

FOOD SAFETY POLICY

Best Practice – Quality Area 2

PURPOSE

This policy will provide guidelines for:

- effective food safety practices at Alfred Nuttall Memorial Kindergarten that comply with legislative requirements and meet best practice standards
- minimising the risk to children of scalds and burns from hot drinks.

This policy should be read in conjunction with *Nutrition and Active Play Policy*.

POLICY STATEMENT

1. VALUES

Alfred Nuttall Memorial Kindergarten is committed to:

- ensuring the safety of all children and adults attending the service
- taking all reasonable precautions to reduce potential hazards and harm to children attending the service
- ensuring adequate health and hygiene procedures are implemented at the service, including safe practices for handling, preparing, storing and serving food
- promoting safe practices in relation to the handling of hot drinks at the service
- educating all service users in the prevention of scalds and burns that can result from handling hot drinks
- complying with all relevant legislation and standards, including the *Food Act 1984* and the *Australia New Zealand Food Standards Code*.

2. SCOPE

This policy applies to all individuals involved in handling, preparing, storing and serving food for consumption at Alfred Nuttall Memorial Kindergarten, and to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the service.

3. BACKGROUND AND LEGISLATION

Background

Food safety is very important in early childhood service environments. Young children are often more susceptible to the effects of foodborne illness than other members of the community. Food borne illness (including gastrointestinal illness) can be caused by bacteria, parasites, viruses, chemicals or foreign objects that are present in food. Food provided by a children's service:

- must be fit for human consumption
- must not be adulterated or contaminated
- must not have deteriorated or perished.

Safe food practices can also assist in reducing the risk of a severe allergic reaction (e.g. anaphylaxis) by preventing cross-contamination of any food given to children with diagnosed food allergies (refer to *Anaphylaxis Policy* and *Asthma Policy*).

Organisations that provide food to children have a duty of care (refer to *Definitions*) to protect children from all hazards and harm. Employers are also required, under the *Occupational Health and Safety Act 2004*, to provide a healthy and safe working environment for employees and contractors, and to

ensure that other individuals, including children, parents/guardians, visitors and the general public, are not endangered when attending the workplace. In addition, employees, visitors and contractors are responsible for complying with appropriate workplace standards and procedures that have been implemented to protect their own health and safety, and that of others.

The *Food Act 1984* aims to reduce the incidence of foodborne illness by ensuring that food manufactured, transported, sold, prepared and stored is safe, unadulterated, fit for human consumption and will not cause food poisoning. Under the Act, local councils in Victoria are required to classify every food premises in their municipality according to its food safety risk.

Class 1 food premises describes those that predominantly handle potentially hazardous food that is served to vulnerable people. Early childhood services that provide long day care are included in the Class 1 category. Class 4 food premises describes those whose food handling activities pose low risk to public health. Sessional kindergartens are included in the Class 4 category.

Alfred Nuttall Memorial Kindergarten is classified as a Class 4 food premises.

Standard 3.3.1, in Chapter 3 of the *Australia New Zealand Food Standards Code* (the Code), is one of the national food safety standards that outlines the responsibilities of food businesses to ensure that the food they produce is safe. This particular standard applies to Australian food businesses that provide meals for vulnerable persons (those who are at greater risk of being affected by foodborne illness), such as the very young, the elderly and individuals who are immunocompromised due to disease or treatment for other illnesses. Standard 3.3.1 requires such businesses to have a documented food safety program (refer to *Definitions*).

Child care services that provide hot/cold meals and snacks are classified as Class 1 (high risk). Class 1 services must:

- ensure food that is sold or prepared for sale is safe to eat (this includes food provided to children as part of the program and included in the fees paid to the service by the family)
- register annually with the council
- be inspected by the council when first registered or when registration is transferred to a new proprietor
- have a food safety program that is tailored specifically to their activities as a food premises
- keep a copy of the food safety program on site
- appoint a food safety supervisor with the necessary skills and accredited training
- undergo two mandatory compliance checks each year:
 1. a council assessment of the premises and compliance with the documented food safety program
 2. an audit of the food safety program by a Department of Health-approved auditor to determine adequacy and compliance.

From 1 July 2010, Class 1 services can choose to have audits of their tailored food safety program conducted by an auditor approved by the Department of Health. This audit can be conducted by an independent private auditor or by a council auditor (if the relevant council offers audit services). The auditor is responsible for providing the statutory audit certificate to council and services must retain full audit reports for four years after they have been prepared. For more information about Class 1 food premises, services should contact their local council and refer to:

<http://www.health.vic.gov.au/foodsafety/downloads/class1.pdf>

Sessional kindergartens supplying low risk snacks such as cut fruit, milk, bread and cereals are classified as Class 4 (low risk). Class 4 services are **not** required to have:

- a food safety program
- a food safety supervisor
- an annual council inspection.

