

5.1 Food Handling and Storage Policy

The service recognises the need for effective food handling and storage practices to ensure that the food provided is not contaminated, nor allowed to become contaminated, or is 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)
- National Quality Standard, Quality Area 2 – Children’s health and safety
- Policies: 4.1 – General Health and Safety, 4.3 - Hygiene, 4.4 – Preventative Health and Wellbeing, 4.10 – Anaphylaxis Management, 5.5 – Cleaning and Sanitising, 8.13 – Employee Health, 9.2 – Enrolment.



Procedures

Refer to Policy 4.3 regarding general hygiene procedures, and in particular in relation to the preparation and handling of food. The Coordinator will be responsible for ensuring that all food preparation practices and areas in which food is prepared 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, 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 cleaned and sanitised before use. Refer to the service’s Cleaning and Sanitising Policy 5.5.

Educators will ensure that they, and the children, use effective hand hygiene practices before handling, preparing and eating of food. Refer to the service’s Hygiene Policy 4.3 – Hand Hygiene.

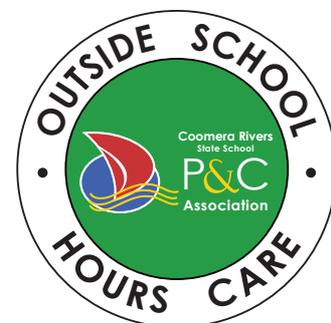
Educators will be made aware of, and kept up to date about children who may suffer dietary issues and/or allergies relating to food and/or particular food ingredients through signs in the kitchen area and regular discussions at team meetings. All care and attention will be taken when preparing, serving 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.

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

After opening, perishable items will be suitably covered and refrigerated, and non-perishable items will be stored in airtight containers in the food storage/pantry area. All items will be clearly labelled to include food items name and date stored and/or use by/expiry date.

The service will ensure regular pest and vermin maintenance is conducted to prevent contamination. Perishable food brought from home by children and/or educators, will be refrigerated as soon as possible. Parents/guardians will be provided with information, through the enrolment and orientation process, relating to storage of lunch boxes during vacation care.



Policy Group 5: Food and Nutrition

The refrigerator, stove/oven, microwave and pantry will be cleaned weekly. As part of the weekly refrigerator and pantry clean, foods will be rotated according to their use-by date.

The 'use-by' dates of all foods for use at the service will be carefully monitored. Foods noted with expired 'use-by' dates will be suitably disposed.

Educators will not eat, nor permit to be eaten by any child, food that has fallen on the ground, or has 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.

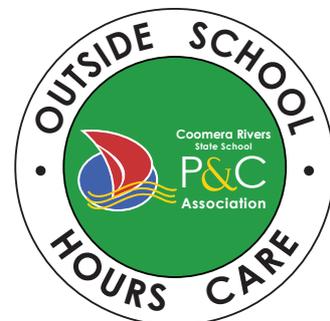
Food Recall

The service shall monitor foods purchased for any associated recall alerts. Recall alerts may be distributed via television, newspaper and radio communications from the manufacturer or recognised health authority.

All foods recalled under food alerts will be repackaged and returned or destroyed according to instructions as per the food recall alert.

References

www.foodstandards.gov.au/foodstandards/foodstandardscode.cfm



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. The service encourages and promotes the health and wellbeing of children by providing positive learning experiences during meal/snack times where good nutritional food habits are developed in a happy, social environment. Parents are supported to understand the benefits of 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
- Australian Dietary Guidelines (NHMRC 2013)
- Physical Activity Nutrition Outside School Hours (PANOSH) (2012)
- 'My Time, Our Place' Framework for School Age Care in Australia
- National Quality Standard, Quality Area 2 – Children's health and safety
- Policies: 2.6 – Behaviour Support and Management, 3.1 – Educational Program Planning, 3.3 – Educators Practice, 4.3 – Hygiene, 5.1 – Food Handling and Storage, 9.2 - Enrolment, 9.3 – Communication with Families.



Procedures

Development and review of Nutrition Policy

A detailed nutrition policy will be developed with opportunities for consultation by the Approved Provider with families, educators and the community.

