the campaign
 - ❑ Order the brochure *Choose Right Fit Right for a Kidsafe ride* to distribute to families
 - ❑ If possible, we suggest you set up the display prior to the event (this will make it quicker on the day)

- ❑ **Setting up the demonstration**
 - ❑ Set up the 4 banner blinds in correct order as shown in this manual
 - ❑ Place the two sets of scales in front of the green banner blinds
 - ❑ Display brochures on pod table (black box with wrap around sign attached)
 - ❑ Run DVD through laptop
 - ❑ Ensure speakers are plugged in to the laptop to add volume
 - ❑ Ensure security cables are plugged in to the laptop and printer and attached to a non movable object
 - ❑ Ensure there is a table available to put laptop and printer on

- ❑ **Conducting the demonstration**
 - ❑ Encourage people to measure their child's height and weight
 - ❑ Encourage people to talk about child passenger safety issues such as what type of restraint their child is currently using and what type of restraint they should be using.

- ❑ **After the demonstration**
 - ❑ Dismantle the display, pack up the black box and laptop bag and use checklist to ensure nothing is missing
 - ❑ At the end of your loan period, return the Child Passenger Safety Display Kit to Kidsafe NSW

USER SUPPORT

Contact Kidsafe NSW on (02) 9845 0890 for assistance in using the Child Passenger Safety Display Kit.

CHILD PASSENGER SAFETY DISPLAY KIT CHECKLIST

CONTENTS INSIDE THE BLACK BOX/ POD TABLE:

- 4 banner blinds
- 2 sets of digital scales
- 1 wrap around sign for the pod table
- courier label for returning display
- speakers
- power board
- a copy of this checklist

SEPARATE CONTENTS IN BAG:

- Laptop
- Printer
- USB cord to attach the printer to the laptop
- Power cord for printer
- Power cord for laptop
- DVD
- Security cable for laptop
- Security cable for printer
- Laminated copy of Choose Right Fit Right Brochure
- Excel spreadsheet for data collation (a copy must be sent back to Kidsafe NSW when returning the display)

NOTE: IF ANY OF THE ABOVE ITEMS ARE MISSING WHEN YOU RECEIVE THE KIT, CALL KIDSAFE NSW IMMEDIATELY ON 02 9845 0890.

WHAT YOU WILL NEED TO SUPPLY:

- ream of paper to print on
- brochures and posters (we can supply them before the event but they do not travel with the display)
- power to run the laptop, printer and speakers
- table to put the laptop, printer and speakers on

SELECTING THE DISPLAY SITE

The location of the display is very important. The three key considerations when selecting a site are that:

- 1) the area is free of any external hazards;
- 2) the area is likely to attract your intended target group; and
- 3) the site has power available.

Hazard reduction

Ensure that your selected site is free of external hazards such as moving vehicles that could harm your audience or a casual onlooker. This is particularly important if you are combining the use of the display with child restraint checks that involve people driving cars in and out of a particular area. Ideally the display site should be separated from other activities that add unnecessary risk.

The display has been designed for indoor use as the banner blinds are light weight and could tip over with even a small amount of wind. If you intend to use the display outdoors, you will need to secure the banner blinds (without creating a trip hazard) and also provide weather protection for the laptop, printer and speakers.

Likely to attract target group including grandparents

Shopping centres are just one of the many possible venues for this display. Other suggested display sites include:

- ☺ Baby specific stores
- ☺ Early childhood centres in consultation with the Early Childhood Road Safety Education Program located at Macquarie University
- ☺ GP surgeries
- ☺ Bowling clubs
- ☺ Local libraries
- ☺ Any place where parents with young children gather in the local community

If the display is going to be located in a shopping centre and there is a children's play area or crèche, it would be advisable to set up near this if possible. That way your intended target is already being drawn into your area. Otherwise, try and make sure the display is set up in a main walk through area rather than at one end where people will only pass it if they are heading toward a particular shop.