However, Class 4 services must ensure that staff members have the skills and knowledge needed to safely handle food in their work roles. Council may also, at its discretion, inspect a premises under the *Food Act 1984* (e.g. to investigate complaints or conduct a spot check). Individual councils may also require services to complete a food safety audit or plan, especially when the service is operating a special event such as a sausage sizzle. For more information about Class 4 food premises, services should contact their local council and refer to: www.health.vic.gov.au/foodsafety/downloads/class4.pdf

Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Australia New Zealand Food Standards Code*
- *Child Wellbeing and Safety Act 2005*
- *Education and Care Services National Law Act 2010: Section 167*
- *Education and Care Services National Regulations 2011: Regulation 77*
- *Food Act 1984 (Vic)*
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
 - Standard 2.1: Each child's health is promoted
 - Element 2.1.1: Each child's health needs are supported
- *Occupational Health and Safety Act 2004*
- *Public Health and Wellbeing Act 2008*

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section of this manual.

Department of Health: The State Government department responsible for the health and wellbeing of Victorians, and with oversight of the administration of the *Food Act 1984*.

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Food allergies: Some foods and food ingredients, or their components, can cause severe allergic reactions including anaphylaxis (refer to *Anaphylaxis Policy*). Less common symptoms of food allergy include infantile colic, reflux of stomach contents, eczema, chronic diarrhoea and failure to thrive in infants. Food allergies are often caused by peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy and wheat. For more information on food allergies, visit: www.allergyfacts.org.au

Food safety: (In relation to this policy) ensuring food provided by the service is fit for human consumption.

Food safety program: A written plan that details what an individual business does to ensure that the food it sells or handles is safe for human consumption. A food safety program is an important tool for businesses that handle, process or sell potentially hazardous foods, as it helps to maintain safe food handling practices and protect public health. It should identify potential hazards in all aspects of food handling, describe how such hazards can be controlled/monitored, and define appropriate corrective action to be taken when a hazard is found to be under-managed. A food safety program must also include the requirements for appropriate record keeping. Class 4 services are not required to have a food safety program (refer to *Background*).

Food safety supervisor: A person who:

- can recognise, prevent and alleviate food handling hazards at a premises
- has a Statement of Attainment from a Registered Training Organisation (RTO) that confirms competency in the required food safety standards
- has the ability and authority to supervise other individuals who handle food at the premises to ensure safe food handling at all times.

Class 4 food premises do not need a food safety supervisor (refer to *Background*). However, they must ensure that staff members have the skills and knowledge needed to safely handle food in their work roles.

Food Standards Australia New Zealand (FSANZ): A bi-national Government agency with the responsibility to develop and administer the *Australia New Zealand Food Standards Code* (the Code), which details standards and requirements in areas such as food additives, food safety, labelling and genetically modified (GM) foods. Enforcement and interpretation of the Code is the responsibility of State/Territory departments and food agencies within Australia and New Zealand.

Hazardous food: Food containing dangerous biological, chemical or physical agents, or food in a condition that has the potential to cause adverse health effects in humans.

High-risk foods: Bacteria that has the potential to cause food-poisoning can grow and multiply on some foods more easily than others. High-risk foods include meat, seafood, poultry, eggs, dairy products, small goods, cooked rice/pasta and prepared salads (such as coleslaw, pasta salads, rice salads and fruit salads). Food that is contained in packages, cans or jars can become high-risk once opened, and should be handled and stored appropriately.

Hot drink: Any container holding a liquid that has been heated or boiled, and that remains above room temperature (25°C) for any period of time.

Scalds: Burns by hot fluids, steam and other hot vapours.

5. SOURCES AND RELATED POLICIES

Sources

- *Australia New Zealand Food Standards Code:*
<http://www.foodstandards.gov.au/code/Pages/default.aspx>
- Burns and scalds – children. Available from the Better Health Channel:
www.betterhealth.vic.gov.au/bhcv2/bhcarticles.nsf/pages/Burns_and_scalds_children
- Department of Health – Food Safety. Contact the Department of Health if your inquiry relates to general food compliance issues (and you don't know where to start) or you are looking for publications on food safety or information on legislation.
Telephone: 1300 364 352 (free call within Australia)
Email: foodsafety@health.vic.gov.au
Website: www.health.vic.gov.au/foodsafety
 - Keeping food safe: www.health.vic.gov.au/foodsafety/bus/keeping.htm
 - Food safety at home and in the community: www.health.vic.gov.au/foodsafety/home/index.htm
- dofoodsafely – a free online food safety program: <http://dofoodsafely.health.vic.gov.au/>
- Kids Health Info at The Royal Children's Hospital Melbourne provides kids health and safety resources for purchase. To purchase a resource, phone (03) 9345 6429 or visit: www.rch.org.au/chas/. Kids Health Info is part of the Family Services Department of The Royal Children's Hospital Melbourne, which also includes the Safety Centre, the Family Resource Centre and the Volunteer Service. Royal Children's Hospital Safety Centre, 50 Flemington Road, Parkville. Telephone advisory line: (03) 9345 5085 or email: safety.centre@rch.org.au
- Kidsafe: telephone (03) 9251 7725 or email: info@kidsafevic.com.au. For a fact sheet on scalds and burns, visit their website: www.kidsafevic.com.au/images/stories/pdfs/Burns_Scalds.pdf

