



Information Booklet for Companion Organisations

2019 Version



Stir it up! is coordinated by the Illawarra Shoalhaven Local Health District (ISLHD)
Health Promotion Service

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About *Stir it up!*

- *Stir it up!* is a healthy eating project developed by Illawarra Shoalhaven Local Health District (ISLHD) Health Promotion Service.
- The aim of *Stir it up!* is to train community members to become advocates for healthy eating. Interested volunteers from the community complete a training program and are then supported to promote healthy eating in their local communities.
- Since September 2010, trained *Stir it up!* volunteers have been involved with community gardens, provided nutrition talks and recipe demonstrations, facilitated cooking groups, run supermarket tours and taken part in community events.
- *Stir it up!* aims to improve access to nutrition information and to increase cooking knowledge and skills. The focus is healthy eating on a budget that is environmentally-friendly.
- Food insecurity affects a significant proportion of the population, with higher rates in vulnerable communities. Key barriers to food security are a lack of food knowledge and skills, preparation and cooking facilities, financial resources and social support. *Stir it up!* aims to improve food security by providing education and practical skills to the community.
- More information is available at <http://www.foodfairnessillawarra.org.au/projects-stories/stir-it-up> or contact the *Stir it up!* Project Coordinator.

***Stir it up!* Companion Organisations**

- *Stir it up!* Companion Organisations broaden the reach of the *Stir it up!* Project
- The goal is to support your community members to become *Stir it up!* peer-educators who can then use their skills to promote healthy eating within your organisation

Benefits for your community members:

An opportunity for community members to:

- Learn about healthy eating
- Learn how to pass on knowledge about healthy eating to others
- Obtain a nationally recognised qualification
- Receive Food Safety training
- Enhance their confidence and self-esteem
- Reduce social isolation
- Develop pathways to further education and employment prospects
- Improve individual and family eating patterns

For your organisation this is an opportunity to:

- Pass on healthy eating messages to your community members
- Build the capacity of your community members and staff to promote healthy eating and deliver healthy eating initiatives

Information about the training is on pages 8 - 9

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Stir it up! peer-educators are volunteers trained in basic nutrition concepts and it is not their role to provide complex nutrition presentations or individual health or nutrition advice. People requesting such advice are referred to their GP, other health professional or Accredited Practising Dietitian

The basic healthy eating messages promoted by *Stir it up!* peer-educators are:

- Eat more fruits and vegetables
- Eat more freshly prepared and whole foods
- Eat a healthy breakfast everyday
- Drink more water



Stir it up! was inspired by the Community Foodies Project
in South Australia

Benefits of becoming a *Stir it up!* Companion Organisation

- *Stir it up!* provides free ongoing training for your volunteers who then pass on their knowledge and skills to their peers in the community and within your organisation
- Your organisation will have increased capacity to offer healthy eating programs for your local community
 - Programs that could be run by *Stir it up!* volunteers within your organisation and community include cooking groups, cooking demonstrations, talks, gardening activities and supermarket tours
- *Stir it up!* provides a positive contribution to your organisation
 - Stir it up!* training and activities can contribute to Key Performance Indicators for health and well-being strategies
- Outcomes for *Stir it up!* volunteers have included an increase in self esteem and confidence; increased sense of competence; social inclusion; links to education and employment and community development
- Health improvements have been seen among peer-educators with positive changes to individual and family eating patterns. Community members who attend *Stir it up!* activities also report positive changes to individual and family eating
- Networks and links with other projects, both in-house and with partner organisations
- Ongoing support and resources are provided by the *Stir it up!* Project Team
- A Snapshot of Evaluation Results is on page 14

What is required of Companion Organisations?

- Management support for the *Stir it up!* Project
- A staff member who can support *Stir it up!* volunteers to be advocates for healthy eating and can liaise with the *Stir it up!* Project Team regarding ongoing training, resources and evaluation. This staff member is known as a Local Support Person – see page 18 for more details
- Registration of *Stir it up!* peer-educators as volunteers with your organisation – see pages 11 – 13 for more information
- A willingness to encourage the Basic Messages and Philosophy of *Stir it up!* (See the *Stir it up!* Information Booklet for details)
- How much staff time is needed?

