

Nutrition and Food Safety Policy

Quality Area 2: Children's health and safety

Standard 2.1 Each child's health is promoted.

Element 2.1.3: Healthy eating and physical activity are promoted and appropriate for each child.

POLICY STATEMENT

Arabanoo believes that good nutrition is essential for a child's healthy growth and development. Consumption and preparation of food and beverages are an important part of a child's social and developmental process. Our educators encourage children to develop good eating habits through modeling and reinforcing healthy eating and nutrition practices at the Service.

As part of our commitment to children's health and wellbeing, we provide nutritious and good quality food and beverages consistent with the *Australian Dietary Guidelines*. We also aim to provide a relaxed and enjoyable environment for children to eat their meals and snacks (*My Time, Our Place 1.1*).

All food served at the Service are consistent with any child's specific dietary requirements and cultural practices of families (*My Time, Our Place 3.2*).

Children's cooking and food preparation activities are encouraged, as cooking is a fun activity that exposes children to new foods, develops their skills, and shares their cultures. Children will always have access to safe drinking water. Children will be offered food and beverages appropriate to their needs on a regular basis throughout the day.

Food provided to the children will consider:

- The dietary requirements of individual children,
- Growth and development needs, and
- Cultural, religious, and health requirements (allergies and intolerances).

This Policy provides information on:

- The responsibilities of management, staff, and families regarding food at the Service,
- Preparation, serving, storing, cleaning, and handling food,
- Modelling healthy eating behaviour and good food hygiene,

The promotion of a healthy and diverse diet, considering allergies, intolerances, and cultural backgrounds.

RATIONALE

The Education and Care Services National Regulations and the National Quality Standard govern this Policy on matters relating to food and beverages provided at the Service, health, hygiene, and food safe practices.

Nutrition and Food Safety Policy

CONSIDERATIONS:

Education and Care Services National Law & Regulations	National Quality Standard	Other Service policies/documentation	Other
<p>Education and Care Services National Law: 171, 301</p> <p>Education and Care Services National Regulations: 78, 78, 79, 80, 90, 91, 162, 168</p>	<p>1.3 - 1.3.1, 1.3.3, 2.1, 2.1.2, 2.1.3, 7.1.1, 7.2.1</p>	<p>Hygiene policy Family Handbook</p>	<ul style="list-style-type: none"> • Australian Department of Health Eat for Health Dietary Guidelines • <i>Australian Dietary Guidelines</i> • Food Act 2003 (NSW) • Food Regulation 2015 (NSW) • Food Standards Australia and New Zealand Act 1991 (Cth) • Work Health and Safety Act 2011 (NSW) • Work Health and Safety Regulations 2011 (Cth) • Food Safety Standards Australia and New Zealand • NSW Ministry of Health Eat Smart Play Smart- A Manual for Our of School Hours Care

ENDORSEMENT BY THE SERVICE:

<p>Approval date: Sept 2024</p> <p>Date for Review: Sept 2026</p>

Policy History

Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Jonathan and Katie Harrison, May 2013.

Version 3.0

Reviewed by Belinda Edmunds, June 2014

Nutrition and Food Safety Policy

Version	Date reviewed	Who by	Area changed	Changes made	Authorisation
4.0	12 August 2015	Liz Watkinson and Kerry Sinclair	Procedure	Added that Arabanoo is a nut aware environment and that parents are welcome to provide food if their child's diet requires specific food	Kerry Sinclair 12 February 2016
5.0	10 May 2017	Belinda Edmunds and Rowan Friend	Policy expanded to reference the National Regulations Split policy and procedure	Current Dietary Guidelines reference updated	Belinda Edmunds 27 June 2017
6.0	1 May 2019	Rowan Friend & Lucy Nowland	Standards	Updated to the new NQS	Kate Sellick – 8 May 2019
7.0	July 2024	KW OSHC Consulting	Policy Name	Updated to Nutrition and Food Safety	Rowan Friend – 3 Sept 2024
			Policy Statement	Clarity and readability improved	
			Rationale	Added to explain why the policy is in place	

Nutrition and Food Safety Procedure

IMPLEMENTATION

All staff working in the Service (educators and the Nominated Supervisor/Responsible Person (RP)), volunteers, and students have a responsibility to uphold the safe food practices outlined under this policy. All staff also have a responsibility to prepare food according to the Food Safety Programs and kitchen and food preparation areas must comply with Food Standards Australia and New Zealand (FSANZ).