- National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition): <http://www.nhmrc.gov.au/guidelines/publications/ch55>

Service policies

- *Administration of First Aid Policy*
- *Anaphylaxis Policy*
- *Asthma Policy*
- *Dealing with Medical Conditions Policy*
- *Diabetes Policy*
- *Excursions and Service Events Policy*
- *Hygiene Policy*
- *Incident, Injury, Trauma and Illness Policy*
- *Interactions with Children Policy*
- *Nutrition and Active Play Policy*
- *Occupational Health and Safety Policy*
- *Staffing Policy*
- *Supervision of Children Policy*

PROCEDURES

The Approved Provider is responsible for:

- ensuring that the Nominated Supervisor, staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food, to minimise risks to children being educated and cared for by the service (Regulation 77(1))
- contacting the local council in the service's area of operation to determine the service's food safety risk classification and requirements under the *Food Act 1984*
- complying with all requirements of the service's food safety risk classification under the *Food Act 1984*, as outlined by local council, including implementing a food safety program and employing a food safety supervisor if required (refer to *Background* and *Sources: Department of Health – Food Safety*)
- providing parents/guardians with a copy of this policy, and with up-to-date information on the safe provision of food for their children (refer to *Sources: Department of Health – Food Safety: Food safety at home and in the community*)
- ensuring that the Nominated Supervisor and all staff are provided with a copy of this policy and are kept up-to-date with current legislation, standards, policies, information and resources relating to food safety
- ensuring that staff undergo training in safe food handling, as required
- monitoring staff compliance with food safety practices (refer to *Sources: Department of Health – Food Safety: Keeping food safe*)
- encouraging volunteers to complete training in safe food handling techniques (refer to *Sources: dofoodsafely*)
- ensuring that good hygiene practices are maintained at the service (refer to *Sources: Department of Health – Food Safety: Keeping food safe and Hygiene Policy*)
- displaying hygiene guidelines/posters and food safety guidelines/posters in the food areas of the service for the reference of staff and families involved in the preparation and distribution of food to children (refer to *Sources: Department of Health – Food Safety: Keeping food safe and Hygiene Policy*)
- ensuring that this policy is referred to when undertaking risk assessments for excursions and other service events

- ensuring measures are in place to prevent cross-contamination of any food given to children with diagnosed food allergies (refer to *Anaphylaxis Policy* and *Asthma Policy*)
- identifying potential hazards that may reasonably be expected to occur at each stage of the food-handling and preparation cycle, and developing procedures to minimise these hazards. Stages of the cycle include ordering, delivery, storage, thawing, preparation, cooking, cooling, handling post-cooking, reheating and serving
- ensuring that all facilities and equipment for food preparation and storage are clean, and in good repair and working order
- providing a calibrated thermometer in good working order, suitable for monitoring the temperature of the fridge/freezer in food preparation areas. Glass thermometers containing mercury are not recommended in or near food preparation areas
- contacting local council to determine requirements prior to selling food at a fête, food stall or other service event. Such requirements may include completing a Food Act notification form and/or a statement of trade form
- removing pests and vermin from the premises
- informing DET, DHS and parents/guardians if an outbreak of gastroenteritis or possible food poisoning occurs at the service
- informing families of the availability of cold storage facilities at the service to ensure parents/guardians make suitable food choices when supplying food for their own child, or for children to share
- ensuring staff, parents/guardians and others attending the service are aware of the acceptable and responsible practices for the consumption of hot drinks (refer to Attachment 1 – Responsible consumption of hot drinks at the service).

The Nominated Supervisor is responsible for:

- ensuring that staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food, to minimise risks to children being educated and cared for by the service (Regulation 77(2))
- ensuring parents/guardians provide details of their child's specific nutritional requirements (including allergies) on the enrolment form, and discussing these prior to the child commencing at the service and whenever these requirements change
- keeping up-to-date with current legislation, standards, policy, information and resources relating to food safety
- ensuring staff undergo training in safe food handling and good hygiene practices, as required
- encouraging volunteers to complete training in safe food handling techniques (refer to *Sources: dofoodsafely*)
- ensuring this policy is referred to when undertaking risk assessments for excursions and other service events
- ensuring students, volunteers, and casual and relief staff at the service are informed of this policy.