The time commitment for the Local Support Person will depend on the number of *Stir it up!* volunteers registered with your organisation, and the number and type of healthy eating activities they are involved in. Resources and equipment are available for peer-educators to use when running healthy eating activities in the community.

Stir it up! Peer-educators are encouraged to be involved in at least two healthy eating activities each year and to attend regular ongoing training (catch-ups).

Ongoing volunteer training sessions (catch ups) are provided by the *Stir it up!* Project Team. Usually one or two catch ups are run each school term. See page 10 for more details.

How will the *Stir it up!* Project Team support your organisation?

The *Stir it up!* Coordinator is employed by ISLHD Health Promotion Service and is responsible for:

- Coordinating the *Stir it up!* Project
- Coordinating the training for peer-educators in partnership with a Registered Training Organisation
- Organising ongoing training for peer-educators (Catch ups)
- Developing project resources for peer-educators to use
- Supporting Local Support Person(s) from Companion Organisations
- Conducting project evaluation
- Developing Statements of Understanding between ISLHD and Companion Organisations

The *Stir it up!* Coordinator will provide:

- A *Stir it up!* apron and chef hat for each *Stir it up!* volunteer
- Online and other information for Local Support Persons and *Stir it up!* volunteers
- Equipment to borrow (such as cooking kits), where available
- Resources to enable applications to be completed for Working With Children Checks for *Stir it up!* volunteers

Stir it up! Training

Community members interested in becoming *Stir it up!* peer-educators need to complete the following steps:

- **Part One** is an 8-10 week course delivered by Kiama Community College[#]. At the satisfactory completion of the course, interested people can apply to be *Stir it up!* peer-educators, if they wish.
or equivalent training or experience. Contact the Stir it up! Coordinator for details.
 - Kiama Community College is a Registered Training Organisation - RTO ID 90087.
 - The training course is called *Cook and Eat for Health* and includes the Food Handler Certificate, nutrition basics, preparing healthy food, presentation skills, and an employability skills module.
 - The course includes units from the Certificate II in Hospitality. A nationally recognised Statement of Attainment is awarded for completed units. These units can be used as entry into hospitality or other training courses.
- **Part Two** is a two day workshop run by the *Stir it up!* Project Team to provide information about *Stir it up!* and the resources and support available for peer-educators.



Peer-educators are then registered as volunteers with local health or not-for-profit organisations (Companion Organisations) to promote healthy eating.

The training is usually held at community venues and childcare *may* be available at some places. There is no cost to Companion Organisations for the training. Participants who meet the funding criteria for the training will not need to pay any course fees. Literacy and numeracy support is available if required.

The *Stir it up!* training course will run one day a week in school hours during school terms. Details and dates are available from the *Stir it up!* Coordinator or Kiama Community College. See the back page for contact details.

Training Details

To be eligible for fee-exemption, participants are required to meet criteria[^] including the following items:

- Be 15 years or older and no longer at school
- Currently live or work in NSW
- Be an Australian or New Zealand citizen, Australian permanent resident or humanitarian visa holder and able to produce evidence of this
- Have had limited educational opportunities in the past
- Have barriers to completing a full qualification such as financial limitations accessing childcare, transport, respite care, ongoing personal circumstances that impact on educational achievement, very low literacy, language or numeracy skills
- Be looking for, or planning to look for employment
- A satisfactory Working With Children Check

[^] Criteria may vary depending on current funding sources. For up-to-date information, please contact Kiama Community College. Contact details are on the back page.

Ongoing Training and Support for Volunteers (Catch ups)

Regular ongoing training is delivered by the *Stir it up!* Team. These sessions are run once or twice each school term and are an opportunity for *Stir it up!* volunteers to keep up-to-date with *Stir it up!* news and resources, learn more about healthy eating and presentation skills and share experiences with other *Stir it up!* volunteers.

There is no cost involved and free childcare is available. Catch ups run from 10am to 12.30pm.

