

Cook it!
fun, fast food for less



Delivering Cook it!

Guidelines for Organisations and Tutors

By

Community Food and Nutrition Team

These guidelines look at the different aspects of running a Cook it! Programme including; an outline of the programme, special dietary requirements, Cook it! Tutors, Costs associated and equipment required

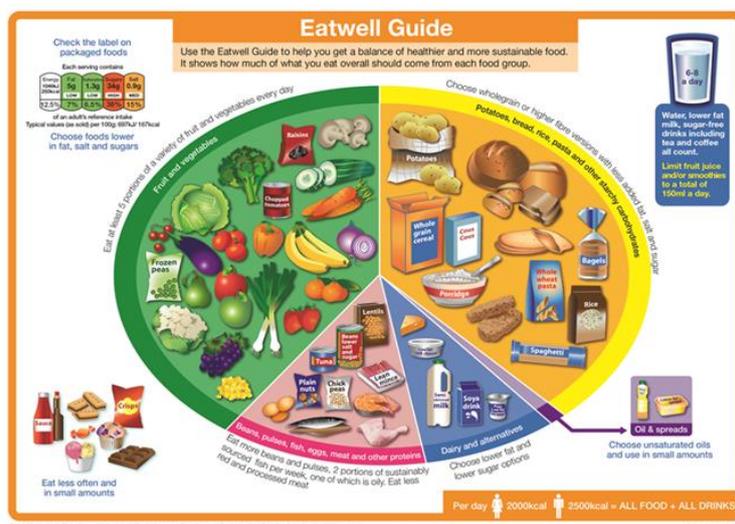
Introduction

Cook it! is a community nutrition education programme produced by the Public Health Agency for use in Northern Ireland. It is designed to enable participants to eat more healthily on a limited budget. This document offers practical guidance and advice for organisations who are interested in delivering Cook it! as part of their work.

The programme is delivered by tutors who have attended Cook it! training. In the WHSCT area, this training is organised and delivered by the Community Food and Nutrition Team (CFNT).

What is the Cook it! programme?

Cook it! consists of six sessions, each lasting 2 hours and focussing on healthy eating (using the Eatwell Guide model shown below), basic food hygiene and practical hands-on cooking.



The six sessions making up a Programme, are summarised below:

| | Title | What's included? |
|---------------|--------------------------------|--|
| Session One | Health on a Plate | Introduction to the Eatwell Guide, Basic food hygiene, Cooking practicalities |
| Session Two | Finding out about Fibre | Potatoes, bread, rice, pasta and other starchy carbohydrates food group Practical cooking |
| Session Three | Fabulous Fruit & Vegetables | Fruit and vegetables food group Practical cooking |
| Session Four | Counting on Calcium | Dairy and Alternatives food group Practical cooking |
| Session Five | Protein Providers | Beans, pulses, meat, fish, eggs and other proteins food group Practical cooking |
| Session Six | A little bit of what you fancy | Foods and drinks high in fat and or sugar Food labelling |

During the sessions participants work together to prepare and cook dishes from the Cook it! manual. These dishes are then tasted together by the group forming a social aspect to the programme.

Each session includes carefully designed activities to reinforce healthy eating and food hygiene messages. The combination of cooking and activities makes the course enjoyable and helps enable healthy changes to be made to shopping, cooking and eating habits.

Cook it! has been evaluated locally and regionally and has shown to be an effective means of enabling participants to make lasting changes to their food choices as well as improving cooking skills and confidence in the kitchen.

Who is Cook it! for?

Cook it! is aimed at those who wish to increase knowledge on healthy eating and cooking skills on a budget. It has been successfully used by many different groups including:

- Young parents
- Families
- Older people living independently
- Adults with mild to moderate learning disability
- Adolescents
- Young people leaving care
- Students
- Adults with addictions e.g. alcohol
- Homeless
- Offenders in resettlement schemes

The information given in Cook it! is not suitable for some individuals' e.g. frail elderly, adults or children with serious illness, infants or very young children. It is designed to be delivered in group situations, training is not offered to those working on a one to one basis with clients.

Special dietary requirements

Cook it! provides general healthy eating information aimed at preventing conditions such as heart disease and some cancers. It does not cover specialist advice for conditions such as:

- **Diabetes**
- **Raised cholesterol**
- **Food allergy or intolerance**
- **Coeliac disease**

Tutors or organisations with queries regarding suitability of Cook it! for a particular group are advised to consult with the CFNT using the contact details shown at the back of this document.

Who are Cook it! Tutors?