Certified Supervisors, educators and other staff are responsible for:

- keeping up-to-date with current legislation, standards, policy, information and resources relating to food safety
- being aware of safe food practices and good hygiene practices (refer to *Sources: Department of Health – Food Safety: Keeping food safe and Hygiene Policy*), and undergoing training if required
- referring to this policy when undertaking risk assessments for excursions and other service events
- informing students, volunteers, and casual and relief staff at the service about this policy
- ensuring that children's lunchboxes are kept indoors, away from heat sources (including direct sunlight) and refrigerated if necessary
- discussing food safety with children to increase awareness and assist in developing safe practices
- discouraging children from sharing drink bottles or cups at the service

- ensuring that children do not share lunches to minimise risks in relation to children with food allergies
- providing adequate supervision of children while they are eating (refer to *Supervision of Children Policy*)
- teaching children to wash and dry their hands (refer to *Hygiene Policy*):
 - before touching or eating food
 - after touching chicken or raw meat
 - after using the toilet
 - after blowing their nose, coughing or sneezing
 - after playing with an animal/pet
- encouraging parents/guardians to discuss a child's nutritional requirements, food allergies or food sensitivities, and informing the Nominated Supervisor where necessary
- seeking input from parents/guardians on cultural values or religious expectations regarding food handling, provision and consumption
- informing the Nominated Supervisor or Approved Provider of any outbreaks of gastroenteritis or possible food poisoning at the service
- removing hazardous food (refer to *Definitions*), including food that has fallen on the floor, and providing alternative food items
- documenting and implementing a food safety program (refer to *Definitions*), if required
- maintaining good personal and kitchen hygiene (refer to *Sources*: Department of Health – Food Safety: Keeping food safe and *Hygiene Policy*)
- covering all wounds/cuts on hands or arms with wound strips or bandages
- wearing disposable gloves when handling food
- complying with the guidelines in relation to the consumption of hot drinks at the service (refer to Attachment 1 – Responsible consumption of hot drinks at the service)
- informing parents/guardians and visitors to the service about the guidelines in relation to the consumption of hot drinks at the service (refer to Attachment 1 – Responsible consumption of hot drinks at the service).

Parents/guardians are responsible for:

- washing hands prior to participating in food preparation and cooking activities
- ensuring that food preparation surfaces, utensils, lunchboxes and reusable drink bottles are clean
- washing all fruits and vegetables thoroughly
- wearing disposable gloves when handling food
- packing a cold item, such as a frozen water bottle, with perishable foods in a child's lunchbox, or using an insulated lunchbox or cooler
- complying with the requirements of this policy
- providing details of specific nutritional requirements (including allergies) on their child's enrolment form, and discussing these with the Nominated Supervisor prior to the child commencing at the service and whenever these requirements change.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

Implementation at Alfred Nuttall Memorial Kindergarten

The implementation of this program relies on each of the practices and procedures below being followed by all in the centre – including staff, parents, helpers and children. Children must always be supervised whilst washing hands and touching foods.

Hand Washing

1. Wash hands thoroughly before handling food using the following method:

There are five steps to washing hands:

- Wet hands with warm running water
- Apply soap to hands
- Lather soap and rub hands thoroughly, including the wrists, palms, between fingers, around the thumbs and under the nails. Rub hands together for 20 seconds
- Rinse under running water
- Dry thoroughly with paper towel / or personal hand towel

2. When to wash hands:

| Before | After |
|--|---|
| <p>Educators and other staff</p> <ul style="list-style-type: none"> • Eating or handling food • Starting work • Giving medication • Putting on gloves | <p>Educators and other staff</p> <ul style="list-style-type: none"> • Taking off gloves • Coming in from outside play • Using the toilet • Helping children use the toilet • Wiping a child's nose or your own nose • Handling garbage • Cleaning up faeces, vomit or blood |

| | |
|--|--|
| <p>Children</p> <ul style="list-style-type: none"> • Eating or handling food | <p>Children</p> <ul style="list-style-type: none"> • Eating or handling food • Touching nose secretions • Using the toilet |
|--|--|

Personal Cleanliness for Food Handlers

1. Ensure long hair is tied back and off the face
2. Wear limited jewellery
3. Do not smoke, chew gum or undertake other unhygienic practices whilst in the kitchen
4. All wounds or cuts are to be completely covered by a Band-Aid or bandage. If the wound is on the hands, it must also be covered with a disposable glove. Gloves must be changed in between tasks and must be changed regularly
5. Nobody is to be working in the kitchen if they have suffered from vomiting, diarrhoea or any other infectious diseases within the last 48 hours.