Past catch ups have included:

- Making rice paper rolls and healthy dips
- Preparing meals from pantry items and leftovers
- Analysing recipes and reading food labels
- Modifying recipes
- How to use *Stir it up!* Display Kits
- Supermarket Tours
- Visits to Botanic & Community Gardens
- Guest Speakers

Resources

The *Stir it up!* Project has a variety of resources for volunteers to borrow. *Stir it up!* volunteers will have access to a password-protected webpage to download online resources and they can borrow Display Kits, Activity Kits and cooking equipment kits.



***Stir it up!* Volunteers**

Stir it up! peer-educators need to be registered with a Companion Organisation as volunteers and be covered by Personal Accident (Volunteer) Insurance. The *Stir it up!* Coordinator can discuss other options with you if required.

There are recommended processes for organisations that have volunteers. These are listed below. The *Stir it up!* Project Coordinator can assist you with resources and information if needed.

Issues to consider for volunteer registration	Resources available
Volunteer Training Course	Organised by <i>Stir it up!</i>
Ongoing Training	Delivered by <i>Stir it up!</i> Team
Role Description	Available from <i>Stir it up!</i>
Volunteer Screening <i>See details on next page</i>	<i>Stir it up!</i> will organise Working with Children Checks as part of application process
Orientation to your organisation	Explain WHS procedures
Volunteer Policy <i>See link on next page</i>	Ensure your paid staff are aware of Volunteer Rights – document available from Volunteering Australia
Volunteer Management/Supervision	Staff member from your organisation with support from <i>Stir it up!</i> Team (Local Support Person)
Volunteer Insurance	Organised by Companion Organisation – see information on following pages
Volunteer Records	Templates available from <i>Stir it up!</i>
Communication	Via <i>Stir it up!</i> newsletter and emails
Resources	Available from <i>Stir it up!</i>
Volunteer Agreement	Part of <i>Stir it up!</i> Application process

Volunteer Insurance

Personal Accident (Volunteer) Insurance pays an amount to help volunteers cover their costs if they are hurt while working in an authorised volunteer role. The following links provide information about insurance cover for community and not-for-profit organisations.

- http://www.ourcommunity.com.au/insurance/view_help_sheet.do?articleid=263f
- <http://www.volunteering.com.au/for-organisations/managing-volunteers/volunteer-insurance>
- <http://www.volunteeringaustralia.org/policy-and-best-practise-insurance-2/>

A Role Description for Peer-educators and other resources required for Volunteer Insurance are available from the *Stir it up!* Project Coordinator.

Volunteer Policy

It is recommended that:

- Paid staff in your organisation are made aware of Volunteer Rights. These are outlined in the document: http://www.volunteeringaustralia.org/wp-content/files_mf/1376971192VAVolunteerRightsandchecklist.pdf (Copies available from *Stir it up!* Coordinator)
- Volunteers are provided with Orientation to your organisation, including WHS procedures

Criminal Record Checks

It is recommended that volunteers are screened by completing a Criminal Record Check (National Police Check). This process is part of the Working With Children Check (WWCC) that all applicants will be asked to complete. Acceptance into the *Stir it up!* Project will depend on satisfactory WWCC results.

Working with Children Checks

From 15 June 2013, volunteers must organise their own Working With Children Check. People applying to be part of *Stir it up!* will be able to complete the online form at the Information/Application Sessions. The process is straightforward. An application number is generated. The applicant needs to take this number and proof of identity to their local NSW Motor Registry or Services NSW office that has RMS services. The check takes about four weeks and is free for volunteers. Contact the *Stir it up!* Coordinator for a *Stir it up!* Factsheet which outlines this process.

More information is available from:

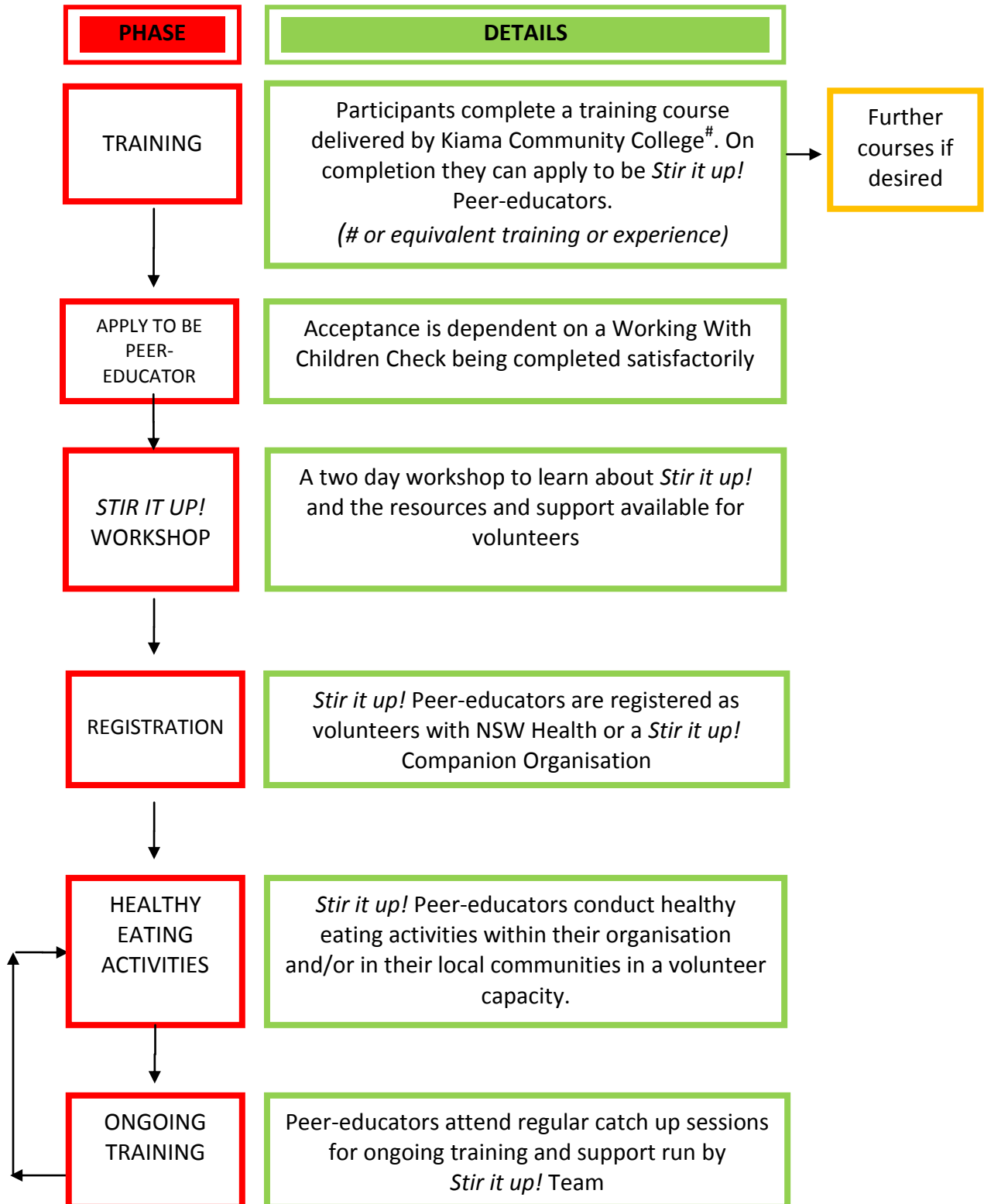
<http://www.kidsguardian.nsw.gov.au/working-with-children/working-with-children-check>

A Snapshot of *Stir it up!* Results since 2010



Results at December 2017

Where to from here?



Guidelines for assessing a request for *Stir it up!* Peer-educators

These guidelines help the Project Coordinator or **Local Support Person** decide if a request for *Stir it up!* Peer-educators fits the criteria and philosophy of the *Stir it up!* Project.