PROCEDURE

The Nominated Supervisor/Responsible Person (RP) will:

- Ensure the development of a weekly menu using the principles in the *Australian Dietary Guidelines*.
- Ensure the menu is on display at the Service for children and families.
- Regularly review the menu so it complies with the latest best practice guidelines for safe and healthy meals.

The weekly menu will accurately detail the food and drink being served each day and will change every week and be varied to ensure the children are being exposed to a range of healthy meals.

The children's' individual allergies, cultural requirements and health needs will be factored into the menu.

Morning and afternoon tea is supplied and supplemented with small, nutritious snacks where necessary. Safe drinking water is always available for the children and educators. **No** cordial, juice, or fizzy drinks are provided.

- Ensure a variety of healthy food options are provided to children for meals and snacks, including:
 - Wholegrain cereals,
 - Fruits and vegetables,
 - Lean meats and high protein alternatives, and
 - Dairy products.
- Advise parents in advance if they are required to supply specific foods for their child.
- Provide a copy of this policy to families at orientation at the Service and provide opportunities for families to contribute to this policy.
- Communicate with families about food at the Service and provide relevant information for families to make healthy food choices at home.
- Alert educators to any allergies and dietary requirements of the children.
- Take aprons and tea towels for washing each week.
- Consult with parents to develop individual managements plans for their children's allergies, intolerances, and diets.
- Encourage parents/carers to share family and cultural traditions with the Service. Where possible, these will be included in the menu and used for snack ideas.
- Ensure children and parents are educated on healthy eating habits in a variety of ways.
- Provide opportunities for educators and staff to attend professional development to enhance their knowledge about nutrition and best practices.
- **Never** use the denial of food as a punishment.
- **Never** use food as a reward or bribe.

Educators will:

Nutrition and Food Safety Procedure

Food provision and healthy eating behaviour

- Develop the menu in consultation with the children, this policy, and the Australian Dietary Guidelines.
- Provide food and beverages consistent with the menu.
- Display the weekly menu in an accessible area for children and parents to view.
- Supervise children when eating and drinking.
- Encourage children to sit while eating or drinking to promote healthy food practices and socialisation.
- Model healthy eating behaviour and hygienic habits for the children, e.g. sitting while eating and drinking, and packing up plates and food when finished.
- Sit with the children at meal and snack times and actively engage in conversations with the children about the food and drink provided.
- Ensure a relaxed atmosphere is created at mealtimes and children do not feel rushed to eat.
- Educate children and parents on healthy eating habits through demonstrating behaviour, specific activities, notices, posters, and information sheets.
- Recognise and celebrate the dietary differences of children that are influenced by cultural backgrounds.
- Encourage children to try new foods but do not force them.
- Role model safe food handling behaviour for children.
- **Never** use the denial of food as a punishment.
- **Never** use food as a reward or bribe.
- Encourage children to cook and prepare food through:
 - Regular programmed cooking activities, and
 - Engagement with menu planning.
- Attend professional development training on nutrition and food safety practices as required.
- Implement food safety practices from professional development training.

Preparation and storage of food

- Clean and store containers appropriately.
- Wash fruit and vegetables thoroughly before storing and preparing.
- Follow Arabanoo's Hygiene Policy at all times when preparing and storing food.
- Always check labels for 'use by' and 'best before' dates to ensure that the food is appropriate for consumption and isn't compromised.
- Avoid using items that are damaged, swollen, leaking, or have dented packaging.
- Never buy a food item if unsure about its quality.
- Store fresh meat, chicken, and fish products on the bottom shelf of the fridge to minimise leaking on other food products.
- Keep cooked and ready to eat foods separate from raw foods.
- Ensure the fridge and freezer have thermometers inside that are maintained at 5° or below for the fridge, and -17° or below for the freezer. **Check fridge and freezer temperatures daily.**
- Ensure prepared cold food is stored in the fridge maintained at below 5° until its ready to be served.
- Discard cooked food that has been left out on benches or in the heat. **Do not reheat.**
- Ensure all foods stored in the fridge are in food-safe containers with tight fitting lids to prevent leaking.
- Ensure all foods **not** stored in their original packaging are labelled with:
 - Name of food,
 - Date food was opened,
 - Use by date,
 - Allergens present in food.