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

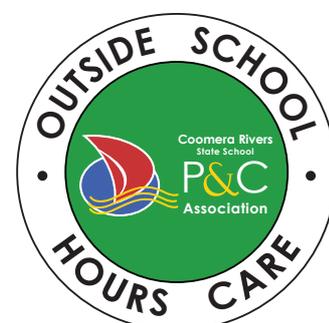
The Coordinator will be responsible to regularly review, and when necessary ensure that the service obtains a formal review of this Nutrition Policy from a recognised nutrition authority or a person duly qualified to advise in relation to it.

The Coordinator will report to the Approved Provider in respect of the Nutrition Policy at least once a year, and whenever a change is made to this Nutrition Policy, following consultation with educators, parents and recognised nutrition authorities.

Recommended food

Information about healthy food choices is gathered from recognised authorities (i.e. Australian Dietary Guidelines, Nutrition Australia, PANOSH).

Services may also choose to reference the Queensland Education initiative 'Smart Choices - Healthy Food and Drink Supply Strategy'. <http://education.qld.gov.au/schools/healthy/docs/smart-choices-strategy.pdf>



Policy Group 5: Food and Nutrition

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 the Australian Dietary Guidelines;
- Includes a good balance of fresh foods, as opposed to pre-packaged and prepared foods; and
- As far as reasonably possible, accommodates the special dietary needs of children which the service has been made aware, or becomes aware of.

Service menus are planned ensuring that food provided is varied and encompass the main food groups as per the Australian Dietary Guidelines. Families, children and educators are encouraged to contribute ideas for the menu.

For all foods and beverages provided by the service to the children, e.g. breakfast, afternoon tea and/or additional foods provided during vacation care and/or as part of cooking activities, a weekly menu will be displayed which accurately describes the foods to be provided.

Foods provided to the children during vacation care will be decided upon following consultation with management and families of the service.

The Coordinator will discuss with all parents/guardians any food allergies and restrictions (including cultural or religious) which are required by the parent/guardian to be enforced at the service. Details of these restrictions will be noted on the enrolment form and passed on to educators. Food allergies will be accompanied by a letter from a medical practitioner or other health professional.

The Coordinator and educators will seek to accommodate all such reasonable nutritional needs.

Where children have special dietary needs which is not reasonable that the service meet, the Coordinator 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.

The eating environment

Social interactions will be encouraged during meal/snack times. Educators will spend this time interacting with the children and modelling good eating and social habits.

Children will be encouraged to use effective hand hygiene practices, prior to all snack/meal times.

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

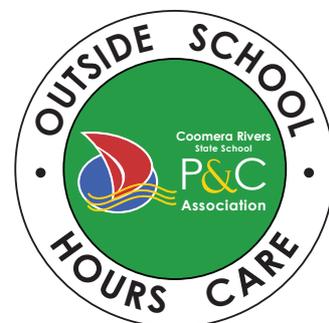
Children eating food at the service, outside the regular meal times of the service, will be encouraged to use effective hand hygiene practices and to sit while eating.

Serving of food

Independence will be fostered by encouraging children to serve themselves food, under supervision from educators, using appropriate equipment, e.g. tongs, spoons, jugs etc.

Educators who serve food to the children will ensure hand hygiene procedures are followed and including use of tongs and/or gloves.

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



Policy Group 5: Food and Nutrition

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 cooking activities.

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

Drinking Water

The Coordinator will ensure that children have ready access to cool drinking water and clean cups (if necessary).

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 will include 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); and
- 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 as per regulatory requirements, the menu is displayed in a prominent place for families and children.

Where parents/guardians 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.

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

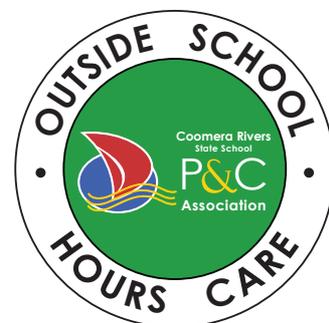
Through the Family Handbook, parents/guardians are alerted to the service's Nutrition Policy, and invited to contact the Coordinator at any time to discuss any concerns or feedback in relation to the Nutrition Policy, of their child's particular dietary requirements for health, or any other reason.

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

Professional development

As per regulatory requirements, 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 topics.



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

Food Experiences

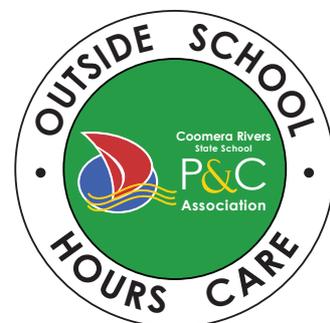
Food will not be used in the service as punishment or reward for children.

