

# Food Safety Policy

## 1. Objective

Annie Dennis Children's Centre (ADCC) ensures that safe and hygienic food storage and handling practices are maintained to minimise the risk of food contamination and the transmission of bacteria and infectious disease amongst children and adults.

## 2. Definitions

**Staff:** Includes permanent, agency, casual, short and long term appointments.

## 3. Regulatory Framework

ADCC is bound by the Victorian *Food Act 1984* to ensure the safe storage, preparation and serving of food.

## 4. Safe Food Preparation and Serving

The following processes will ensure ADCC stores, handles, prepares and serves food and drinks safely and hygienically thereby minimising the risk of food poisoning. Food poisoning is caused by the growth of bacteria in food. This occurs when high risk foods are left to sit in the "temperature danger zone". ADCC will keep all cold food below 5°C and hot food above 60°C.

The Director and Committee of Management will ensure that there are adequate facilities for food safety and hygiene and all facilities and equipment for food preparation and storage is in good working order.

### 4.1 Food preparation handling and serving standards

All staff will adhere to the following food preparation and serving standards:

- different chopping boards and knives will be used for raw, cooked and ready to eat food
- thoroughly wash all fruit and vegetables in clean water before use
- clean sanitised utensils will be used to serve cooked or ready to eat food
- clean disposable gloves will be used and changed at least once every hour
- clean disposable gloves will be used if staff wear nail polish or have false fingernails
- clean disposable gloves will be used if staff have wounds or wounds covered with dressings
- wear minimal jewellery
- food Safety standards for cooling, freezing and thawing foods will be followed
- tableware will be in good condition – free from chips and scratches and,
- the food temperature and time safety limits are checked by the centre cook and recorded as part of the Centre's Food Safety Program.

### 4.2 Food storage standards

Staff will adhere to the following safe food storage standards:

- food will be stored in areas designed for food storage, including pantries, refrigerators and freezers that have thermometers
- raw food will be stored in the refrigerator separately from and below ready to eat food

- food will not be stored with chemicals and cleaning equipment, clothing or the personal belongings of staff
- food will be stored in containers that are clean (washed and sanitised), non toxic and strong enough to hold its contents
- canned food, once it has been opened, will be stored in a sealed container
- cooked foods that are potentially hazardous will not be left out for longer than one hour
- cooled food will be placed immediately in the refrigerator and cooled to below 5°C, and
- food to be reheated will be heated rapidly to a temperature of 75°C.

#### 4.2.1 Breast milk

Staff will ensure that breast milk is:

- stored in the refrigerator for no longer than 48 hours
- thawed quickly if frozen, but not placed in boiling water. (It is not recommended to thaw breast milk in a microwave oven)
- rolled gently to mix and not shaken, and
- discarded if left over (left-over milk is not to be re-frozen or re-heated).

Parents are asked to clearly label the breast milk with their child's name, and time and date the milk was expressed.

#### 4.3 Cleaning and sanitising

Cleaning and sanitising are two separate processes:

- **cleaning** removes visible residue (food waste, dirt and grease) using water and detergent, and
- **sanitising** reduces micro-organisms through the use of heat or chemicals.

All staff will adhere to the following cleaning and sanitising standards:

- remove food waste, dirt and grease
- rinse off with water
- wash with detergent
- rinse away the detergent
- apply the sanitiser, and
- rinse off and air dry

Food preparation areas will be cleaned before and after food preparation as well as at the end of each day.

Drinking and eating utensils will be cleaned and sanitised at the end of each day.

### 5. Personal hygiene

Hand washing is one of the most effective ways to reduce the spread of infection and is particularly important for staff preparing food. Staff will thoroughly wash and dry hands before handling food. Wearing gloves is not a substitute for hand washing. When they are worn, staff will still follow hand washing procedures. (Refer to Hygiene Policy)

Staff will ensure their body, anything from their body or clothing does not contaminate food or food surfaces. Staff who are suffering from an illness which is likely to be transmitted through food will be encouraged to take sick leave, but if they are able to work, will not handle any food.

## **6. Involving children in food safety**

ADCC staff will discuss hygiene and food safety practices with children to encourage safe and hygienic food handling. Children will be involved in setting rules such as:

- do not share utensils or eat food handled by another child
- wash hands before preparing or eating food
- handle kitchen utensils with care, and
- sit down when eating to prevent choking.

## **7. Involving families in food safety**

ADCC will talk to families about food safety to:

- learn about any food allergies or sensitivities their child may have
- seek input on cultural values or religious expectations for food handling, and
- provide up to date food safety information.

## **8. Food brought from home**

To ensure that all children are protected from food borne illnesses, ADCC follows strict guidelines and is responsible for ensuring that foods are prepared hygienically and stored safely. There are many foods that are high risk and potentially hazardous if not stored properly. Therefore, we do not accept any types of foods brought into the centre for consumption by all the children.

This procedure will ensure that all foods consumed by all the children are prepared in our kitchen according to our food safety guidelines and standards set in our food safety plan.

Foods that fall into this guideline but not limited to are:

- birthday cakes
- donated fruit and vegetables

## **9. Food Allergies**

There are a number of children enrolled at ADCC that have severe life threatening food allergies. Children with allergies who are exposed to small traces of foods or food products that contain an allergen may have a severe reaction called **anaphylaxis**.

The most common foods children are allergic to are:

- eggs
- peanuts
- tree nuts and,
- cows milk

We aim to maintain safe environments for all children as far as practicable. We strongly ask families not to bring 'snacks' (store bought or home prepared) into the centre. (refer to Anaphylaxis policy)

## **10. Birthday cakes**

Due to our food safety guidelines, birthday cakes cannot be brought into the centre for consumption by the children. We recognise that children enjoy celebrating their birthdays and part of that celebration is sharing a cake.

We will provide store bought 'allergy free' cake mixes which are 'nut, wheat, gluten, dairy and egg free' for birthdays. Candles and cake decorations will also be provided.

The following procedure will apply to organise a cake for a birthday:

- parent/guardian to complete a request form at least 2 days prior the date the cake is required and,
- parent/guardian to inform room staff that a cake has been ordered and the date the cake is required.

Forms are available from the kitchen. The cost of the cake is **\$10.00** and will be charged to the families account. If there is more than one birthday on the same day in the one room/group, only **one** cake will be made. The cost will be distributed accordingly to each family.

## **11. Consistency of practice**

ADCC will ensure that:

- all staff have access to current information and training from a recognised source (the centres' food safety supervisor) and,
- ADCC is independently audited every 12 months and will implement any recommendations.

The **Food Safety policy** is linked to the *National Quality Standards 2012*.

Quality Area 2 Children health and safety  
*Standard 2.1 Each child's health is promoted*  
*Standard 2.3 Each child is protected*

**Dated** Approved by the COM 21 February 2011

**Next review date** February 2013

### **References**

- Food Standards Australia New Zealand (FSANZ)- [www.foodstandards.gov.au](http://www.foodstandards.gov.au)
- National Health and Medical Research Council-[www.health.gov.au/nhmrc](http://www.health.gov.au/nhmrc)
- NSW Food Authority- [www.foodauthority.nsw.gov.au](http://www.foodauthority.nsw.gov.au)
- Food Safety Information Council  
[www.foodsafety.asn.au](http://www.foodsafety.asn.au)