Personnel

Only those involved in the preparation of food are to be in the kitchen – and whilst in the kitchen, all food safety practices must be followed.

Cleaning and Sanitation

The kitchen and all equipment within the kitchen is to be kept clean at all times. The parent/carer on duty is to ensure the dishwasher procedure is followed to ensure all crockery is washed suitably. The benches, oven, refrigerator, storage cupboards and trolley must be cleaned down regularly in line with the cleaning schedule. (Refer to Safe Environment Policy)

Purchasing Procedure

Milk is delivered to the kindergarten on a twice-weekly basis. Used by dates are checked and it is placed directly into the refrigerator. Milk with earlier use by dates is to be used first.

When food is purchased by the kindergarten for cooking experiences, foods must always be:

1. Checked for validity of use by dates
2. Be kept below 5°C if it is a refrigerated product or frozen solid if it is a frozen product
3. Stored in clean and sanitary conditions within the kitchen

Receiving Procedure

Standard Snack - Fruit or Vegetable

Each child brings a piece of fruit or vegetable from home to be cut up by parents and shared between all children and staff. Parents are provided with a list of all appropriate items upon enrolment into the centre and this list is also placed on the wall in the kitchen. The children place their piece of fruit/vegetable into a bowl when they arrive at kindergarten. The parent or carer that is on fruit duty for the day retrieves this bowl to prepare the fruit.

Snacks/Lunches

The children in the four-year-old program also bring a snack/lunches. This snack/lunch must not contain any nut products. This is kept in the bag of the child (unless the parent has specifically asked for it to be refrigerated) until it is time for the children to collect it from their bags. It is to be brought in a labelled container. All food containers or bags are to be labelled with the child's name. Unnamed items will be labelled by staff, where identified.

Other Items

Children celebrate their birthdays using a wooden birthday cake and wearing the birthday cape and crown.

On longer days, the children bring a water bottle to drink at lunch time.

Production Procedure

Standard Snack – Fruit or Vegetable

A roster is in place for parents to prepare the fruit and vegetables. If there is no parent available, staff members assume this responsibility. It is up to the parent on fruit duty to ensure that the food provided is fresh and undamaged. If food is spoilt it is to be discarded. There is a list of instructions – Fruit Duty Instructions – see Attachment 2 and 3 on the wall in the kitchen for the parents to follow. These include personal hygiene regulations as well as directions on washing and chopping up the food. (Refer to Hygiene Policy)

Food is prepared just prior to consumption or placed into the refrigerator if not to be consumed immediately.

Milk is poured into jugs and then placed back into the refrigerator until it is required.

Cooking experiences

Production of food in cooking experiences can range from demonstration to involving the children hands on. Minimise the skin to food contact with use of cooking utensils or disposable gloves. Ensure all foodstuffs used are in good condition, within use by dates and are at the appropriate temperature.

Cooking Procedure

Cooking Experiences

The cooking of foods used during cooking experiences is to be monitored by the teacher at all times. Foods that are not cooked above 100°C must not be touched by bare hands – gloves or utensils must be used, unless each child is consuming the food they made themselves.

Distribution Procedure

Standard Snack – Fruit or Vegetable

All cut up fruit and vegetables are placed on platters with tongs so the children can help themselves. The tables are set with a bowl per person and a cup per person and the children are encouraged to choose their fruit and place it in their own bowls with the tongs. Milk is poured into the cups by the child from jugs.

Snacks/Lunches

Lunches are kept in the children's bags until lunch-time. After washing hands, the children gather together on the verandah to eat their lunch. The snacks that are brought in by the four-year-old group are placed on a trolley on the verandah when it is time to play outside. After washing their hands the children then come and collect their own food when they would like to eat or when it is time to eat as a group. They eat their snacks on the community seat or on the verandah. All children are encouraged to eat their snacks during this time. Parents will be informed of the eating routines so that they can ensure appropriate foods to be provided for food safety purposes. On occasion, the children may eat their snacks/lunches inside.

Other Items

Children celebrate their birthdays using a wooden birthday cake and wearing the birthday cape and crown.

On longer days, the children bring a water bottle to drink at lunch time.