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; and
- Inclusion of children in service meal routines.

References

Please note: This policy has been developed in accordance with recommendations from the Australian Dietary Guidelines (NHMRC 2013) and the Queensland Health PANOSH (Physical Activity and Nutrition Outside School Hours) resource.



5.3 Food Act (2006) Compliance Policy

Under the Food Act (2006), certain food businesses must be licensed by the local government where the food business is located. Outside school hours care (OSHC) providers that supply food (regardless of whether the food is included in an overall fee or charged separately) are considered to be a food business and may be required to hold a licence.



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
- Food Regulation 2016
- Local Government Authority
- Australian and New Zealand Food Standards – chapter 3 Food Safety Standards (Australia only)
- National Quality Standard, Quality Area 2 – Children’s health and safety; Quality Area 7 – Governance and leadership
- Policies: 4.3 – Hygiene, 5.1 – Food Handling and Storage, 5.2 – Food and Nutrition



Procedures

These procedures have been developed to reflect Qld Health Licensing requirements for outside school hours care – August 2015 <https://publications.qld.gov.au/dataset/food-business-licensing-information-for-businesses/resource/b4ff2565-b992-4287-919d-6b64f37ebbab>

OSHC operated by the State or a government owned corporation

The Act does not bind the State or a government owned corporation, which means that these OSHC providers do not require a licence under the Act. However, requirements consistent with the Act still apply.

OSHC operated by non-profit organisations

Under the Act, a non-profit organisation is defined as an organisation that is not carried on for the profit or gain of its individual members, and is engaged in activities for a charitable, cultural, educational, political, social welfare, sporting or recreational purpose.

Licensable

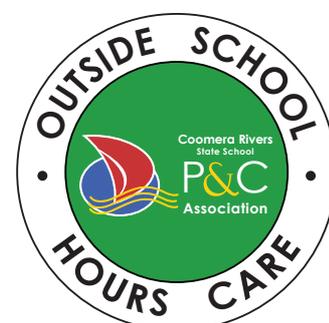
A non-profit organisation that involves the sale, on at least 12 days each financial year, of meals prepared by the organisation at a particular place is a licensable food business.

A meal means food that is, or is intended to be, eaten by a person sitting at a table, or a fixed structure used as a table, with cutlery, and is of adequate substance as to be ordinarily accepted as a meal. It is important to note that even if the food business does not provide tables and chairs, the food served may still be considered a meal. Food that is ordinarily accepted to be eaten with cutlery at a table constitutes a meal.

Not licensable

A non-profit organisation is not a licensable food business if:

- The meals consist only of fruit, cereal, toast, or similar food;
- The meals are prepared as part of an educational or training activity conducted by the organisation involving food preparation, hospitality or catering;
- The meals are pre-prepared by an entity other than the non-profit organisation and are stored and heated or otherwise prepared by the organisation in accordance with directions of the meal’s manufacturer; and/or
- It provides only:
 - whole fruit or vegetables;
 - drinks such as cordial, milk or juice;
 - chips, nuts or dried fruit; or
 - biscuits, slices or cakes that are not potentially hazardous (i.e. they do not contain fresh custard or cream and are shelf stable e.g. carrot cake, Anzac biscuits, blueberry muffins).



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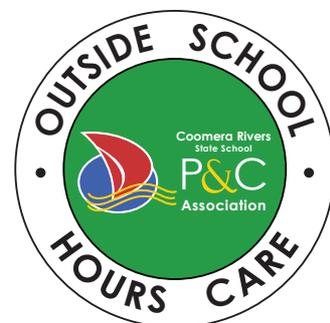
OSHC operated by a private business

Under the Act, an entity other than a non-profit organisation that sells unpackaged food by retail is a licensable food business. Retail means selling directly to the consumer (the parents/students). This means that OSHC operated by a private business that supplies unpackaged food requires a licence (regardless of whether the food is included in an overall fee or charged separately).

However, a private business providing food as part of OSHC is not a licensable food business if it provides only: whole fruit or vegetables; drinks such as cordial, milk, Milo or juice; chips, nuts or dried fruit; or biscuits, slices or cakes that are not potentially hazardous (i.e. they do not contain fresh custard or cream and are shelf stable e.g. carrot cake, Anzac biscuits, blueberry muffins).

