



MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN UNITING (VICTORIA & TASMANIA) - CONNECTIONS (Connections) & GLEN WAVERLEY UNITING CHURCH (GWUC) FOR THE CHINESE DADS' PLAYGROUP PROGRAM (CDPP)

1. Introduction/Rationale

The Chinese Dads' Playgroup Program is run as an equal partnership between Connections and GWUC. The program provides support services specifically for dads and their children aged up to 5 years old. The program is based at the venue of Glen Waverley Uniting Church. The playgroup sessions are delivered between 10am-12pm every second Saturday morning during school terms. As partnership commitment, at least one facilitator from GWUC and one from Connections are required for the desirable program delivery.

2. Program description:

In the City of Monash the Chinese resident population is growing rapidly. The CDPP assists dads in gaining confidence in their parenting skills in order to raise great kids. The program provides a unique and friendly environment for children to learn and grow while building a strong bond with their fathers. The program activities create quality social interactions among dads and children. Dads' organisational and leadership skills are then nurtured and developed through program participation. The program delivers fortnightly Saturday playgroup sessions during term time and there are no playgroup activities during school holidays. All Connections and GWUC facilitators will have a current working with children check.

3. Program aim

The program's ultimate goal is to help Asian migrant families integrate into society and successfully settle in Australia. The CDPP is aimed at empowering dads by adopting a dads-run playgroup concept throughout the program operation. The practice involves dads' direct involvement in planning and implementing program activities such as art, craft, storytelling, and singing, along with other indoor and outdoor activities.

4. Eligibility criteria

The program is open to Chinese-speaking children up to 5 years old, resident in the City of Monash, and their fathers.

5. Role and Resources from GWUC

GWUC will provide:

- Volunteer Facilitators to attend the group and assist with running the program
- A Volunteer Coordinator to liaise with the facilitators and with Connections
- A large indoor and outdoor play area
- Toilet facilities
- Play equipment, toys and books
- Tea and coffee making facility

6. Role and Resources from Connections

Connections will

- Appoint the Monash Chinese Family Coordinator (MCFC)
- Allocate trained facilitators, including a Lead Facilitator, for the group as required

Connections Facilitator(s) will

- Attend joint planning meetings with GWUC facilitators
- Attend the group each fortnight and notify other facilitators if unavailable
- Attend the final debrief meeting with GWUC facilitators

7. First Aid

- GWUC maintains a First Aid kit on the premises. However this does not include any form of medication, which if needed, shall be provided by the group participants
- Connections will provide a trained first aider for each session, who will provide first aid assistance should an accident or injury occur on GWUC property.
- Note that fathers are solely responsible for administering medication to their children

8. Registration, Consent Forms and Attendance Records

Fathers and individual children will be registered with both Connections and GWUC. Fathers will need to complete consent forms. These will collect demographic information such as parent (and child), suburb in which the family reside and age of children as well as emergency contact information. Both Connections and GWUC will have a copy of the consent forms.

Fathers must sign on to the attendance sheet each week on arrival, and sign off when leaving. The Lead Facilitator will record weekly attendance which will be shared by GWUC and Connections for the purpose of monitoring and future planning.



9. Review and planning processes:

The Lead Facilitator appointed by the MCFC will be responsible for:

- Taking a lead role in the setting up, coordination, implementation and evaluation of the playgroup program. They will have responsibility for the smooth operation of the group.
- Ensuring that all materials, handouts etc. needed for the session have been organised.
- Having a mobile phone available for emergencies.
- Notifying the MCFC if any incidents/concerns arise during the group.
- Sending completed weekly evaluation forms to the MCFC
- Having a folder containing the following items
 - Consent forms with parent/guardian contact details.
 - Any other relevant information e.g. asthma management plan, behaviour management plan.
 - Incident forms.
 - Attendance sheets.

Prior to the group commencing, all facilitators and the MCFC will meet to plan the group and review the participant list.

Each week the facilitators will:

- Decide who will do each task
- Conduct a debrief of the session, complete the session evaluation form and plan accordingly for the next session.

At the end of the program facilitators will:

- Assist parents/guardians to complete evaluation forms. Both Connections and GWUC will retain a copy of these evaluations.
- Meet with the MCFC to review the overall functioning of the group, identify ongoing needs for participants and their families, and make recommendations to improve the implementation of future groups.

10. Funding

- A charge of \$20 per family per term is payable to the Lead Facilitator at the beginning of term. This will be split 50/50 between Connections and GWUC at the end of term and the money be stored at GWUC.
- Monash City Council funds the Connections Monash Chinese Family Program, including worker expenses and associated costs. The Chinese Dads' Playgroup Program is part of the Monash Chinese Family Program.
- GWUC provides facilities rent-free, and sundries such as tea and coffee

11. Information Sharing / Reporting Processes

It is acknowledged that where any child wellbeing concerns are raised or highlighted appropriate reporting processes will be followed. If any notifiable incidents occur during the group each organisation will follow their reporting procedures.

12. Grievance procedures

Concerns or complaints regarding the delivery of services under this memorandum should be referred to the MCFC. Any issues not resolved should then be brought to the Eastern Divisional Manager of Connections, where a resolution will be sought.

13. Insurance and legal expenses

Both Connections and GWUC have insurance cover with UCA Insurances. In the event of any incident or legal proceedings arising within this partnership venture, all legal expenses, insurance excess and associated costs, as approved by UCA Insurances, are to be shared equally between the partners.

14. Duration and review

The MOU will take effect from 1st October 2018 until 31 December 2018.

15. Signatories



Trish Chapman

Executive Officer

Uniting - Connections

Uniting

...to inspire people, enliven communities
and confront injustice.

Date:



Glyn Howells

Chair of Church Council

Glen Waverley Uniting Church



Uniting Church in Australia
Synod of Victoria and Tasmania
Glen Waverley Congregation

Date: 13/9/2018