National Quality Standard Related Standards/ Regulations

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Aim

To provide guidelines for staff, students and visitors in the provision of effective food safety practices that comply with legislative requirements.

Explanation

In accordance with legislative requirements, this policy will provide guidelines for a flexible approach to best practice in relation to food safety. This policy also supports the provision of a safe environment for children attending Canberra Girls Grammar Early Learning Centre by outlining procedures to minimize the risks of injury or illness and limit the usage of high risk foods.

Practice

Before commencing any food preparation at Canberra Girls Grammar School Early Learning Centre, staff must ensure that all of the following requirements have been met and that all Food Safety Handling Checklists are filled out as required.

All food items are delivered to the ELC from the Senior School Boarding House. Any food items not provided can be purchased at IGA, Deakin. This food is delivered on a daily basis for use in the After School Care Program.

General Hygiene Practices

- Hands have been washed according to correct hand washing technique.
- Hair is tied back.
- Covered shoes are worn.
- Latex/vinyl gloves are worn.
- Students wash hands before and after all contact with food.
- Daily checklist completed by staff preparing/handling food (see Appendix 1)
- Temperature Danger Zone is below 60°C and over 5°C.
Food Receipt

- Any dry goods will be stored on the bench near the refrigerator until ASC staff can check by dates of products, once this is done, dry goods are then stored in the ASC Pantry.
- Meat, small goods, dairy products, fruit, and vegetables should be immediately placed in the refrigerator or freezer.
- Any issues with goods are to be recorded on the appropriate forms and the Director notified, the Director will then follow up.
- If required, staff can purchase missing items from IGA, Deakin, making sure the same procedures are followed.

Food Storage

- All foods, fresh, packaged, and frozen must be stored at correct temperature.
- Check use-by dates.
- Separate cooked and raw foods.
- Rotate stocks on a timely manner and place large labels for expiry dates.
- Do not stack uncovered food in refrigerator.
- Store food in cupboards in airtight containers.
- Stacking of food in fridge on shelves.

Food Handling and Preparation

The food handler must maintain a high standard of personal hygiene. To ensure this the following should be done:

- Handle foods as little as possible.
- Use barriers eg. Tongs, gloves (to protect food).
- Wash hands frequently in hot water using soap, dry with paper towel before and during food preparation and use Hand Sanitiser where necessary
- Rinse excess food scraps from all tools used immediately.
- Supply chopping boards for cooked food and other chopping boards for raw food; separate colour code for those used with fruits and vegetables.
- Check the operating temperature of refrigerators and freezers and report malfunctioning equipment to staff.
- Ensure that any item placed in the fridge/freezer is covered with a lid, foil or plastic film.
- Use paper towels to clean up spills and bin.
- Masks/mouth covers worn when staff members are ill (i.e. cold or cough).

Cooking/Reheating/Cooling Food

- Storing potentially hazardous foods at correct temperature; maintain hot food at over 60°C and cold food at below 5°C.
- Fridges are checked regularly to ensure temperature is below 5°C and Thermometer recalibrated regularly (Refer to Appendix 2).
- Always preheat ovens before using.
- Cook food thoroughly to kill harmful bacteria.
- Do not shorten cooking times given on package labels or cooking books.
- Thaw frozen meat and poultry thoroughly or it may not cook completely: defrost food in the fridge or by microwaving.
- Do not make recipes that include eggs which won’t be cooked, such as mayonnaise (raw eggs sometimes contain food poisoning bacteria only killed by thorough cooking and some food allergies).
- Wash fruits and vegetables thoroughly.
− Cooked food should only be reheated once until piping hot inspect food to make sure it’s thoroughly cooked (e.g. check that it’s piping hot all the way through and that meat juices run clear).
− Check regularly that hot food is kept hot until serving, remember, hot food must be kept above 60°C.
− When you’re serving hot food, you can keep it below 60°C for a maximum of 30 minutes; only do this once; then you must throw away the food, or cool it as quickly as possible.
− Food intended to be frozen should be rapidly cooled first and then be placed in a freezer within 48 hours of cooling.
− High risk foods are not used in the ELC.

