# Food Safety Policy

**Policy Statement**

Annie Dennis Children’s Centre (ADCC) has a duty of care to ensure that all persons are provided with a high level of food safety knowledge and/or practices during the hours the centre is in operation.

It is understood by all educators that there is a shared responsibility between the centre, children and families to implement the Food Safety Policy and hygiene procedures as a high priority.

**Rationale**

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.

**Strategies**

***Safe Food Preparation and Serving***

The following processes will ensure ADCC stores, handles, prepares, 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’.

Centre 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.

***Food preparation and serving standards***

Annie Dennis Children’s Centre (ADCC) will adhere to the following food preparation and serving standards:

* different coloured chopping boards will be used for raw, cooked and ready to eat food
* fruit and vegetables will be rinsed in clean water
* all cold food will be kept below 5°C and hot food above 60°C.
* 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 by the centre cook
* clean disposable gloves will be used if food handlers wear nail polish or have false fingernails
* clean disposable gloves will be used if food handlers have wounds or wounds covered with dressings
* food handlers should wear minimal jewellery to prevent it from falling into food
* fridge temperatures are checked daily using a digital thermometer
* food handlers should tie back or cover their hair when preparing food to prevent it from falling into food.
* keep bins clean and stored properly so they do not attract pests or cause odours.
* clean and sanitise aprons, tea towels and reusable cloths.
* replace cloths or sanitise them daily (e.g. sanitise overnight each day, then replace weekly).
* food safety standards for cooling, freezing and thawing foods will be followed
* tableware will be in good condition – free from chips and scratches
* staff will use utensils when serving cooked or ready to eat food 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.

***Pest control***

Minimise the entry and harbourage of pests to prevent food becomingcontaminated. The centre will implement and follow a pest controlprogram and keep records of any pest control undertaken

 ***Food storage standards***

The following safe food storage standards will be followed:

* food will be stored in areas designed for food storage, including pantries, refrigerators and freezers
* raw food will be stored in the refrigerator separately from and stored below ready to eat food
* food will not be stored with chemicals and cleaning equipment, clothing or the personal belongings of educators
* 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 beheated rapidly to a temperature of 60°C.

 ***Breast milk***

Educators 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 will be asked to clearly label the breast milk with their child’s name, and time and date the milk was expressed.

***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 educators will adhere to the following cleaning and sanitising standards:

* remove food waste, dirt or grease from food area
* wash with warm soapy water
* apply the spray sanitiser and distribute with a paper towel to ensure the area is completely covered and allow to 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 washed after each use and sanitised after lunch and at the end of the day.

***Personal hygiene***

Hand washing is one of the most effective ways to reduce the spread of infection and is particularly important for educators preparing food. Educators will thoroughly wash and dry hands before handling food in accordance with the procedures set out in the Hygiene Policy. Wearing gloves is not a substitute for hand washing. When they are worn, educators will still follow hand washing procedures.

Educators will ensure their body, anything from their body or clothing does not contaminate food or food surfaces. Educators 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.

***Involving children in food safety***

All educators 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:

* non sharing utensils or eating food handled by another child
* washing hands before preparing or eating food
* handling kitchen utensils with care and,
* sitting down when eating to prevent choking.

If child/ren are unwell they will be excluded from any food handling e.g. a group cooking experience.

***Involving families in food safety***

Families will be provided with food safety information. Resources will be made available near the kitchen and/or for the parent’s resource area.

***Sessional Kindergarten- lunch brought from home***

Children enrolled in Sessional kindergarten (no childcare) are required to bring their own lunch during their kindergarten session. We encourage families to prepare healthy, nutritious foods (a comprehensive list of lunch ideas/foods is provided upon enrolment) and must ensure lunches are stored in sturdy labelled lunch boxes.

We strongly discourage foods that are pre-packaged e.g. chips, chocolate bars, fruit bars and foods and foods that are high risk and potentially hazardous if not stored properly. The most common being, dairy products-**cream, custard, dairy based desserts**.

 ***Food Allergies***

We aim to maintain safe environments for all children. Due to children enrolled at the centre that have severe life threatening allergies, we strongly discourage families from bringing pre-packaged food items into the centre. 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**.

(Refer to the Anaphylaxis policy)

 ***Birthday cakes***

The centre provides store bought ‘allergy free’ cake mixes for children’s. Families can order a birthday cake for their child via the kitchen by completing an order form at least 2 days prior to the date the cake is required. Candles and decorations are provided.

***Centre Events***

Centre Management will ensure that food safety guidelines are adhered to during centre events.

 ***Excursions***

If applicable, perishable food items will be transported in an esky or cooler bag with ice bricks to minimise the growth of bacteria.

**Key Responsibilities and Authorities**

Centre management will ensure:

* all educators have access to current information and training from recognised authorities
* all educators complete a online food safety training course
* the centre is independently audited every 12 months and will implement any recommendations identified during the audit
* the centre is registered with the local government as a food safe premises and to regularly receive safety checks for the environmental health officer
* food safety recommendations identified from the local government environmental health officer are followed
* food safety discussions occur during staff meetings
* written and visual food safety procedures and hand washing posters are displayed in all educational programs and food preparation areas
* all appliances are in good working order and are regularly checked to ensure they are set at the correct temperatures e.g. fridges, sanitiser
* all food safety documentation is up to date
* the food safety program is reviewed each year in consultation with the centre cook and amended according to recommendations made during the independent food safety audit

Educators will:

* role model appropriate food safety practices to children and families
* read and understand this policy and,
* support policy implementation.

Parents/Guardians will:

* ensure no high risk foods are brought into the centre e.g. nut products, cream/dairy based
* ensure lunches are stored in clearly labelled lunch boxes ( Sessional kindergarten only)
* read and understand this policy and,
* support policy implementation.

**Links to other policies**

Enrolment and orientation

Hazardous products

Hygiene

Anaphylaxis

Food and Nutrition

**Legislation**

Food Act 1984

Food Standards Australia New Zealand Act 1991 (Cwlth)

Occupational Health and Safety Act

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011 and the National Quality Standard (Schedule 1 of the Regulations) regulation 77-80, and 88

**Link to National Quality Standards**

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| The **Food Safety policy** is linked to the *National Quality Standards, National Law and National Regulations***Quality Area 1: Educational program and Practice-** This quality area of the *National Quality Standard* focuses on ensuring that the educational program and practice is stimulating and engaging and enhances children’s learning and development. In school age care services, the program nurtures the development of life skills and complements children’s experiences, opportunities and relationships at school, at home and in the community.Standard 1.1 Element 1.1.3 |
| **Quality Area 2: Children’s health and safety-** This quality area of the *National Quality Standard* focuses on *s*afeguarding and promoting children’s health and safety.Standard 2.1 Element 2.1.3,2.1.4Standard 2.2 Element 2.2.1**Quality Area 6: Collaborative partnerships with families and communities-**This quality area of the *National Quality Standard* focuses on collaborative relationships with families that are fundamental to achieving quality outcomes for children and community partnerships that are based on active communication, consultation and collaboration.Standard 6.3 Element 6.3.1 |
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| **Sources** |

Food Standards Australia New Zealand (FSANZ) at [www.foodstandards.gov.au](http://www.foodstandards.gov.au/)

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