General Food Safety Guidelines

- High risk foods include (but is not limited to) milk, meat items, poultry, yoghurt, fish and seafood
- All foods being cooked must be thoroughly cooked through
- Avoid cross contamination by using separate utensils and preparation surfaces for all food types.
- The time that a high risk food is in the danger zone (between 5°C and 60°C) is to be minimised
- The "2 hour/4hour" rule must be adhered to at all times for high risk foods which have been kept between 5°C and 60°C:
 - For a total of less than 2 hours, must be refrigerated or used immediately
 - For a total of more than 2 hours but less than 4 hours, must be used immediately

- For a total of more than 4 hours, must be discarded
- Raw, ready to eat and cooked foods are to be stored separately
- Frozen food must be:
 - Thawed completely before using
 - If thawed in a microwave it must be used immediately
 - Not be re frozen
- Any opened foods must be covered, clearly labelled with contents and date
- All food in storage areas must be checked regularly that they are still in date
- Food must be stored separately from cleaning chemicals and personal items.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- monitor and investigate any issues related to food safety, such as reports of gastroenteritis or food poisoning
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required
- notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

ATTACHMENTS

- Attachment 1: Responsible consumption of hot drinks at the service
- Attachment 2: Fruit Duty Instructions – 3 year old program
- Attachment 3: Fruit Duty Instructions – 4 year old program
- Attachment 4 : Healthy Eating at Alfred Nuttall Memorial Kindergarten

ATTACHMENT 1

Responsible consumption of hot drinks at the service

Scalds and burns from hot liquids are a common cause of hospital admission in 0 to 4 year olds. A child's skin is thinner and more sensitive than an adult's and will therefore experience a more severe burn (refer to *Sources*: Kidsafe fact sheet). Children's natural curiosity, impulsiveness, mode of reaction and lack of experience in assessing danger are contributing factors to the vulnerability of children at this age.

Common scenarios that can lead to a child being scalded include when a child pulls a cup of tea, coffee or hot water from a table or bench, or when a child runs into a person holding a hot drink resulting in the hot drink spilling over the child's body.

The consumption of lukewarm drinks or the use of lidded cups/mugs in areas accessed by children should be considered with caution, as this is not necessarily a safe practice and might give the impression that it is acceptable to consume hot drinks around children.

While children are present, hot drinks cannot be brought into the Kindergarten playroom or playground. Parent's consumption of hot drinks when children are present is permissible only during social occasions with responsibility and due care to be exercised by parents.

GENERAL GUIDELINES

The Approved Provider, Nominated Supervisor and all staff are responsible for:

- ensuring that hot drinks are only prepared and consumed in areas inaccessible to children, such as the kitchen, staffroom and office
- ensuring that hot drinks are not consumed in, or taken into or through, children's rooms, outdoor areas or any other area where children are in attendance or participating in the program
- informing parents/guardians on duty, visitors to the service, students, volunteers and any other person participating in the program of the service's hot drink procedures and the reasons for such procedures
- ensuring that children enrolled and participating in the program do not have access to areas of the building that are likely to be hazardous, including the kitchen, staffroom and office
- ensuring that parents/guardians attending the service actively supervise children in their care who are not enrolled in the program, including siblings
- ensuring that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service
- educating service users about the prevention of burns and scalds by providing relevant information (refer to *Sources*: Burns and scalds – children and Kidsafe fact sheet), including appropriate first aid for scalds
- implementing safety procedures in relation to hot drinks at service events occurring outside operational hours, including:
 - offering alternative drinks for adults e.g. juice, water or iced coffee
 - safely locating urns, kettles and power cords out of reach of children
 - preparing and consuming hot drinks in an area inaccessible to children
 - ensuring a person with current approved first aid qualifications is in attendance for social events held outside operational hours.

ATTACHMENT 2

FOUR YEAR OLD GROUPSMORNING AND AFTERNOON TEA

PLEASE WASH YOUR HANDS BEFORE HANDLING FOOD AND FOLLOW ANMK FOOD SAFETY POLICY GUIDELINES LOCATED IN THE POLICIES FOLDER

Fruit Duty

As close as possible to service time, please:

- If required, please empty the dishwasher before starting to prepare morning/afternoon tea
- Wash & cut fruit into quarters. Ensure to clean the board in between different types of fruit if there are any known allergens.
- Place the fruit onto four or five platters, depending on the number of children in attendance. Place the platters on the trolley
- Half fill four or five jugs with milk and four or five jugs with water. Place them in the fridge until service time
- Place the plastic bowls and cups on trolley and add 2 sets of tongs to each plate of fruit.
- Please wipe down the play tables. Your child will help you set the tables
- Use the trolley to bring the milk, water and fruit into the playroom. Put one platter of fruit, one jug of milk, one jug of water, two sets of tongs, four or five cups and four or five bowls on each table
- Please sit at your child's table during morning/afternoon tea.
- Children are encouraged to pour their own drink of milk or water from the jugs and once finished their drink they can help themselves to the fruit from platters – offer assistance as required.
- Leave the trolley in the playroom for the children to pack away afterwards.

According to Children's Services Regulations, the Kindergarten must provide a menu of the range of items the children will be served at morning/afternoon tea on a regular basis.

