VIC KIDS EAT WELL

COMMUNITY ORGANISATION SURVEY – GUIDANCE

About the survey tool

This survey is an engagement tool to be used during Vic Kids Eat Well implementation to support you with **developing an action plan** around the changes that need to be made to your canteen/food service.

This tool is intended to complement the **baseline tool** (which you will need to complete to identify which actions your organisation would like to select).

Who to use the survey with

Members of the school community including:

- canteen manager
- parents
- school staff (teachers, principals, administrators, etc)

How to use this tool

1. Consider piloting this survey with a small number of users prior to use.

2. When engaging kids and young people under the age of 18, parents are encouraged to complete the survey on behalf of their children.

3. When communicating the purpose of this survey, it is important to emphasise that Vic Kids Eat Well is focused on making changes at the **organisational level** (i.e. food environments) and not changes at the individual level (i.e. healthy eating). For instance, you can say the following (or adapt as needed):

   "This survey is designed to capture your views around how Vic Kids Eat Well can support making changes to your canteen or food service - this does not include individual healthy eating practices."

4. This survey can be delivered online and/or in hard copy. To create an online survey:

   - enter the questions into an online survey platform (such as Google Forms)
   - share the link with users by email, newsletter or other regular modes of communication.

5. Once results have been analysed, we recommend sharing with the school community the key findings and how you intend to respond as a way of building engagement and support for the changes.