Running the display in a baby specific store or child restraint section of a shop may be an effective education tool because people are looking for knowledge on the topic of child restraints. Once people have purchased a restraint they may be reluctant to change it even if it not the best restraint for their child's size.

Power available

In order to plug in the laptop, speakers and printer, you will need power available at the display site. A power board with four outlets is provided as part of the kit so you will only need access to one power point.

PLANNING THE DEMONSTRATION

Once you have selected an appropriate display site, start organising the display demonstration. The demonstration will be more effective if it is part of a well-planned and promoted community event rather than relying on passers-by or casual onlookers.

By targeting families at community events, people are more likely to interact and discuss child passenger safety issues. Other possible venues in your local area for the display site are where adults who may care for young children gather, including bowling clubs, local libraries and community organisations.

Alternatively, use the display as part of a workshop presented by the Early Childhood Road Safety Education Program to families or professionals in the local community and/or as part of a visit from a local Authorised Restraint Fitter. Workshops can be organised with one of the Program consultants by phoning (02) 9850 4700.

When Planning the Demonstration Day

1. Start planning early. Work with local community groups to jointly promote the event by word-of-mouth and in the local media. Working with community groups can lead to ongoing discussions of child safety issues in local communities.
2. Order the brochure *Choose Right Fit Right for a Kidsafe Ride*, to distribute to families. A laminated copy is included in the laptop bag. Order more copies through Kidsafe NSW by calling (02) 9845 0890.
3. Consider having the *Choose Right Fit Right for a Kidsafe Ride* brochure available in other languages if this is appropriate to your target audience. To order copies of the brochure in Arabic, Chinese or Vietnamese call Kidsafe NSW on (02) 9845 0890.
4. Ensure you have the Child Passenger Safety Display Kit and all its contents. There is a contents checklist inside the black box.
5. Consider inviting staff from other local community organisations to participate. This includes staff from children's services, police officers, local council road safety officers, health personnel, parents and other community volunteers and local council children's services officers.

SETTING UP THE DEMONSTRATION

The display kit packs neatly into a black box (known as the pod table in the display) on wheels with a handle at the top to wheel it by and a handle down the side to be used when picking it up.

NOTE: The whole display in the box weighs close to 40kgs – plan for assistance if it needs to be lifted. A station wagon is preferable for transportation as the display would not fit in the boot of most sedans unless the back seats can be folded down.



(note: handle on lid needs to be on the same side as the wheels on the bottom otherwise it will not lock into place)

Opening the latches on the box



(from this point turn 180 degrees to the left and then the catch will open)

In order to open the latches on the box, flip the lower part of the latch up 90 degrees and then turn it 180 degrees to the left as shown in picture and then the catch will open. When closing the latch the process is reversed.

Once you have opened the lid, you will need to remove each of the components from the box. The bags containing each of the banner blinds have a separate section for the support pole that holds it upright. The banner blinds need to be arranged in the following order with the scales in position as shown.



The black box containing each of the items then becomes the pod table that brochures can be placed on. The banner in the postage pack wraps around the black box and attaches via a velcro strap on the same side as the wheels on the box. Do this last so that the boxes for the scales and bags for the banner blinds can be packed away into the box first. It will then look like the picture below.



You will then need a table to sit beside the display to hold the laptop and printer. The laptop has DVD capability and the Choose Right Fit Right DVD runs on a loop so will just keep playing until you stop it. The DVD is already in the laptop so when you turn the computer on, just open media player to get the DVD running.

You will notice a file on the desktop called “display fact sheet”. Open this file so that it is ready to type information into when people visit the display.

Photo of display in full

Once the display has been fully set up, it should look like this.



Things to consider when assembling the display:

- it will take around 15 – 20 minutes the first time you assemble it
- the display is very heavy so you may need assistance moving it
- the banner blinds have deliberately been designed at 150cm tall so you won't have any line of sight issues in shopping centres
- you will need to be located near power to plug in the laptop, printer and speakers
- you will need a table to put the laptop and printer on
- you will need to supply a ream of paper to print onto

Using the scales

- If you step straight onto the scales you will get an error message. Instead, tap on them first until you see three horizontal lines (- - -) and then wait for 0.0 to appear. After you see 0.0 you can step on them to get an accurate measurement. When the scales have stabilised the reading will flash.

