



## NUTRITION & FOOD SAFETY POLICY

Kingsbury Out of School Hours Care recognises the importance of safe food handling and healthy eating to the growth and development of young children. We are committed to implementing the healthy eating key messages outlined in Live Life Well at School Program, and support the National Healthy Eating Guidelines for primary school aged children.

We believe in providing a positive eating environment that reflects dietary requirements, cultural and family values, and promotes lifelong learning for children. Furthermore, we acknowledge the unique opportunity and important role of our Out of School Hours Care in supporting families to eat a nutritious and balanced diet for a healthy life.

### NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	<b>Health</b>	Each child's health and physical activity is supported and promoted.
2.1.2	<b>Health practices and procedures</b>	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	<b>Healthy lifestyles</b>	Healthy eating and physical activity are promoted and appropriate for each child.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures

### Related Policies

Multicultural Policy

## PURPOSE

Out of School Hours Care services are required by legislation to ensure the provision of healthy foods and drinks that meet the requirements for children according to the *Australian Dietary Guidelines*. Healthy eating habits formed in the early years are shown to continue into adulthood, and can reduce the risk factors associated with chronic adult conditions such as obesity, type 2 diabetes and cardiovascular disease.

Our OSHC recognises the importance of healthy eating for the growth, development, and wellbeing of young children and is committed to promoting and supporting healthy food and drink choices for children in our care. We partner with families to provide education about nutrition and promote healthy eating habits for young children to positively influence their health and wellbeing.

Our service is also committed to ensuring consistently high standards of food preparation and storage.

## SCOPE

This policy applies to children, families, staff, visitors, and management of the OSHC Service.

## IMPLEMENTATION

Our OSHC has a responsibility to help children to develop good food practices and approaches. Our mealtimes reflect a relaxed and pleasant environment where Educators engage in meaningful conversations with children. This assists in creating a positive and enjoyable eating environment where children have the opportunity to try new foods without pressure and learn about the positive impact nutritious food has on our health.

Food will be prepared in accordance with the Food Safety Program. The kitchen and food preparation areas will comply with Food Standards Australia.

## NUTRITION

Our OSHC will:

- Provide children with a wide variety of healthy and nutritious foods for meals and snacks including fruit and vegetables, wholegrain cereal products, dairy products, lean meats, and alternatives.
- Plan and display the OSHC Service menu that is based on sound menu planning principles.
- Plan healthy snacks on the menu to complement what is served at mealtimes and ensure the snacks are substantial enough to meet the energy and nutrient needs of children.
- Vary the meals and snacks on the menu to keep children interested and to introduce children to a range of healthy food ideas.
- Provide information to families on the types of foods and drinks recommended for children and that are suitable for children's lunchboxes (particularly during Vacation Care).
- Help children to understand the healthy food pyramid and develop habits to lead a healthy and balanced lifestyle.

**Management/Nominated Supervisor/Educators will:**

- Ensure water is readily available for children to drink throughout the day in both the indoor and outdoor environment.
- Be aware of children with food allergies, food intolerances, and special diets and consult with families to develop individual management plans.
- Ensure all children remain seated while eating and drinking.
- Ensure all children are always supervised children whilst eating and drinking.
- Follow the guidelines for serving different types of food and the serving sizes in the Guidelines and may use the Australian Government “eat for health” calculator- [www.eatforhealth.gov.au](http://www.eatforhealth.gov.au)
- Ensure an accurate weekly menu is displayed in an accessible and prominent area for parents to view.
- Ensure food is presented attractively.
- Establish healthy eating habits in the children by incorporating nutritional information into our program (including at meal times and in cooking activities).
- Talk to families about their child’s food intake and voice any concerns about their child’s eating.
- Encourage parents to the best of our ability to continue our healthy eating message in their homes.

**FOOD HYGIENE**

Food poisoning is caused by bacteria, viruses, or other toxins being present in food and can cause extremely unpleasant symptoms such as diarrhoea, vomiting, stomach cramps, and fevers. Children, particularly those under five years of age, are considered a high-risk group as their immune systems are still developing and they produce less of the stomach acid required to kill harmful bacteria than older children or adults (Foodsafety.gov, 2019). Our OSHC will strictly adhere to food hygiene standards to prevent the risk of food poisoning.

