Policies and Procedures Manual

Policy Group 5: Food and Nutrition

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Policy Group 5: Food and Nutrition

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Policy Group 5:
Food and Nutrition

5.1 Food Handling and Storage Policy

The service recognises the need for effective food handling and storage practices to ensure that the food is not contaminated, nor allowed to become contaminated, or unfit to be eaten. All food which is handled (including preparing, eating or storing) at the Service is to be handled according to the recommended food handling and storage guidelines as set out in the Australian and New Zealand Food Standards Code.

Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Duty of Care
- Local Authority (e.g. Brisbane City Council) Food Handling By-laws
- Australian and New Zealand Food Standards – chapter 3 Food Safety Standards (Australia only)
- NQS Area: 2.1.1, 2.1.3, 2.1.4; 2.2.1; 2.3.2; 3.1.2; 3.3.1; 4.2.1; 6.1.1; 7.1.2; 7.3.5.

Procedures

See also Policy 4.3 regarding general hygiene policies and procedures, including relating to preparation and handling of food.

The Nominated Supervisor will be responsible to ensure that all food preparation and preparation areas comply with all laws and regulations, including Local Council by-laws (or equivalent) where applicable.

The service will provide the necessary food handling equipment and/or utensils (e.g. gloves), including colour-coded cutting boards to prevent cross contamination.

Educators will ensure their hair is tied back and does not fall into the food.

All food preparation surfaces and utensils will be kept clean and, in particular, will be thoroughly clean before use. Food preparation equipment and surfaces will be cleaned and sanitised in accordance with the service Cleaning and Sanitising Policy (see Policy 5.5).

Educators will ensure that they, and the children, use effective hand hygiene before handling, preparing and eating of food.

Educators will be made aware of, and kept up to date about children who may have dietary requirements and/or allergies relating to food and/or particular food ingredients through signs in the kitchen area and regular discussions at team meetings. All care and attention will be taken when preparing, serving and storing food for children with particular dietary and/or allergy issues. Families may be requested to provide their child’s food if the service is unable to cater for their specific need.

Children will not be in the food preparation area unsupervised. Food activities that require heating and/or cooking will be fully supervised by an educator.

Hot drinks will be made away from children and also consumed away from children in heat safe drinking containers with lids.

Educators and/or children who are unwell will not be permitted to handle food, whether it is a food activity or preparation of the afternoon tea menu.

Perishable items will be covered and refrigerated. Non-refrigerated items will be stored in airtight containers and clearly labeled with expiry dates if not in its original packaging.

The service will ensure regular pest and vermin maintenance is conducted to prevent contamination. The centre will be checked and treated annually for pests and vermin.

Perishable food brought from home by children and/or educators will be refrigerated as soon as possible. Families will be provided with information, through the enrolment and orientation process, relating to storage of lunch boxes during vacation care. Cooked food brought from home by children will not be re-heated by staff.
Food which is removed from its original packaging will be put in an air-tight container and the ingredients and expiry date will be attached to the container.

The refrigerator will be cleaned weekly and the stove will be cleaned after use, both with soapy hot water. Food expiry dates will be checked weekly.

Educators will not eat, nor permit to be eaten by any child, food that has fallen on the ground, or been handled by another child. Food that is not fit to be eaten is to be immediately disposed of, in an appropriate manner, so that it will not be eaten.

Please note: This policy has been developed in accordance with the recommendations of the Australia and New Zealand Food Standards. Further information can be accessed from http://www.foodstandards.gov.au/foodstandards/foodstandardscode.cfm. Services are encouraged to access this information directly.

Any reference to the content from this site should be dated in the policy at the time it was accessed. The resource papers available from http://www.foodstandards.gov.au/foodstandards/foodstandardscode.cfm provide support to the service in developing and maintaining food safety standards.

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5.2 Food and Nutrition Policy

This Service recognises and acknowledges the importance of providing food that is both nutritious and appropriate to the needs of the children attending OSHC. The service encourages and promotes the health and wellbeing of children through providing positive learning experiences during meal/snack times where good nutritional food habits are developed in a happy, social environment. Parents are encouraged to participate in this approach to nutrition for their children.

Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Dietary Guidelines for Children and Adolescents in Australia (NHMRC 2003)
- ‘My Time, Our Place’ Framework for School Age Care
- NQS Area: 1.1.2, 1.1.3, 1.1.5, 1.1.6; 1.2.2; 2.1.1, 2.1.3, 2.1.4; 2.2.1; 2.3.1, 2.3.2; 4.2.1; 6.1; 6.2.1; 6.3.2; 7.1.2, 7.1.4; 7.2.1, 7.2.3; 7.3.1, 7.3.2, 7.3.5.
- Policies: 2.6 – Guiding Children’s Behaviour, 3.1 – Educational Program Planning and Curriculum Development and Curriculum Development, 3.3 – Educators Practice, 4.3 – Hygiene, 5.1 – Food Handling and Storage, 9.2 - Enrollment and Orientation, 9.3 – Communication with Families, 5.6 – Menu Development.