Involving Children in Cooking

− Ensure that adequate supervision is available for the planned experience.
− Ensure that long hair is tied up.
− Choose age-appropriate cooking experiences with regard to size and texture of food.
− Provide children with clean protective aprons or smocks.
− Respect cultural and/or personal food differences.
− Ensure that children wash their hands before participating in the cooking experience.
− Only prepare foods that will be cooked before eating, such as biscuits, pizza and soup.
− Immediately clean up any spillages or food dropped on the floor and usage of bins.
− Cater for children who have special dietary requirements, including allergies, for health, medical or cultural reasons.

Food Brought Home for Morning Tea and Lunch

− Ensure that food is kept in a container or covered with foil or plastic wrap.
− Ensure food is kept in a cool, dry area of the classroom, preferably in a tub/basket.
− Provide details to families on safe food-handling practices, class allergies to be aware of, as well as the Early Learning Centre Food and Nutrition Policy.

Food Brought from Home for Special Occasions

− Ensure that food provided for celebrations is kept in a container or covered with foil or plastic wrap.
− Where appropriate, keep food in the refrigerator until it is to be served.
− Provide details to families on safe food-handling practices when providing food for special occasions as well as allergies.

Serving and Storage

− Serve hot food, reheated food and cold food dishes as quickly as possible to minimize time in the temperature danger zone, do not leave food at room temperature for long periods.
− Store cold dishes in the refrigerator or freezer until serving time, to keep them at the correct temperature.
− Uncooked and raw food is stored below ready to eat food in the refrigerators.
− Ensure serving utensils are used at all times, including when children are serving themselves.
− Children are provided with serving utensils and correct handling procedures are followed at all times.
− Leftover food is disposed of following waste removal procedures.

During and immediately after serving, the following guidelines must be observed:

− All prepared food should be covered with Glad Wrap until it is served.
− Any cold stores should be kept refrigerated until serving is required.
− Immediately after serving is finished, leftover afternoon tea must be re-covered with Glad Wrap and perishable goods put back in the fridge.
- Used bowls, plates and cups should be tidied up and placed in the blue dishwasher racks to be washed, (rinse off used bowls, plates and cups making sure all food scraps are removed prior to going into dishwasher).
- All waste food material must be placed in the covered kitchen bins.

Waste Disposal and Storage

- All food scraps and rubbish must be stored in the waste disposal bin and must be covered with the lid at all times. If the bin is overflowing and prevents the lid from staying on, the bin must be emptied by staff into Red Bins outside and then a fresh bin liner must be placed in the bin for use. (Red Bins are emptied daily by Maintenance staff).

Fruit and Vegetables

When preparing the fruit and vegetables, staff need to keep in mind:
- All fruit and vegetables must be washed before they are cut and served.
- Some fruits require special preparation measures before they can be served to the children; e.g. Fruits such as oranges must have their tops and bottoms cut off, while others such as kiwi fruit must have all of their skin removed.
- Use appropriate chopping board and knife for cutting/slicing.

Cleaning Up

- Cleaning and washing up is undertaken by ELC Staff following cleaning procedures set out in Kitchen manual that are clearly displayed (Refer to Appendix 1); this should be completed by 6.00pm.
- Chopping boards, knives and other utensils are washed and sanitised before and after preparing food.
- Once items have been thoroughly washed, staff are required to ensure that all items are dry before putting them away, use a clean dry tea towel to dry any items that may still have water on them.
- After washing up, the surfaces on the centre bench, around the sink and at the serving counter and any other surfaces used must be cleaned and sanitised using the chemical sanitisation agent. All of these surfaces must then be wiped over with hot water and a new cloth to remove any chemical residue and then thoroughly dried using a clean paper towel. Then sprayed with the leave on sterilizing agent.
- When the kitchen is clean and all the washing up has been dried and put away, any used tea-towels must be collected and placed in the laundry to be washed. Do not put any wet items or tea-towels back in the pantry.
- Ensure that the Dishwasher is cleaned properly and any food scraps disposed of correctly, then drain and clean dishwasher, remembering to turn it off afterwards.
- Fridges are cleaned on a weekly basis by ASC staff. It is recommended that cleaning should occur on Fridays due to the reduced rates of child attendance.
- When cleaning the fridges, all food should be removed and any food that is no longer required must be properly disposed of in the covered kitchen bins.
- All interior surfaces of the fridge must be wiped clean before any remaining food can be put back.
- Please initial and date the box provided upon completion of cleaning.