The majority of Tutors are recruited from the community and voluntary sector. Criteria for recruitment are as follows:

- Must work with relevant groups (see above)
- Must have access to a kitchen
- Be prepared to deliver 2 Cook it! courses (12 participants in total) per year
- Have some knowledge of cooking (formal catering qualifications are not necessary)

In addition Cook it tutors are expected to:

- Attend **at least** one update session organised by the CFNT each year
- Take part in evaluation as requested by the CFNT

Becoming a Cook it! tutor

In the WHSCT area, Cook it! tutor training is held three times a year and details can be obtained from the CFNT. Applications are submitted by each individual wishing to be trained and signed by their manager. Applications can be obtained via CFNT.

If you wish to deliver Cook it! for another organisation and would like any guidance or advice contact CFNT.

What facilities and equipment are required?

Delivering a Cook it! programme requires access to a suitable venue and equipment for cooking to include:

- A kitchen containing a cooker (with working oven), fridge and sink with hot and cold running water
- Space to work and eat together. This may be in the kitchen or in a separate room
- Kitchen equipment – saucepans, utensils, plates, cups, cutlery
- A first aid kit
- Flipchart, paper and pens
- Fire safety equipment

What are the insurance issues?

There are **two** important insurance issues which must be addressed before Cook it! delivery commences:

Insurance for the building

The venue in which Cook it! is held must to be covered by Public Liability insurance and Cook it! should be listed on the insurance as one of the activities which takes place in the venue.

Insurance for tutors

Cook it! tutors delivering Cook it! as part of their work duties must be covered by the employing organisation's insurance. Organisations are advised therefore to inform their insurers that they are providing the Cook it! programme as part of their activities. Volunteers who deliver Cook it! for an organisation should be similarly covered by the organisation's insurance.

Organisations wishing to bring in a Community tutor to deliver Cook it! should make sure that the tutor is insured **before** delivery commences. Community tutors are advised to take out their own insurance.

Visit from the Community Food & Nutrition Team during your 8 week programme

A member of the CFNT will carry out a visit during your 8 week programme. This visit will provide support and any required resources/ certificates can be brought along at this time. A suitable time can be arranged prior to commencement. Please note this visit is compulsory.

Payment for Cook it! tutors

Cook it! tutors delivering the programme for their employing organisation do so as part of their work and receive the appropriate remuneration.

Cook it! tutors who deliver Cook it! for another organisation usually do so for a fee and this can vary from tutor to tutor.

Any organisation planning to bring in a tutor to deliver Cook it! is strongly advised to make sure that the Tutor has completed Cook it! tutor training.

Prior to commencing delivery the following should also be agreed with the tutor:

- The fee that will be paid
- Any other payments e.g. travel
- Who will purchase the ingredients for cooking
- How reimbursement will be made

The arrangement should then be confirmed with the tutor in writing.

Working in Partnership

Partnership contracts for Cook it! delivery can also be advantageous for smaller organisations or those with limited staffing e.g. An organisation with funding but no capacity to train staff may offer payment for a tutor from another organisation to deliver the programme as part of their work with payment being made to the other organisation.

Such partnership working makes Cook it! accessible to groups who might otherwise have difficulty in holding the programme because of lack of manpower or facilities.

Organisations wishing to work in partnership with others are welcome to contact the CFNT for help and assistance in doing so.

How much will it cost to run a Cook it! programme?

Estimates of the costs incurred in delivering Cook it! are shown below. The costs shown are an approximation intended **only as a guide** for budgeting purposes. (Based on 6 week programme with 6-8 participants. Venue hire is based over 3 hours to include preparation time)

| Item | Cost |
|--|-------------|
| Venue hire (including kitchen) | £360 |
| Equipment hire | £20 |
| Ingredients for five sessions (2 dishes per session) | £100 |
| Food items for display purposes | £20 |
| General admin for course (photocopying recipes and resources from pack; postage and telephone) | £30 |
| TOTAL | £530 |

Other considerations:

| Item | Details |
|---|--|
| Payment for Cook it! tutor (organisations who bring in a tutor) | Negotiate with tutor or organisation and make sure agreement is in writing |
| Public Liability Insurance | Building has Public Liability Insurance prior to commencing programme. List Cook it! as a named activity |
| Insurance for Cook it! tutor | Organisation arranges insurance for tutor or tutor takes out own insurance or partnership set up with another organisation who provides insured tutors |
| Travel expenses for Cook it! tutor | May be included in above. Arrange with volunteers how travel will be claimed and paid |
| Kitchen equipment + boxes for storing and transportation | Look at recipes and resources in pack of what is required for each session |
| Length of session | Additional time required for tutor preparation – shopping, photocopying, setting up and clearing up venue |

For further information or advice please contact the CFNT team at:

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