The remaining three exemptions that apply to non-profit organisations (listed in the previous section) do not apply to privately run food businesses.

When finalising a menu, OSHC providers should also consider any healthy eating or similar requirements that may apply to their operations.



Fact Sheet - Licensing requirements for outside school hours care - Food Act 2006

Do I need a licence?

Under the Act, certain food businesses must be licensed by the local government where the food business is located. Outside school hours care (OSHC) providers that supply food (regardless of whether the food is included in an overall fee or charged separately) are considered to be a food business and may be required to hold a licence.

OSHC operated by the State or a government owned corporation

The Act does not bind the State or a government owned corporation, which means that these OSHC providers do not require a licence under the Act. However, requirements consistent with the Act still apply and you should contact your relevant state department for further information.

OSHC operated by non-profit organisations

Under the Act, a non-profit organisation is defined as an organisation that is not carried on for the profit or gain of its individual members, and is engaged in activities for a charitable, cultural, educational, political, social welfare, sporting or recreational purpose. Non-profit organisations may include parents and citizens associations, church groups or aid organisations.

Licensable

A non-profit organisation that involves the sale, on at least 12 days each financial year, of meals prepared by the organisation at a particular place is a licensable food business.

A meal means food that is, or is intended to be, eaten by a person sitting at a table, or a fixed structure used as a table, with cutlery, and is of adequate substance as to be ordinarily accepted as a meal. It is important to note that even if the food business does not provide tables and chairs, the food served may still be considered a meal. Food that is ordinarily accepted to be eaten with cutlery at a table constitutes a meal.

Not licensable

A non-profit organisation is not a licensable food business if:

- the meals consist only of fruit, cereal, toast, or similar food
- the meals are prepared as part of an educational or training activity conducted by the organisation involving food preparation, hospitality or catering
- the meals are pre-prepared by an entity other than the non-profit organisation and are stored and heated or otherwise prepared by the organisation in accordance with directions of the meal's manufacturer
- it provides only:
 - whole fruit or vegetables;
 - drinks such as cordial, milk or juice;
 - chips, nuts or dried fruit; or
 - biscuits, slices or cakes that are not potentially hazardous (i.e. they do not contain fresh custard or cream and are shelf stable e.g. carrot cake, Anzac biscuits, blueberry muffins).

When finalising a menu, OSHC providers should also consider any healthy eating or similar requirements that may apply to their operations.

Examples:

A non-profit OSHC provider regularly offers eggs on toast as a breakfast option.

A licence is required as this is considered a meal served on more than 12 occasions per year.

A non-profit OSHC provider offers only cereal and fruit for breakfast, and sandwiches, fruit muffins, cheese and crackers for afternoon tea.

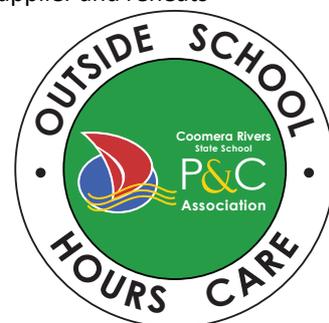
No licence is required as sandwiches are not considered a meal and the other foods meet the exemptions.

A non-profit OSHC provider offers stir fried noodles or fried rice for afternoon tea during the cooler months of the year (around 20 occasions). The food is served in a bowl with a fork and the children eat with the bowl on their lap.

A licence is required as they are serving a meal on more than 12 occasions per year at a particular place.

A non-profit OSHC provider purchases ready made frozen meals such as lasagne from a commercial supplier and reheats the meals in accordance with the manufacturer's instructions. The meals are offered for afternoon tea and no breakfast is provided.

No licence is required as this activity meets the exemption.



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A non-profit OSHC provider prepares and serves meat and salads (a meal) at a barbecue held at the end of each term (four times per year). No other meals are provided throughout the year.

No licence is required as they are not providing meals 12 times or more a year.

A non-profit OSHC provider runs an extra-curricular home economics educational program once a week where older students prepare a meal (e.g. risotto) for consumption by the students. No other meals are provided throughout the year.

No licence is required as this activity meets the exemption.