As such, the children are asked to please bring something from the following list:

| | | | | |
|------------|------------|-------------|---------------|------------|
| Apple | Plums | Grapefruit | Rambutan | Raisin |
| Mango | Peach | Currants | Passion fruit | Tamarind |
| Sultanas | Banana | Lemon | Naschi | Paw Paw |
| Tangelo | Orange | Mandarin | Cherries | Cantaloupe |
| Kiwi fruit | Apricot | Berries | Carrot | Watermelon |
| Nectarine | Grapes | Celery | Pineapple | Mushroom |
| Tomato | Strawberry | Persimmon | Cucumber | Honeydew |
| Pear | Avocado | Pomegranate | Capsicum | Fig |

CLEANING DUTIES

After morning/afternoon tea, please:

- Stack the dishes in the dishwasher, place dishwasher powder in the slot and turn on. Please leave the schedule on "Quick Wash".
- Please rinse, wash and dry any dishes that will not go into the dishwasher using hot water and a clean tea towel
- Wipe the playroom tables and kitchen benches with clean cloths.
- If required, please sweep the playroom floor
- Wash and drain any empty milk bottles.
- Empty and wash kitchen compost bin. Please empty bin into large compost bin located outside the west side of the building.

Long Day Afternoons

- Please ensure a supply of clean indoor and outdoor drinking cups
- If required please empty the compost bin.

Thank you for your assistance – the children and staff appreciate your help.

ATTACHMENT 3

ROSELLA AND KOOKABURRA GROUPMILK & FRUIT DUTY

PLEASE WASH YOUR HANDS BEFORE HANDLING FOOD AND FOLLOW ANMK FOOD SAFETY POLICY GUIDELINES LOCATED IN THE POLICIES FOLDER

Mornings Start to prepare fruit at 9.00am
The children usually sit down to eat at 9-45am

Afternoons Start to prepare fruit at 2-00pm
The children usually sit down to eat at 2.45pm

- If required, please empty the dishwasher before starting to prepare morning/afternoon tea
- Wash & cut fruit into quarters. Ensure to clean the board in between different types of fruit if there are any known allergens. Place the fruit onto 4 platters. These are located in the cupboard above the bench.
- Place platters on service trolley.
- Half fill 4 jugs with milk and 4 jugs with water. Place on trolley if close to service time. Otherwise replace in fridge until required.
- Place 20 plastic bowls and cups on trolley and add 2 sets of tongs to each plate of fruit.
- Wheel trolley into playroom.
- Wipe the play tables down with clean cloth and with the help of your child set up 4 tables with cups and bowls for 5 children on each table. Place 1 platter of fruit ,and1 jug of milk and 1 jug of water at each table.
- Children are encouraged to pour their own drink of milk or water from the jugs and once finished their drink they can help themselves to the fruit from platters – offer assistance as required.
- Leave the trolley in the playroom until children have finished as they help to pack away the dirty dishes.

According to Children's Services Regulations, the Kindergarten must provide a menu of the range of items the children will be served at morning/afternoon tea on a regular basis. As such, the children are asked to please bring something from the following list:

| | | | | |
|------------|------------|-------------|---------------|------------|
| Apple | Plums | Grapefruit | Rambutan | Raisin |
| Mango | Peach | Currants | Passion fruit | Tamarind |
| Sultanas | Banana | Lemon | Naschi | Paw Paw |
| Tangelo | Orange | Mandarin | Cherries | Cantaloupe |
| Kiwi fruit | Apricot | Berries | Carrot | Watermelon |
| Nectarine | Grapes | Celery | Pineapple | Mushroom |
| Tomato | Strawberry | Persimmon | Cucumber | Honeydew |
| Pear | Avocado | Pomegranate | Capsicum | Fig |

CLEANING DUTIES

After morning/afternoon tea please:

- Stack the dishes in the dishwasher, place dishwasher powder in the slot and turn on. Please leave the schedule on "Quick Wash".
- Please rinse, wash and dry any dishes that will not go into the dishwasher using hot water and a clean tea towel
- Wipe the playroom tables and kitchen benches with clean cloths.
- Wash and drain any empty milk bottles.

- Empty and wash kitchen compost bin. Please empty bin into large compost bin located outside the west side of the building.

DURING THE SESSION:

You may assist the children by:

- Reading to them
- Assisting with smocks
- Supervising messy activities
- Sitting and playing with your own child
- Talking and playing with children

THANK YOU FOR YOUR ASSISTANCE – THE CHILDREN AND STAFF APPRECIATE YOUR HELP

ATTACHMENT 4



Healthy Eating at Kindergarten

Healthy lunches and snacks are important for children and assist with concentration and learning. Encouraging children to be involved in their own lunch preparation and making choices about foods to include can be a motivating factor in promoting healthy eating.