Furniture

- All Piazza tables and chairs are sanitized by ASC staff prior to afternoon tea being served (It is recommended that staff disinfect tables before utensils are set out).
- All Piazza tables, chairs and floors are cleaned again after food has been served.
- All surfaces can be easily cleaned using a spray on detergent and water mixture and paper towel wipe.
Nutrition

Children need a wide variety of foods to maintain their energy levels so that they can get the most out of their day in the centre; this includes foods from different cultures. Adequate substitutes for those children who suffer from allergies are also provided; action medical plans are sort from families in conjunction with the school and school age care program.

Staff must be aware of the need to provide children with healthy and nutritious foods. The ASC and Holiday Program Coordinator is responsible for all planned Afternoon Tea menus during term periods, and has training in Food Preparation and Handling. It is expected that the food provided by the ELC is healthy. Food content including levels of fat, sugars, preservatives and artificial flavourings should be considered prior to including particular foods on the menu. An Afternoon Tea menu is provided each week to ASC families with a daily menu of nutritious foods and on special occasions a treat.

Nutritious food from the five food groups are offered to the children daily, These include:
- Fresh/dried fruit
- Fresh salad
- Bread
- Hi fibre biscuits
- Dairy products

Drinks

- Water must be available to the children at all times.

Staff are responsible for

- Ensuring students, families and volunteers are informed of this policy
- Being aware of the risks associated with handling and serving food
- Washing their own hands when participating in food preparation and cooking activities
- Documenting and implementing procedures (referred to as food safety programs or food safety plans) to manage food safely
- Being aware of and implementing the relevant procedures outlined
- Ensuring all lunchboxes are kept indoors in a cool, dry location
- Removing hazardous food and offering child/ren an alternative snack
- Supporting this policy when organising excursions
- Involving children in discussions about food safety to increase their awareness, which will encourage them to develop safe practices
- Informing children against sharing drink bottles
- Ensuring food is not shared as a precaution in relation to allergies that other children may have, and discussing with children the reasons for this
- Making and displayed Medic Alerts for each child’s individual allergies
- Ensuring that benchtops are clean and that colour-coded dish cloths, sponges, brushes and tea towels are clean and replaced regularly
- Maintaining good kitchen hygiene; for example, wash dirty dishes in hot, soapy water or put in the dishwasher
- Keeping the fridge cleaned, uncrowded and temperature controlled at or below 5°C
- Teaching children to wash their hands before eating, and ensure they always wash and dry hands:
  - 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 a pet
- Maintaining good supervision of children while they are eating
- Ensuring children do not pick up food from the floor and eat it
- Sitting down to eat with the children
- Providing a flexible approach to serving and consuming food
- Covering all wounds or cuts on hands or arms with brightly coloured wound strips or bandage; if the wound is on the hand, disposable gloves are to be worn over the top of the wound strip if involved in food handling.
- Providing opportunities to speak with parent/guardians about any nutritional requirements, food allergies or food sensitivities that their child may have
- Seeking parent/guardian input on cultural values or religious expectations for food handling
- Informing the licencee representative and parents of any outbreaks of gastroenteritis or possible food poisoning that has occurred at the program.

References

- www.allergyfact.org.au
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- ‘Food Safety Program – For children’s services Operations’, produced by Queensland Health on behalf of Government Department of Health and Ageing
- ‘Children’s Services Voluntary Food Safety Program Template’, produced by NSW Food Authority
- Food Safety Program Template Records for Class 2 Retail and Food Service Businesses, No.1. Version 2 developed by the Food Regulation Standing Committee and published by the Victorian Government Department of Health
- ‘Majura After School Care Program- Policies and Procedures Manual’, developed by Majura Primary School Watson A.C.T.
- ‘Developing a class 2 food safety program template’, (Edition 2) produced by the Victorian Government Health Department
- Food Safety Factors available at www.foodstandards.gov.au