**Buying and transporting food**

Our OSHC will:

- Always check labels for the ‘use by’ and ‘best before’ dates.
- Never buy food items in damaged packaging or if unsure about its quality.
- Always check eggs: Never buy dirty or cracked eggs.
- Ensure fresh meat, chicken, or fish products cannot leak on to other food items (i.e. separate bags).
- Ensure chilled, frozen, and hot food items are kept out of the ‘danger zone’ (5 °C to 60 °C) on the trip back to the Service by:
  - Not getting chilled frozen, or hot food items until the end of the shopping.
  - Placing these items in an insulated shopping bag or cooler.
  - Immediately unpacking and storing these items upon the return to the Service.

**Storing food**

Our OSHC will:

- Ensure fridge and freezer temperatures are checked daily and that the refrigerator is maintained at 5 °C or below and the freezer is maintained at -17 °C or below.
- Store raw foods (i.e. chicken) below cooked foods in the refrigerator to avoid cross contamination by foods dripping onto other foods.
- Ensure that all foods stored in the refrigerator are stored in strong food-safe containers with either a tight-fitting lid, or tightly applied plastic wrap or foil.
- Ensure that all foods not stored in their original packaging are labelled with:
  - The name of the food,
  - The 'use by' date,
  - The date the food was opened,
  - Details of any allergens present in the food as per packaging.
- Transfer the contents of opened cans into appropriate containers.
- Ensure all bottles and jars are refrigerated after opening.
- Place 'left-over' hot food in an appropriate sealed container in the refrigerator as soon as the steam has stopped rising. Food can be cooled quickly to this point by placing in smaller quantities in shallow containers, reducing the amount of time sitting in the 'danger zone'.
- Not reuse disposable containers (e.g. takeaway food containers).
- Store dry foods in labelled and sealed, air-tight containers if not in original packaging.
- Store dry foods in cupboards or on shelving no lower than 30cm from the floor.
- Use the FIFO (first in, first out) rule for all foods (dry, chilled, and frozen) to ensure rotation of stock so that older stock is used first.
- Store cleaning supplies separate to food items.

### Preparing and serving food

Our OSHC will:

- Ensure that all cooked food is cooked through and reaches 75 °C.
- Ensure that cooked food is served promptly, or will use a thermometer to ensure that hot food is maintained at above 60 °C until ready to serve.
- Ensure that prepared cold food is stored in the refrigerator maintained at below 5 °C until ready to serve.
- Discard any cooked food that has been left in the 'danger zone' for two or more hours. Do not reheat.
- Reheat cooked food (if required) to a temperature of 70 °C (but only ever reheat once. Discard if the food is not eaten after being reheated).
- Keep cooked and ready-to-eat foods separate from raw foods.
- Wash fruit and vegetables thoroughly under clean running water before preparation.
- Ensure unused washed fruit or vegetables are thoroughly dry before returning to storage.
- Ensure food that has been dropped on the floor is immediately discarded.
- Thoroughly clean kitchen utensils and equipment between using with different foods and/or between different tasks.

- Avoid cross-contamination by ensuring that separate knives and utensils are used for different foods.
- Avoid cross-contamination by ensuring that colour-coded cutting boards are used:
  - Blue: raw fish/seafood
  - Green: fruit and vegetables
  - Red: raw meat
  - Brown: cooked meat
  - Yellow: raw poultry
  - White: bakery and dairy
- Ensure that gloves are changed between handling different foods or changing tasks.
- Ensure that staff preparing food for children with food allergies or intolerances are proficient at reading ingredient labels.
- Ensure that food allergies and intolerances are catered for by using separate easily identifiable cutting boards, utensils, and kitchen equipment (e.g. using a colour code, or food-safe permanent marker).
- Ensure that children with food allergies and/or intolerances are served their meals and snacks individually on an easily identifiable plate (e.g. different colour), and that food is securely covered with plastic wrap until received by the child to prevent possible cross-contamination.
- Ensure that unwell staff do not handle food.

## Cleaning

Our OSHC will:

- Ensure that food preparation areas and surfaces are cleaned both before, after, and during any food preparation.
- Ensure that all cooking and serving utensils are cleaned and sanitised before use.
- Ensure that all dishwashing sponges, brushes, and scourers are cleaned after each use and allowed to air dry or placed in the dishwasher.
- Replace sponges at least once every two weeks or earlier when required.
- Ensure the food storage area is clean, ventilated, dry, pest free, and not in direct sunlight.
- Ensure refrigerators and freezers are cleaned regularly and door seals checked and replaced if not in good repair.
- Prevent pest infestations by cleaning spills as quickly as possible and ensuring rubbish and food scraps are disposed of frequently.
- Ensure that floor mops are thoroughly cleaned and air dried after each use.
- Replace any cleaning equipment that shows signs of wear or permanent soiling.