OSHC operated by a private business

Under the Act, an entity other than a non-profit organisation that sells unpackaged food by retail is a licensable food business. Retail means selling directly to the consumer (the parents/students). This means that OSHC operated by a private business that supplies unpackaged food requires a licence (regardless of whether the food is included in an overall fee or charged separately). However, a private business providing food as part of OSHC is not a licensable food business if it provides only: whole fruit or vegetables; drinks such as cordial, milk, Milo or juice; chips, nuts or dried fruit; or biscuits, slices or cakes that are not potentially hazardous (i.e. they do not contain fresh custard or cream and are shelf stable e.g. carrot cake, Anzac biscuits, blueberry muffins). The remaining three exemptions that apply to non-profit organisations (listed in the previous section) do not apply to privately run food businesses.

When finalising a menu, OSHC providers should also consider any healthy eating or similar requirements that may apply to their operations.

Examples:

A private OSHC provider offers eggs on toast, cereal and fruit for breakfast and fruit, cheese and crackers for afternoon tea.

A licence is required.

A private OSHC provider offers only whole fruit, fruit muffins, milk and Milo for afternoon tea and no breakfast is provided.

No licence is required.

A private OSHC provider offers cut fruit and vegetables, cereal, toast and muffins for breakfast.

A licence is required.

What do I need to do if I don't require a licence?

It is important to note that even though some OSHC providers do not require a food business licence, they are still required to comply with the Act and the food safety standards in chapter 3 of the Australia New Zealand Food Standards Code. Non-licensable OSHC providers may still be inspected by their local government, and are subject to the same offences and enforcement actions as licensable food businesses.

A State or government owned corporation providing OSHC should contact their relevant state department for advice on their food safety obligations.

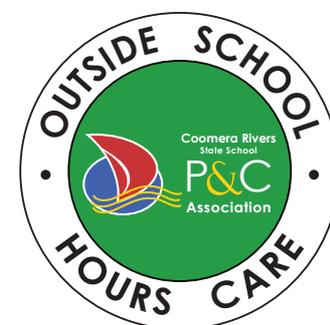
Do I need a food safety supervisor?

Under the Act, all licensable food businesses are required to have at least one food safety supervisor. For further information on food safety supervisors, see Food Safety Fact Sheet 18 – Food safety supervisors located at www.health.qld.gov.au

Do I need a food safety program?

Under the Act, certain licensable food businesses must have a food safety program accredited by their local government. There are significant penalties for not having an accredited food safety program.

Generally, OSHC providers are not required to have an accredited food safety program. The Food Regulation 2006 excludes a school aged care service under the Child Care Act 2002, or an education and care service under the Education and Care Services National Law (Queensland) providing education and care primarily to children who attend school in the preparatory year or a higher year from food safety program requirements.



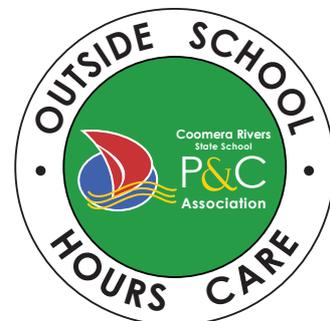
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For further information on food safety programs and food businesses required to have accredited programs, see the Queensland Health fact sheet – Food safety programs for vulnerable persons located at www.health.qld.gov.au

For further information

A State or government owned corporation providing OSHC should contact their relevant state department for advice on their food safety obligations.

If you have any further questions relating to whether an OSHC provider is a licensable food business or if the food safety program provisions apply, contact the local government for the area where the OSHC provider is located. Contact details can be found in the White Pages or at www.dilgp.qld.gov.au/local-government-directory



5.4 Food Safety Program Policy

The service acknowledges that a best practice approach to food handling, storage and hygiene must be maintained and that compliance with the Food Act (2006) can be ensured by the development and implementation of a food safety program.



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
- Food Regulation 2016
- Australian and New Zealand Food Standards – Chapter 3 Food Safety Standards (Australia only)
- National Quality Standard, Quality Area 2 – Children’s health and safety
- Policies: 4.3 – Hygiene, 5.1 – Food Handling and Storage, 5.2 – Food and Nutrition, 5.3 – Food Act Compliance.