Procedures

Development and review of Nutrition Policy

A detailed nutrition policy will be developed with opportunities for consultation with families, educators and the Management Committee.

The policy will be based on information from recognised health authorities, which may include any or all of the Commonwealth or State Government Health Department and non-government organisations with recognised expertise in nutrition (e.g. Nutrition Australia, Heart Foundation, Queensland Health).

The Nominated Supervisor will be responsible to regularly review, and when necessary ensure that the Service obtains formal reviews of this Nutrition Policy from a recognised nutrition authority or a person duly qualified to advise in relation to it.

The Nominated Supervisor will report to the Management Committee at least once a year and otherwise whenever a change is made to this Nutrition Policy, on the educator, parent and other consultations undertaken by the Nominated Supervisor in respect of the Nutrition Policy.

Recommended food

Information about healthy food choices is gathered from recognized authorities (i.e. Dietary Guidelines for Children and Adolescents in Australia (NHMR) 2003, Nutrition Australia).

Services managed by school Parents and Citizens Associations may also choose to reference the Queensland Education initiative ‘Smart Choices, Healthy Foods’.

Provision of healthy and varied food choices

Where the Service provides food, educators will seek to provide food:

- which is healthy, balanced, varied, age appropriate and consistent with Dietary Guidelines for Children and Adolescents in Australia (NHMR) 2003;
- which includes a good balance of fresh foods, as opposed to pre-packaged and prepared foods;
- which as far as reasonably possible, meets the dietary needs of children with additional dietary needs of which the Service has been made aware, or becomes aware.

Service menus are planned using a checklist to ensure that food provided is varied and encompasses all the food groups. Families, children and educators are encouraged to contribute ideas for the menu.

Where breakfast and afternoon tea are provided, a menu for the week will be displayed. During vacation care, children will be required to supply their own morning tea and lunch from home.

The Nominated Supervisor will discuss with all parents any food allergies and restrictions (including cultural or religious) which are required by the parent to be enforced at the Service. Details of these restrictions will be noted on the enrolment form and passed on to educators. Food allergies or restrictions which are based on health reasons should be accompanied by a letter from a medical practitioner or other health professional.
The Nominated Supervisor (and educators) will seek to accommodate all such reasonable nutritional needs of a child by giving appropriate directions to educators in relation to that child.

Where children have additional dietary needs which is not reasonable that the Service meet, the Nominated Supervisor will consult with parents and where necessary, the meal will be supplied from home.

When parents provide food for their child, healthy food and drink choices are encouraged.

Children are not permitted to bring fast food and/or soft drinks to OSHC e.g. McDonalds, Hungry Jack, KFC etc. Educators will not be permitted to eat fast food and soft drinks at the centre whilst children are in attendance.

Patricks Road OSHC is a nut-free zone, this applies to both children and educators. Traces of nuts in food are permitted.

**The eating environment**

Social interactions will be encouraged during meal/snack times. Educators will spend this time interacting with the children and model good eating and social habits. Staff will not be permitted to eat fast food and/or drink soft drinks in front of children.

Children will be encouraged to use effective hand hygiene, prior to regular service meal times.

To ensure safety, children will be encouraged to sit whilst eating and/or drinking.

Children eating food at the service, outside the regular meal times of the service, will be encouraged to use effective hand hygiene and to sit while eating.

Children will be allowed to eat food in their lunchboxes only if educators first check and confirm there are no know allergens present such as nuts or tree nuts. If these are present, then the food must be returned to the lunchbox and children will be offered a safe alternative from the OSHC pantry.

**Serving of food**

Independence will be fostered by encouraging children to serve themselves food, under supervision from educators, using appropriate equipment.

If educators need to serve food to the children, tongs and/or gloves will be used.

At meal/snack times, educators will encourage children to try different foods and to take appropriate portions.

The last order for breakfast will be at 7:30am and the kitchen will be closed at 7:45am. Children arriving after this time and who have not had breakfast are encouraged to bring a healthy breakfast from home and eat at the breakfast table. If children do not bring breakfast the parent may request from the Responsible Person that their child be given a bowl of cereal.

**Involving children**

Educators involve and consult children when planning the menu and/or food activities and experiences through group meetings and/or children suggestions.

Educators will facilitate children being involved in the preparing and serving of food through ‘serve-yourself’ routines and activities such as breakfast meals.

Educators will encourage and involve children in conversations and routines that promote healthy eating and good nutrition.

