

Yorke town Community Children's Centre

Food Safety and Healthy Eating Policy

Policy Number 1

Link to CCQA Principles *Family Day Care Quality Assurance (FDCQA) Quality Practices Guide (2004) – Principle 4.2 / Outside School Hours Care Quality Assurance (OSHCQA) Quality Practices Guide (2003) – Principle 6.2 / Quality Improvement and Accreditation System (QIAS) Quality Practices Guide (2005) – Principle 6.2*

Policy statement

- Effective food safety practices:
 - reflect the Food Safety Standards for Australia in relation to safety practices, premises and equipment standards;
 - reinforce consistent food safety practices in the service;
 - reduce the risk of potential food-borne illnesses;
 - identify potentially hazardous foods;
 - are regularly reviewed; and
 - Comply with legislative requirements whilst maintaining a flexible approach to meet best practice.¹
(*Food Safety Standards for Australia, 2001*)
- Yorke town Community Children's Centre has a duty of care outlined in the *Food Standards Australia New Zealand Act 1991* to ensure that all persons² are provided with a high level of food safety knowledge and/or practices during the hours of the service's operation.
- It is understood by staff/carers, children and families that there is a shared responsibility between the service and its stakeholders to implement the Food Safety Policy and hygiene procedures as a high priority.
- Staff/carers understand that there is a duty of care to implement and adhere to the service's Food Safety Policy and ensure a level of protection to all persons who access the service's facilities and/or programs.³

¹ The Australian Food Safety Standards, while encased in federal law through the *Food Standards Australia New Zealand Act 1991*, are implemented, governed and enforced by Australian state and territory governments through additional laws and regulations.

² For the purpose of this policy, 'persons' include children, families, staff, carers, carers' family, management, ancillary staff (administrative staff, volunteers, visitors, local community)

³ For further information, services may need to contact their state or territory government health departments, and/or their local council.

Rationale

This policy has been developed to support the children, families and local community that use our services to develop and maintain healthy diet and hygiene practices. We value the health of all persons who use this service and believe we have a responsibility to educate all users of the service in healthy dietary and hygiene practices.

Food standards Australia and New Zealand state that;

“The Council promotes these simple steps to ensure the food you're eating is safe.

- 1 Keep hot food steaming hot
- 2 Keep cold food refrigerated
- 3 Cook food properly
- 4 Separate raw and cooked foods
- 5 Keep kitchen and utensils clean
- 6 Wash hands with soap and dry thoroughly” <http://www.foodstandards.gov.au>

Strategies and practices

Skills and knowledge

Professional development and training

- Staff will receive training in food handling annually by watching the Department of Health and Food Safety video “Bug Busters”

Food safety practices

The importance of handwashing

- This service acknowledges the importance of washing hands thoroughly with soap then drying completely with a clean hand towel as a key strategy in reducing the numbers of food-borne illnesses at the Centre.
- Persons using this service are required to wash their hands before and after handling food, before mealtimes with children, before feeding an infant a bottle, after disposing of food waste, after nose blowing after toileting and after changing a nappy or assisting a child with toileting, and after disposing of the nappy in the bin.

Minimising the risks from potentially hazardous foods

- We advise against the provision of nuts, due to the high numbers of children and adults with nut allergies.
- Parents/ carers are advised against the provision of foods with a high choking risk; **nuts and products containing nuts, raw carrot.**
- We will provide food that is stored, prepared and served in a safe and hygienic manner and will promote safe food handling procedures
- Food will only be handled by children or adults once hands have been washed thoroughly with soap and dried with a clean paper towel.
- Partly eaten foods are disposed of in the Centres compost bin.

- Food and drinks prepared or reheated for children under 4 years of age will be in accordance with the “Start Right Eat Right” guidelines (attachment A).
- Food required to be heated for infants will be stored in the fridge, and heated using the milk and food warmer.
- Finger food required to be heated for toddlers will be stored in the fridge and heated in the oven.
- Infants milk will be stored in the fridge prior to warming in the milk and food warmer.
- It is recommended that expressed breast milk, cows milk or prepared formula for infants should be transported to the Centre in an esky with a freezer block in it and placed immediately in the refrigerator. **Prepared bottled milk MUST be named and dated.**
- Formula is best mixed fresh; it is recommended that parents/ carers provide cooled boiled water in a bottle, and formula in a separate container. Staff will prepare it before giving it to the child.
- Partially used bottles will be refrigerated and discarded if not used after one hour.
- Bottles will not be used to settle a baby in a cot. Infants requiring a bottle before sleep will be fed by the carer prior to settling for sleep.

Food safety exclusion guidelines

- It is recommended that food provided from home should be nutritionally balanced, appropriate to the age of the child and situation, and of sufficient quantity to meet the child's needs.
- Foods considered to be dangerous or inappropriate will not be served to the child, but will be sent home again. In such a situation, staff will have an informal discussion with the parent/ carer and explain why the food was considered unsuitable.
- Staff will provide good role models in healthy food and hygiene practices.

Food safety requirements for children and families

For all children at the Centre

- All parents/ caregivers are given a copy of the Centres “Guidelines for foods brought from home” when enrolling their child/ren.
- Parents/ carers provide foods in accordance with the Centres “Guidelines for foods bought from home”
- **Water is the primary drink** provided at the Centre. The Centre will not provide sweet drinks such as juice and cordial.
- Drinking water is available for all children throughout the day.
- Children are offered and encouraged to have regular drinks.
- Children in the preschool program will have education in safety, hygiene and nutrition using the “Go for 2 and 5” education program.
- The Centre provides an eating environment which is safe, supportive and social and recognises family and multi-cultural values.
- Children do not walk around eat.
- When eating children are supervised.