Criteria	Rationale	Yes	No
1. Is the Organisation making the request aware of their roles and responsibilities?	Has the Organisation been involved in the project previously? Are they aware of the <i>Stir it up!</i> Project Philosophy?		
	A representative from the Organisation must be present at the activity		
	The Organisation is responsible for all expenses relating to the activity		
	All WHS procedures must be followed		
	The Organisation must have Public Liability Insurance		
	The venue must have Public Liability Insurance		
	The Organisation must complete an annual Risk Assessment Form for the venue		
2. Is the Organisation a not-for-profit or community organisation?	No individual or company should gain financially from their association with <i>Stir it up!</i>		
3. Does the requested activity have an educational component?	The <i>Stir it up!</i> Project promotes healthy eating messages to the community.		
4. Will the activity promote any of the key messages from the <i>Stir it up!</i> Project?	The four key messages are: <ul style="list-style-type: none"> • Eat more fruits and vegetables • Eat more freshly prepared and whole foods • Eat a healthy breakfast everyday • Drink more water 		
5. Is the topic within the scope of the volunteers' knowledge and skills?	Volunteer peer-educators are not health professionals and are not expected to conduct in-depth clinical talks or provide individual health or nutrition advice		

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Criteria		Rationale	Yes	No
6.	Is the volunteer's workload reasonable? Is there adequate time to prepare?	Volunteers should not be asked to conduct tasks that require more than 15 hours a week. Volunteers should be given at least a week to prepare presentations. This will vary between volunteers depending on the type of presentation and previous experience		
7.	Are the volunteers expected to provide catering for an event?	The <i>Stir it up!</i> Project is <u>not</u> a catering service. Activities should have an educational component (see criteria 4 & 5 above).		
8.	Is the activity within the geographical limits of the project (if any)?	Consideration needs to be given to the travel requirements of the volunteers. For activities run at more remote locations, petrol vouchers for the volunteers should be negotiated with the Organisation		
9.	Has adequate time been allowed for the project coordinators to organise volunteers to do the activity?	A minimum of 4 weeks is preferred. Shorter time frames may be accepted depending on the capacity of the Project Team or Local Support Person and the type of presentation		
Decision		✓	ID number:	
Proceed			Request from:	
Do not proceed			Beyond scope of volunteers	
			Beyond scope of project guidelines	
			Does not fit <i>Stir it up!</i> Philosophy	
			No volunteers available	
Notes				

The Local Support Person Role

Stir it up! Local Support Person(s) are staff members of Companion Organisations. The most important task of the Local Support Person is to support the volunteers in their role as peer-educators. Inexperienced peer-educators may require extra levels of support in the early stages. Volunteer support may also include resolving issues between peer-educators. Local Support Person(s) will need to have a flexible attitude and an understanding of the barriers that may arise for volunteers including life events, sick family members and access to transport.

The Local Support Person role is to encourage *Stir it up!* volunteers to conduct at least two healthy eating activities each year. We want *Stir it up!* volunteers to promote healthy eating in whatever way they feel comfortable. This may be a talk, display, recipe demonstration or other activity. Any positive or constructive feedback should be passed onto the peer-educators to show encouragement and support of their role, and to enable them to further develop their capacity as a *Stir it up!* volunteer peer-educator and member of the community.

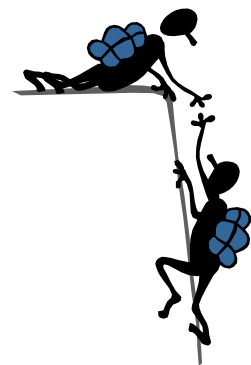
Stir it up! Companion Organisations are encouraged to regularly acknowledge the volunteers' efforts and to include *Stir it up!* volunteers in any volunteer celebratory events. Recognition may be via newsletters, media, project reports and updates to participating organisations.

More information about *Stir it up!* is available from:

<http://foodfairnessillawarra.org.au/projects-stories/stir-it-up>

Documents available:

- *Stir it up!* Information Booklet
- *Stir it up!* Information Booklet for Companion Organisations
- *Stir it up!* Annual Reports
- Volunteer Rights Documents



Where to from here?

Information Sessions or meetings can be arranged at a time to suit your organisation. For more details contact the *Stir it up!* Project Coordinator on 4221 6777 or robyn.tindall@health.nsw.gov.au

In the Shoalhaven area, you can also contact Kim on 4455 5366 or kim.thompson@health.nsw.gov.au

For details about the *Cook and Eat for Health Course*, contact:
Kiama Community College
reception@kcc.nsw.edu.au
Phone: 4232 1050