## Personal hygiene for food handlers

Our OSHC will ensure:

- Clean clothing is worn by food handlers. Clean aprons are provided when necessary.
- Long hair is tied back or covered with a net.
- Hand and wrist jewellery is not worn while preparing food (e.g. rings and bracelets).

- Nails are kept short and clean and no nail polish is worn (as it can chip into food and hide dirt under the nails).
- Strict hand-washing hygiene is adhered to, including washing hands each time they return to the kitchen before continuing with food preparation duties.
- Wounds or cuts are covered with a brightly coloured, waterproof dressing and gloves will be worn over any dressings.
- Staff who are not well will not prepare or handle food.

#### **All staff handling food will:**

- Ensure gloves or food tongs are used by all staff handling 'ready to eat' foods.
- Ensure children and staff wash and dry their hands (using soap, running water, and single use disposable towels or individual hand towels) before handling food or eating meals and snacks.
- Ensure food is stored and served at safe temperatures (below 5°C or above 60°C), with consideration to the safe eating temperature requirements of children.
- Ensure separate cutting boards are used for raw meat and chicken, fruit and vegetables, and utensils and hands are washed before touching other foods.
- Discourage children from handling other children's food and utensils.
- Ensure food-handling staff members attend relevant training courses and pass relevant information on to the rest of the staff.

#### **Creating a positive learning environment**

Our OSHC will:

- Ensure that educators sit with the children at meal and snack times to role-model healthy food and drink choices and actively engage children in conversations about the food and drink provided.
- Choose water as a preferred drink.
- Endeavour to recognise, nurture and celebrate the dietary differences of children from culturally and linguistically diverse backgrounds.
- Create a relaxed atmosphere at mealtimes where children have enough time to eat and enjoy their food as well as enjoying the social interactions with educators and other children.
- Encourage children to assist in clearing the table and serving their own food and drink, providing opportunities for them to develop independence and self-esteem.
- Respect each child's appetite. If a child is not hungry or is satisfied, do not insist he/she eats.
- Be patient with messy or slow eaters.
- Encourage children to try different foods but do not force them to eat.
- Do not use food as a reward or withhold food from children for disciplinary purposes.

#### **OSHC Service Program**

Our OSHC will:

- Foster awareness and understanding of healthy food and drink choices through including in the children's program a range of learning experiences encouraging children's healthy eating.

- Encourage children to participate in a variety of 'hands-on' food preparation experiences.
- Provide opportunities for children to engage in discovery learning and discussion about healthy food and drink choices.
- Embed the importance of healthy eating and physical activity in everyday activities and experiences.

### Cooking with children

- Cooking experiences are regularly carried out with the children as a part of the program. On these occasions participating Educators will be vigilant to ensure that the experience remains safe, and relevant food hygiene practices are adhered to.

### Communicating with families

Our OSHC Service will:

- Provide opportunities for families to contribute to the review and development of the policy.
- Request that details of any food allergies or intolerances or specific dietary requirements be provided to the OSHC Service and work in partnership with families to develop an appropriate response so that children's individual dietary needs are met.
- Communicate regularly with families about food and nutrition related experiences within the OSHC Service and provide up to date information to assist families to provide healthy food choices at home.

### Source

Australian Children's Education & Care Quality Authority. (2014).

*Food Act 2003*

*Food Regulation 2015*

Foodsafety.gov. (2019): <https://www.foodsafety.gov>

Food Safety Standards (Australia only). (2015):

<http://www.foodstandards.gov.au/industry/safetystandards/Pages/default.aspx>

*Food Standards Australia and New Zealand Act 1991*

Food Standards Australia New Zealand. (2016). Safe Food Australia – A guide to the food safety standard (3<sup>rd</sup> Ed.):

<http://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx>

Guide to the Education and Care Services National Law and the Education and Care Services National Regulations. (2017).

Guide to the National Quality Standard. (2017).

My Time, Our Place: Framework for School Age Care in Australia (2011).

National Health and Medical Research Council. Australian Dietary Guidelines 2013):

<https://www.nhmrc.gov.au/about-us/publications/australian-dietary-guidelines>

National Health and Medical Research Council. Eat for health: <https://www.eatforhealth.gov.au/>

Revised National Quality Standard. (2018).

**REVIEW**

<b>Date Reviewed</b>	<b>Modifications</b>	<b>Next Policy Review Date</b>
October 2019	Ratified by the Kingsbury Primary School Council on 17/10/19.	October 2020