- Staff members sit to eat with children providing a good role model. Staff will interact with children to encourage good eating habits and appreciation of healthy dietary guidelines.
- Children are assisted where necessary but are encouraged to be independent where appropriate.
- Meals and snack times are provided on a regular schedule.
- Birthday cakes may be bought from home or made at the Centre to celebrate these special events.
- Centre cooking activities will be used as opportunities to teach children about health and hygiene with an emphasis on preparing healthy foods.

Children in Kindergarten program

- Parents are asked to provide **water only** in a clean drink bottle on Kindy days.
- **Snack** is unrefrigerated and should contain **fruit or vegetables only** in a sealed, named container as per the Centres "Guidelines for foods bought from home".
- Lunch is refrigerated and may contain meats, yogurts, cheeses and other **foods requiring refrigeration**.
- Children who travel on the bus from the Centre should be provided with an extra snack to be eaten at the end of the day while waiting for the bus.
- Refer to 'Guidelines for food bought from home' leaflet and 'Snack ideas' fridge magnet

Children in Rural Care Program

- We support breast-feeding mothers and breast milk provision.
- We support the introduction of solids recommended by the Start Right Eat Right guidelines (attachment A)
- Parents/ carers are asked to provide all food requirements for children at this Centre. This includes meals appropriate to the times of the day that the child is in care (ie breakfast for children staying from 8-1, or dinner for children staying from 1-6pm)
- Parents/ carers are asked to provide water only in a clean water bottle.
- The Centre provides whole long life milk, Weetbix, bread, honey and sultanas for children in after school care.
- Children in after school care are permitted to prepare themselves a snack under the supervision of the rural Care worker. Centre food handling practices will be followed.

Food premises and equipment

Cleaning food surfaces and equipment

- Food handling areas are clearly marked and cleaned regularly as required with yellow cloths and detergent.
- Chopping up boards are washed with hot water and detergent, rinsed and stored in the freezer until further use.

Maintenance of food storage facilities and equipment

- All food for Rural Care Children, and Preschool children's lunches are kept in the refrigerator. The refrigerator is cleaned at the end of every term with hot water and detergent.
- Dishes are done twice daily using hot water and detergent.
- Yellow cloths are used for food handling areas including dishes. Green cloths are used for children's play areas. Every effort is made to avoid cross-contamination by dishcloths touching each other.
- Disinfectant is used to clean food handling benches and children's play areas.

Maintaining the environment free from animals, pests and vermin

- Animals visiting the Centre are allowed to be handled in an area away from food handling areas (ie. Outdoors or in the group area)
- Children are required to wash hands thoroughly with soap immediately after handling animals.
- Vermin is controlled in the Centre via the use of mouse traps, and outside in the sheds via the use of wax "Ratsack" blocks concealed in an inaccessible area (ie on top of the shelves, in a locked shed)
- Pests are controlled via annual pest spraying which is to be undertaken on a Saturday morning to allow the product to begin breaking down before the children use the Centre.

Protective behaviours and practices

- Staff or volunteers who are involved in food handling must tell the Director about any infections or conditions like a cold or other problem that may result in discharges from their ears or nose or eyes if there is any chance that they might make food unsafe or unsuitable for people to eat as a result of their condition.
- Staff or volunteers who are involved in food handling must do whatever is reasonable to make sure that they don't contaminate any food. For example, an infected sore should be completely covered by a bandage and clothing, medication can be used to dry up discharges, if vomiting due to illness the staff member should leave the Centre after a replacement has been arranged.
- Hands should be washed with soap and dried using a clean hand towel after nose blowing or touching any other body opening.

Communication with different stakeholders

Children

- Children will be explicitly taught how to wash their hands with running water and soap, and to dry them thoroughly with a clean paper towel. This will occur in an incidental and ongoing manner.
- It is an expectation that all children will wash their hands after using the toilet and before eating.

Families

- Parents will be advised of the Centres Food Safety Policy on enrolment and provided with a copy of the Policy.
- Volunteers to the Centre are encouraged to comply with the Policy.

Staff/Carers

- Staff and carers will review the Food Safety Policy annually, and it will be a requirement that they comply with the Policy.

Experiences

Excursions

- When on excursions, staff, children and volunteers are required to observe Policy guidelines regarding the washing of hands before eating and after using the toilet.
- Food to be taken on excursions will generally be packed from home. If refrigeration is required, food will be carried in an esky with cold packs to keep it cool. Food may be purchased from and eaten at another food handling premises.

Policy review

- The service will review the Food Safety Policy and procedures annually.
- Families are encouraged to collaborate with the service to review the policy and procedures.
- Staff/carers are essential stakeholders in the policy review process and will be encouraged to be actively involved.

Procedures

- During induction new employees or volunteers are required to read and observe the Food Safety policy.
- During food and cooking experiences for children the Centre will follow the "Start Right, eat Right" guidelines.
- Foods in the 'red group' will be consumed no more than twice per
- If a child, staff/carer or student/volunteer fail to observe the Food Safety Policy, they will be reminded and requested to follow it. If that proves to be ineffective the person will be excluded from handling food and a meeting will be called with the person to attempt to resolve the issue. Please refer to the Centres Grievance Policy.

Sources and further reading

- *Food Standards Australia New Zealand Act 1991* (Cwlth).
- *Food Standards Australia New Zealand*. (2001). Retrieved November 29, 2006, from <http://www.foodstandards.gov.au/>

- *Occupational Health & Safety Act.*⁴

Policy created date

Policy review date

Signatures

⁴ There are legislative Acts and regulations for each state and territory that address the issue of Occupational Health and Safety. Services are advised to seek information that is relevant to their jurisdiction.