Food Safety

At Kindergarten, food is stored in your child's lunch box for several hours so the lunch box needs to stay cool. While refrigeration facilities are available, the aim is for your child to be able to manage their food/eating needs as independently as possible.

- Choose an insulated lunch box or one with a freezer pack or include a wrapped frozen water bottle to keep the lunch box cool
- If you include perishable foods such as dairy products and sliced meats, these should be kept cool, ensure you pack a frozen ice block into the lunch box
- Try freezing a tub or tube of yoghurt and putting it in your child's lunch box. By lunchtime it will have partially thawed and be ready to eat.

Healthy Food Choices

There are endless food choices available for lunch boxes. Listed below are recommendations of healthy options to put in your child's lunch box. If there is something that is not on the list and you are not sure if it is a healthy choice, please ask staff before bringing it in. If inappropriate foods are brought to kindergarten, a note will be sent home asking parents to please refrain from sending these again.

Packaging

In line with our Environment and Sustainability Policy, our aim is to lessen our impact on our natural environment. As such, we request that the children's snacks/lunches are "packaging and rubbish free". Please ensure that washable/reusable containers are used for children's snacks/lunches and that containers are clearly labelled with your child's name. Containers without names will need to be labelled by staff, where identified, to reduce the risk of children's exposure to allergens.

Half Day Sessions (Wombat Group – Tuesday/Friday)

The children will need to bring two items

- One piece of fruit / raw vegetable which will be cut up and shared
- One small snack item from the lunch/snack lists provided.

Full Day Sessions (Wombat Group – Wednesday / Possum Group – Monday and Thursday)

The children will need to bring four items. Please ensure that the 2nd and 3rd items are packed in separate containers and that the children know which is which. The children find it easiest to have all of their containers then put in one lunch bag.

- One piece of fruit / raw vegetable which will be cut up and shared - for morning tea
- Lunch as per the provided list
- One snack item from the snack lists provided - for afternoon tea
- Water Bottle

Allergies

To ensure the health and safety of all children, including those who have been diagnosed with food allergies, products containing nuts (e.g. peanut butter, nutella, muesli bars and all other items containing nuts) are not to be sent to Kindergarten. We also ask that eggs are not brought to kindergarten either whole, as sandwich fillings or in salads.

Drinks

A choice of milk or water will be provided for morning tea. The children will use their water bottles for lunchtime. Children are able to access drinks of water from the kindergarten's water containers at any time throughout the day.

Fruit and Vegetable Snack

This snack will be cut up at Kindergarten and shared. The children will place this in a large bowl on arrival. Please send something from the following list.

| | | | | | | |
|------------|------------|--------------|-----------|----------|------------|-------------|
| Apple | Pear | Orange | Banana | Mandarin | Strawberry | Tomato |
| Mango | Watermelon | Honeydew | Cherry | Berries | Grape | Pomegranate |
| Sultana | Raisin | Apricot | Carrot | Celery | Cucumber | Naschi |
| Tangelo | Lemon | Paw Paw | Avocado | Capsicum | Grapefruit | Mushroom |
| Kiwi Fruit | Plums | Cantaloupe | Pineapple | Tamarind | Persimmon | |
| Nectarine | Peach | Passionfruit | Currants | Fig | Rambutan | |

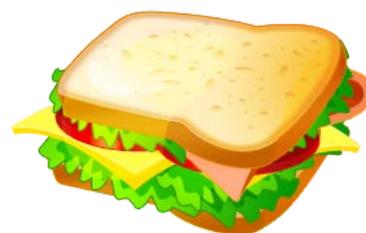
Lunch

- Sandwiches with a variety of fillings e.g. sliced meat/cold meat, cheese, lettuce, grated carrot, cucumber, tuna, salad, vegemite etc.
- Try varying the type of bread you use e.g. bread, rolls, pita bread, wraps, English muffin etc.
- Salad e.g. pasta, potato, rice
- Sushi

Plus a piece of fruit/vegetable

Snack

- Plain savory biscuits e.g. salada
- Rice Crackers
- Rice Cakes
- Dips
- Dried Fruit
- Cheese
- Fruit or Vanilla Yoghurt
- Fruit/Vegetables
- Savoury/Fruit/Vegetable Muffin



Foods not to be brought to Kindergarten

- Any products containing nuts
- Egg
- Chocolate spreads, 100's and 1000's
- Dairy Desserts e.g. chocolate custard
- Lollies
- Donuts and Cakes
- Muesli Bars and Processed Snack Bars
- Chocolate
- Potato Chips
- Oven Baked Savoury Biscuits e.g. shapes
- Sweet Biscuits

