



# Epping Views Primary Outside School Hours Care NUTRITION & FOOD SAFETY POLICY

Reviewed:	October 2019	Next Review Date: October 2020
Policy Owner:	Epping Views Primary School Age Care	
National Quality Standards (NQS)	2.1, 2.1.2, 2.1.3	
Related Policies, regulations and laws	Relationships with Children Policy, Respect for Children Policy, Family Communication Policy ,Interaction with children, family and Staff Policy.  Education and Care Services National Law  Education and Care Services National Regulations. (2017).  Early Childhood Australia Code of Ethics. (2016).  Guide to the National Quality Standard. (2017).  Revised National Quality Standard. (2018).  Foodsafety.gov. (2019): <a href="https://www.foodsafety.gov">https://www.foodsafety.gov</a>	

**PURPOSE:**

Epping Views Primary School, Outside School Hours Care Service 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 School Program to support the National Healthy Eating Guidelines for primary school aged children as outlined in the healthy kid’s resources.

Furthermore, our OSHC Service recognises the importance of supporting families in providing healthy food and drink to their children. It is acknowledged that the Out of School Hour’s Care setting has an important role in supporting children in healthy eating.

Epping Views Primary School, 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*. It is essential that our OSHC Service partners’ with families to provide education about nutrition and promote healthy eating habits for young children to positively influence their health and wellbeing. Dietary and healthy eating habits formed in the early years, which has been 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.

Epping Views Primary School OSHC Service 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. This policy affirms our position on the provision of

healthy food and drink while children are in our care and the promotion and education of healthy choices for optimum nutrition.

We believe in providing a positive eating environment that reflects dietary requirements, cultural and family values, and promotes lifelong learning for children. Our Service is also committed to promoting, implementing and embedding healthy eating within our program.

#### **PROCEDURE:**

Epping Views Primary school OSHC Service has a responsibility to help children to develop good food practices and approaches, by working with families and educators.

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.

Food will be prepared in accordance with the Food Safety Program. All kitchens and food preparation areas will comply with Food Standards Australia and New Zealand (FSANZ).

#### **NUTRITION**

Epping Views Primary school Outside School Hours Care will:

#### **Promote healthy food and drinks based on the Australian Guide to Healthy Eating and the Dietary Guidelines for Children and Adolescents.**

*Where food is provided by the OSHC Service:*

- Provide children with a wide variety of healthy and nutritious foods for snacks including fruit and vegetables, wholegrain cereal products, dairy products, and alternatives.
- Plan and display the OSHC Service menu (at least two weeks at a time) that is based on sound menu planning principles and meets 50% of the daily nutritional needs of children.
- 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.

#### **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.

- Encourage and provide opportunities for cooking staff and educators to undertake regular professional development to maintain and enhance their knowledge about early childhood nutrition.
- Ensure the weekly menu is displayed in an accessible and prominent area for parents to view.
- Ensure the weekly menu is accurate and describes the food and beverages provided each day of the week.
- Not allow food to be used as a form of punishment or to be used as a reward or bribe.
- Establish healthy eating habits in the children by incorporating nutritional information into our program.

## 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 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 Service will strictly adhere to food hygiene standards to prevent the risk of food poisoning.

### Buying and transporting food

Epping Views Primary School, Outside School Hours Care Service will:

- Always check labels for the 'use by' and 'best before' dates, understanding that 'use by' dates apply to perishable foods that could potentially cause food poisoning if out of date, whilst 'best before' dates refer to food items with long shelf life but quality could be compromised.
- Avoid buying food items in damaged, swollen, leaking or dented packaging.
- Always check eggs: Never buy dirty or cracked eggs.
- Never buy any food item if unsure about its quality.
- Ensure fresh meat, chicken, or fish products cannot leak on to other food items.
- 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

Epping Views Primary School, Outside School Hours Care Service will:

- Ensure the refrigerator and freezer has a thermometer and that the refrigerator is maintained at 5 °C or below and the freezer is maintained at -17 °C or below.
- Ensure fridge and freezer temperatures are checked daily.
- Store raw foods 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.
- 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. Chinese food containers).
- Store dry foods in labelled and sealed, air-tight containers if not in original packaging.
- Store dry foods in cupboards on shelving no lower than 30cm from the floor.
- Not place anything on the floor (as containers of any type create easy access to shelves for mice and rats).
- Store bulk dry foods only in food-safe and airtight containers.
- 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

Epping Views Primary School, Outside School Hours Care Service will:

- Ensure that all cooked food is cooked through and reaches 75 °C.
- Ensure that cooked food is served promptly, or
- 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, for example for a child who was sleeping at lunch time) 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 (note that it doesn't matter which colour you use for which food providing signs are displayed to alert all staff). Common colours are:
  - 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**

Epping Views Primary School, Outside School Hours Care Service 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.
- 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**

Epping Views Primary School, Outside School Hours Care Service will:

- Clean clothing is worn by food handlers (such as an apron or appropriate jacket).
- Long hair is tied back or covered with a net (hairspray may be used for fringes to secure hair).
- 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 (that will easily be seen if it falls off), 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**

Epping Views Primary School, Outside School Hours Care Service 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.
- 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**

Epping Views Primary School, Outside School Hours Care Service 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 may sometimes be 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**

Epping Views Primary School, Outside School Hours Care Service will:

- Provide a copy of the Nutrition Policy to all families upon orientation at the OSHC Service.
- 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.
- Communicate regularly with families and provide information and advice on appropriate food and drink to be included for children's after school snacks. This information may be provided to families in a variety of ways including factsheets, newsletters, during orientation, information sessions and informal discussion.