Procedures

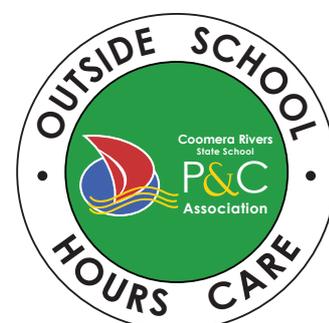
Where the service is required to be licensed as a food business under the Food Act 2006, compliance shall be achieved through licensing the food business with the local government authority.

Where the service is not required to be licensed as a food business under the Food Act 2006, compliance shall be achieved through self-assessment, including the development and implementation of a food safety program as guided by the resources available to child care services from Queensland Health.

<https://publications.qld.gov.au/dataset/food-safety-programs-information-for-businesses/resource/d304734d-1f5b-4360-8b31-cdcae53c961f>

Supervisors and staff undertaking food handling at the service will be required to have skills and knowledge of food safety including food handling. Food safety and food hygiene training will be provided through such means as external workshops, in-service workshops, induction, in-house training, and workplace documents displayed to feature food safety responsibilities and requirements in accordance with the service’s food safety program.

The service will conduct reviews of the food safety program on a regular basis as part of the Quality Improvement process



5.5 Cleaning and Sanitising Policy

The service acknowledges the need to provide a hygienic 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 food preparation practices and other high risk areas at the service.



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
- Australian and New Zealand Food Standards – Chapter 3 Food Safety Standards (Australia only)
- National Quality Standard, Quality Area 2 – Children’s health and safety
- Policies: 4.3 – Hygiene, 4.4 – Preventative Health and Wellbeing, 5.1 – Food Handling and Storage, 8.10 – Employee Orientation and Induction.



Procedures

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

- Food preparation surfaces, utensils and eating equipment
- Bathrooms, toilets and basins;
- First aid waste management; and
- Areas where bodily fluids have been spilt.

Educators will be trained in the cleaning and sanitising processes to be applied to food preparation surfaces i.e. benches and cutting boards:

- Cleaning – Applying soap and water to the surfaces to remove dirt and grime; and
- Sanitising – Applying food grade disinfecting agent to remove residual dirt and germs.

The process for cleaning and sanitising food utensils will occur 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;
- Wash off sanitiser if required as per manufacturer instructions to see; and
- For utensils allow to drip dry.

The service shall follow the guidelines as recommended by Queensland Health for Cleaning and Sanitising as articulated in the resource: Cleaning and Sanitising (Food Industry Fact Sheet 11).

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

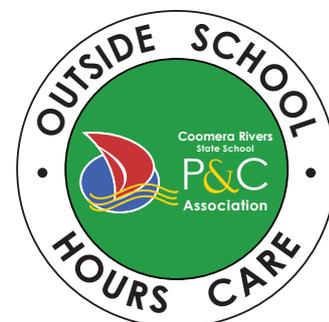
- A properly functioning temperature-activated sanitising cycle that has to sense a temperature of 65.6°C or above before the machine advances to the next step; or
- A water inlet temperature above 68°C if the machine has no sanitising cycle or has a sanitising cycle and forced airflow drying.

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.

References

<http://www.health.qld.gov.au/foodsafety/documents/fs-11-cleaning.pdf> accessed 15/01/15

Australia New Zealand Food Standards Code – Chapter 3 (Appendix 4) – Cleaning and Sanitising Surfaces and Utensils.



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 in attendance. 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
- National Quality Standard, Quality Area 2 – Children's health and safety; Quality Area 1 – Educational program and practice
- Policies: 2.11 – Including children with special/additional needs, 3.1 – Educational Program Planning, 3.3 – Educators Practice, 3.14 – Valuing Diversity, Culture and Reconciliation, 4.10 – Anaphylaxis Management, 5.2 – Food and Nutrition, 5.3 – Food Act Compliance, 9.2 - Enrolment, 9.3 – Communication with Families, 9.6 – Parent and Community Participation.



Procedures

Development of the service menu will occur in collaboration with educators, children and families.

The Approved Provider/Nominated Supervisor will ensure the food and beverages they provide at the service are healthy, balanced, varied, adequate, age appropriate and consistent with the Australian Dietary Guidelines and as far as reasonably possible, meets the needs of children with special dietary requirements.

The service will ensure that children have access to safe drinking water at all times.

Service menus are planned on a regular basis. A checklist (as provided in the PANOSH resource) is accessed to ensure that food provided encompasses all of the main food groups.

The Coordinator will ensure that the weekly 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 a staff communication book/folder 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 issue