**Drinking Water**

The Nominated Supervisor will ensure that children have ready access to cool drinking water.

Educators will encourage children to drink extra water during the summer months, supplying their own water bottle if necessary.

Educators will encourage parents to provide children with extra water to take with them on excursions.

**Diverse cultural experiences**

Food provided includes food from various cultures particularly those represented in the service and local community.

Families from other cultures within the service or wider community may be invited to participate in the program, providing children with food experiences from their own culture.

Food awareness activities will be chosen from a variety of cultures and may include:
• Different ways of serving the food (i.e. chopsticks);
• Different varieties of foods (e.g. feta cheese instead of cheddar);
• Foods that may have significance within their culture (e.g. Anzac biscuits and their origin).

**Communication with families**

The food provided by the service is planned ahead and menus are displayed in a prominent place for families and children.

Where parents are required to provide food for their children, the service will provide relevant nutritional information as well as suggestions for healthy food and drink choices.

The Nominated Supervisor will arrange at least one opportunity every twelve months for parents to have input into the Nutrition Policy.

**Dietary Requirements**

Through the Family Handbook and enrolment form, parents are alerted to the Service’s Nutrition Policy, and invited to contact the Nominated Supervisor at any time to discuss any comments, concerns or feedback in relation to the Nutrition Policy, and of their child’s particular dietary requirements for health or other reasons.

If a child has additional dietary needs e.g. cultural requirements or food allergies, the service will work with parents to develop a plan to meet the child’s needs. Parents will inform the service of any changes.

The service will provide gluten-free and lactose-free alternatives to the breakfast and afternoon tea menu. Parents of children who attend the service on a regular basis are invited to contact the Nominated Supervisor with information relating to the foods and brands their children enjoy in keeping with the centre’s Smart Choices – Healthy Food and Drink Supply Strategy. In addition, the service is a nut-free centre.

**Professional development**

Service management will ensure that educators are provided with adequate training and instruction in relation to food handling and storage procedures.

Educators will be encouraged to attend professional development on food and nutritional related issues.

The service will ensure that information and/or fact sheets relating to food safety and nutrition are readily available for educators.

**Food Experiences**

Food will not be used in the service as punishment or reward for children.

Educators will encourage children to learn about food and nutrition through:

• Food awareness authorities being included in the Service program (e.g. Nutrition Australia);
• Engaging children in conversations about healthy lifestyles and good nutrition;
• Inclusion of children in service meal routines.

Please note: This policy has been developed in accordance with recommendations from the *Dietary Guidelines for Children and Adolescents in Australia* (NHMRC 2003) and the *Queensland Health Panosh (Physical Activity and Nutrition in Outside School Hours Care)* resource.

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5.3 Food Act Compliance Policy

The Service acknowledges the implications of the Food Act 2006 on the provision of suitable snacks and/or meals provided as part of the OSHC program. Depending upon the nature of the food provided, the amount provided and the structure of the OSHC service, the implication of the Food Act 2006 may involve the service required to be licensed as a food handling premises.

14 Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Food Act 2006
- Local Government Authority
- NQS Area: 2.1.3; 2.2.1; 3.1.2; 7.1.1.
- Policies: 4.3 – Hygiene, 5.1 – Food Handling and Storage, 5.2 – Food and Nutrition

 Procedures

The Food Act 2006 requires non-profit organisations who conduct a food business to be licensed with their local government if meals are sold on at least 12 days of the financial year. However, a license is not required if the meals:

- Consist only of fruit, cereal, toast or similar food, or the consumer of the meal helps to prepare;
- Are pre-prepared by an entity other than the organisation and are stored and heated or otherwise prepared by the organisation in accordance with directions of the meal’s manufacturer; or
- Are part of an educational or training activity conducted by the organisation.

Where the service is exempt from becoming a Licensable Food Business under the Food Act 2006, services are to comply with the intentions of the Food Act 2006 by:

- Ensuring food sold is safe and suitable for consumption by complying with the National Food Safety Standards;
- Maintaining compliance with the National Quality Standards (not a requirement of the Food Act 2006);
- Complying with the Education and Care Services National Law 2010 and Regulations 2011.

Compliance under this policy shall be self-regulated. (The service may access and use the resource ‘Know Your Food Business – a self assessment guide to the ‘Food Safety Standards’ available from Queensland Health).

The Nominated Supervisor (or other appropriately delegated senior educator) shall work through the self audit tool annually, ensuring compliance with all necessary requirements.

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5.4 Food Audit Policy

The Service acknowledges that a best practice approach to food handling, storage and hygiene must be maintained and may be achieved by conducting a food handling and safety audit of the service. This audit may be conducted in-house using recommended resources and guidelines or by an external expert.

 Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Duty of Care
- Food Act 2006
- NQS Area: 2.1.3; 2.2.1; 3.1.2; 7.1.1, 7.2.3, 7.3.2, 7.3.5.
- Policies: 4.3 – Hygiene, 5.1 – Food Handling and Storage, 5.2 – Food and Nutrition, 5.3 – Food Act Compliance.

 Procedures

Where the service is not required to be licensed as a food handling business under the Food Act 2006, compliance shall be achieved through self assessment, in accordance with the Queensland Health resource ‘Know Your Food Business’.

The service will conduct food audits on a regular and cyclic basis through Nutrition Australia.

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5.5 Cleaning and Sanitising Policy

The service acknowledges the need to provide a healthy and safe environment, equipment and workplace for educators, children, families and visiting community members. Cleaning and Sanitising is an important aspect of this process and will be applied to all areas within the service.

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Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- *Education and Care Services National Law Act, 2010 and Regulations 2011*
- *Duty of Care*
- *Work Health and Safety Act 2011*
- *Food Act 2006*
- *NQS Area: 2.1.3, 2.1.4; 3.1.2; 7.1.2, 7.2.3, 7.3.2, 7.3.5.*
- *Policies: 4.3 – Hygiene, 4.4 – Preventative Health and Wellbeing, 5.1 – Food Handling and Storage, 8.10 – Staff Orientation and Induction."

Procedures

The service shall implement a schedule of regular cleaning and sanitising (see Appendix C) to ensure all equipment, toys and furniture are clean, hygienic and in good repair for use.

Tables will be cleaned and sanitised prior to and after each shift, or when necessary.

Toys and resources will be sanitised on a weekly rotational basis.

An appropriate cleaning and sanitising process shall be applied in the following ‘high risk’ areas/circumstances:

- Bathrooms, Toilets and basins;
- First Aid Waste Management, and;
- Areas where bodily fluids have been spilt.

Food preparation utensils and eating equipment shall be cleaned and sanitised in the following way:

- Pre-clean – scrape, wipe or sweep away any food scraps and rinse with water;
- Wash – use hot water and detergent to take off any grease and dirt, soak if needed;
- Rinse – wash off any loose dirt or detergent foam;
- Sanitise – use a sanitiser to kill any remaining germs;
- Final Rinse – wash off sanitiser (read manufacturer instructions to see if you need to do this step);
- Dry – allow dishes to drip dry


Please note: This policy and procedure shall not apply to general use/general purpose areas within the service such as tables, chairs, cupboards etc. unless the above-listed circumstances apply. Food consumption areas are not considered for the intent of this policy a ‘high risk’ circumstance.

For services that have an installed dishwasher, the cleaning and sanitising process may be undertaken by ensuring the dishwasher has:

- A properly functioning temperature-activated sanitising cycle that has to sense a temperature of 65.6°C or above before the machine advances to the next step; or
- A water inlet temperature above 68°C if the machine has no sanitising cycle or has a sanitising cycle and forced airflow drying.

As articulated in the resource: Australia New Zealand Food Standards Code – Chapter 3 (Appendix 4) – Cleaning and sanitising surfaces and utensils.

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5.6 Menu Development Policy

The service recognises and acknowledges the importance of providing food that is both nutritious and appropriate to the needs of the children attending OSHC. In collaboration with educators, children and families, a service menu will be developed, consistent with the Australian Dietary Guidelines and inclusive of children’s health/medical issues relating to foods.

Relevant Laws and other Provisions

The laws and other provisions affecting this policy include:

- Education and Care Services National Law Act, 2010 and Regulations 2011
- Australian Dietary Guidelines (NHMRC 2013)
- Smart Choices Healthy Food and Drink Supply Strategy for Queensland Schools
- NQS Area: 1.1.2, 1.1.3, 1.1.5; 1.2.2; 2.1.1; 2.2.1; 2.3.1, 2.3.3; 5.1.2, 5.1.3; 5.2.1; 6.1; 6.2.1; 6.3.2; 7.1.2; 7.3.2; 7.3.5.

Procedures

Development of the service menu will be a collaborative effort between educators, children and families.

Educators will guide children and families in ensuring the service menu is healthy, balanced, varied, age appropriate and consistent with the Australian Dietary Guidelines and as far as reasonably possible, meets the needs of children with special dietary requirements.

Service menus are planned on a regular basis, using a checklist to ensure that food provided is varied and encompasses all the food groups. The Nominated Supervisor will ensure that the menu is displayed for families and accurately describes the food and drinks being provided by the service.

Educators will be informed of children’s food allergies and/or restrictions (including cultural or religious) through the staff communication book and regular team meetings.

Families, children and educators are encouraged to contribute recipes and suggestions to support a culturally diverse menu.

Educators will be provided with opportunities for professional development training relating to nutrition and food related issues.

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