Nutrition and Food Safety Procedure

- Ensure dry food stored in cupboards or pantries are on shelves that are a minimum of 30 cm above the floor. **Do not place anything on the floor of pantries.**
- Use FIFO rule (first in, first out) for all foods to maintain the rotation of stock.
- **Do not store cleaning supplies with food.**

Serving food

- Serve cooked food that has reached 75°C promptly. If serving the cooked food quickly is not possible, use a thermometer to keep the food at 60°C until it is ready to be served.
- Ensure cold food is stored in the fridge below 5°C until it is ready to be served.
- Discard cooked food that has been left out for two or more hours. **Do not reheat.**
- Only reheat food once (if necessary) and discard food that is not eaten after being reheated.

Avoiding cross contamination

- Thoroughly clean utensils and equipment that has been used to serve food before serving different foods (to avoid cross contamination). **Note:** another way to avoid cross contamination is to use separate utensils for preparing and serving different food.
- Use different coloured chopping boards for different food groups:
 - Green: fruit and vegetables
 - Red: raw meat
 - Blue: fish/seafood
 - Brown: cooked meat
 - Yellow: raw poultry
 - White: bread and dairy
- Change gloves between handling different food.
- Before serving food, double check the allergies and intolerances at the Service.
- Serve the children with allergies and intolerances their meals and snacks on separate plates with separate utensils.
- **Do not handle food if you are unwell.**

Cleaning

- Clean food preparation areas before, during, and after any food preparation and Service.
- Clean cooking utensils before use.
- Clean dish sponges and brushes after use.
- Ensure food preparation area is clean, dry, and well ventilated.
- Clean fridges and freezers regularly and check door seals to ensure they are working properly.
- Clean spills as quickly as possible and dispose of rubbish frequently to avoid pests.
- Clean mops thoroughly after each use.
- Replace cleaning equipment that is spoiling/spoiled.

Personal hygiene

- Tie long hair back and cover with a hairnet when preparing food.
- Keep nails short and clean with no nail polish.
- Wash hands thoroughly before preparing and serving food and returning to the kitchen.
- Cover cuts and wounds with brightly coloured, waterproof band aids and gloves.

Parents/carers will:

- Provide food for their child if their diet requires specific foods or drinks not commonly found at the Service. This food will be stored in the freezer, fridge, or pantry as appropriate.
- Notify the Nominated Supervisor or RP of their child's allergies and dietary requirements upon enrolment and whenever this information is updated or changes.

Nutrition and Food Safety Procedure

- **Vacation care:** provide morning tea, lunch, and drinks for their child (unless otherwise stated in the program).

Note: afternoon tea is provided during vacation care. Additional nutritious snacks are also available on excursions.

Food provided by parents/carers should be healthy and nutritious.

These foods should **not** be brought to the Service:

- Lollies, chocolate, jelly
- Deep dried foods (chips, nuggets etc.)
- Sugary drinks (cordial, fizzy drinks, energy drinks etc.)

ENDORSEMENT BY THE SERVICE:

Approval date: Sept 2024

Date for Review: Sept 2026

Procedure History

Version 1.0

December 2005, May 2006, March 2007, May 2007, February 2009, August 2010, May 2011, March 2012.

Version 2.0

Overhaul of policies following regulatory changes in 2012. Drafted from the Network template and using the Current Arabanoo Policy Handbook by Sarah Evans. Reviewed by Jonathan and Katie Harrison, May 2013.

Version 3.0

Reviewed by Belinda Edmunds, June 2014

Version	Date reviewed	Who by	Area changed	Changes made	Authorisation
4.0	12 August 2015	Liz Watkinson and Kerry Sinclair	Procedure	Added that Arabanoo is a nut aware environment and that parents are welcome to provide food if their child's diet requires specific food	Kerry Sinclair 12 February 2016
5.0	10 May 2017	Rowan Friend and Belinda Edmunds	Procedure Menu	Split policy and procedure Dietary requirements and parents/carers providing food. Menu display.	Belinda Edmunds 27 June 2017

Nutrition and Food Safety Procedure

6.0	1 May 2019	Rowan Friend & Lucy Nowland	Standards	Updated to the new NQS	Kate Sellick – 8 May 2019
7.0	July 2024	KW OSHC Consulting	Implementation	Added to explain why staff must comply with this policy	Rowan Friend – 3 Sept 2024
			Considerations	Updated laws & regs, hyperlinked Added legislation relating to food safety and preparation	
			Procedure	Readability improved Information boxes to highlight information New sections added: <ul style="list-style-type: none"> - Food safety - Prep - Hygiene - Healthy eating practices 	