Using the laptop

- The laptop will be used to play the DVD and also print the fact sheet for parents.
- Media player is installed on the computer and can be used to run the DVD. It will run continuously on a loop once you start it.
- The fact sheet has been saved on the desktop of the computer and should be opened when you turn the computer on. You will notice that the only information you can change is the date, child's name, height, weight and age. The idea is that once a child has been measured, you type this information into the fact sheet and then print to hand to the parent.
- Make sure you plug the speakers in to the laptop to add volume.

Using the printer

- As long as the printer is turned on and the cable is plugged from the laptop to the printer, you shouldn't have any trouble as this printer is set as the default on the laptop.
- It will take approximately one minute to print each fact sheet.

Using the security cables

- A security cable has been provided for the laptop and the printer so they can be secured to non movable objects. This will allow peace of mind for when you are talking to parents or need to take a bathroom or food break.
- The locks and keys are numbered for convenience
- The laptop and printer already contain the attachment for the padlock. They are black in colour with a hole in the middle to put the padlock through.

Notes of caution

- Tell children not to lean against the banner blinds whilst having their height measured because the banner will tip over.
- Ask parents to do the measuring. It should not be necessary for you to lift or handle children.

CONDUCTING THE DEMONSTRATION

- Depending on where the display is located and whether it is part of a larger display, passers by may need some encouragement to take part in what the display has to offer. This could be done in variety of ways including offering fun activities that will draw the attention of children (e.g. balloon sculptor) or posing questions to parents about child restraints as you hand them a brochure. Once people realise you are not trying to sell them something, they will feel a little more at ease.
- Ensure that you have the DVD playing with the volume up for people to hear. It only goes for 3 minutes and 43 seconds and is on a continuous loop.
- Once you have the attention of parents/ carers with children, encourage them to measure their child's height and weight.
- Ask the parent to give you the details so you can write it down on the spreadsheet as shown below.

	Date	Child's name	Height (cm)	Weight (kg)	Age
1					
2					

- Once you have written the details down for your record, type the information into the display fact sheet (which is saved on the desktop of the laptop) and print it out for the parent/ carer to take away as a record.
- The print out will take approximately one minute so this will give you an opportunity to discuss the issue of child passenger safety with the parent/ carer. Perhaps discuss their current practices and whether they will do anything differently now that they have received this information.
- There is no need to save the information in the display fact sheet as you can simply type over it with the next child's details. The file has been specifically set up so that no other information can be changed.
- **As you can see from the instructions given above, this display needs to be manned at all times and cannot run itself.**
- **DO NOT BORROW THE DISPLAY IF YOU INTEND TO LEAVE IT SITTING BY ITSELF FOR ANY LENGTH OF TIME. IF THIS IS WHAT YOU HAD PLANNED, CONSIDER USING THE VIDEO ALONE WITH BROCHURES AVAILABLE FOR PEOPLE TO TAKE AWAY.**

AFTER THE DEMONSTRATION

Once your audience has left, dismantle the display and pack equipment away as you found it. The checklist will remind you what goes into the black box and what is held in the laptop bag. Use the checklist provided to ensure that nothing is missing.

Remember to send back a copy of the spreadsheet of all the children that were measured as part of your display.

At the end of the loan period, please return the Child Passenger Safety Display Kit to:

Kidsafe NSW Inc
Hainsworth St
WESTMEAD NSW 2145
T (02) 9845 0890 F (02) 9845 0895

The Child Passenger Safety Display Kit can be personally returned or couriered. If you need a courier, please call Kidsafe NSW to arrange one. There are two courier labels supplied with our address details on them. Please stick one on top of the black box and the other one onto the laptop bag.