

STATEMENT

Kogarah Community Services (KCS) believes that good nutrition is essential for each child's healthy growth and development. For this reason, the Service will provide nutritious, good quality food that is consistent with the Dietary Guidelines for Children and Adolescents in Australia.

We will aim to provide a relaxed and enjoyable environment for children to eat their meals and snacks. High standards of hygiene will be maintained throughout all food preparation. We will encourage the development of the children's good eating habits through the modelling and reinforcing of healthy eating and nutrition practices by educators.

Families will be encouraged to share recipes and traditions to enrich the variety and enjoyment of food by the children and support the children's development of respect for and understanding of diversity.

PURPOSE

Out of School Hours Care Services are required by legislation within the National Quality Standard to ensure the provision of healthy food and drinks that meet the requirements for children according to the Australian Dietary Guidelines. It is essential our Services partner 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 are shown to continue into adulthood and can reduce the risk factors associated with chronic adult conditions such as obesity, Type II diabetes and cardiovascular disease.

Our 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 to children in our care and the promotion and education of healthy choices for their optimum nutrition.

We believe in providing a positive eating environment that reflects dietary requirements, cultural and family values, and promotes lifelong learning for children, as we commit to implementing and embedding the healthy eating key messages outlined the Australian Guide to Healthy Eating.

Our OSHC Service is also committed to ensuring consistently high standards of food preparation and food storage and transportation are adhered to.

SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, children, and visitors of the Service.

IMPLEMENTATION

Our Service has a responsibility to help children 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) and any relevant local jurisdictional requirements (i.e. local council registrations and inspections). All staff involved in the stages of food handling have the skills and knowledge to ensure food safety is a priority.

NUTRITION

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

Our Service will:

Where food is provided by the OSHC Service:

- 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 high protein alternatives
- Display the menu in the Service;
- 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 food menu to keep children interested and to introduce children to a range of healthy food ideas;
- Regularly review the menu to ensure it meets best practice guidelines
- Develop the menu in consultation with children, educators and families
- Celebrate diversity by valuing and including foods of different cultures
- Respect and accommodate children's cultural or religious dietary practices as requested by families

Where food is brought from home:

- Provide information to families on the types of foods and drinks recommended for children and that are suitable for children's lunchboxes and after school snacks
- Provide information to families on how to read the Nutritional Information Panel on food and drink labels
- Encourage children to eat the more nutritious foods provided such as sandwiches, fruit, cheese and yoghurt, before eating any less nutritious food provided
- Strongly discourage the provision of highly processed snack foods high in fat, salt, and/or sugar, and low in essential nutrients in children's lunchboxes. Examples of these foods include sweet biscuits, some muesli bars, breakfast bars and fruit filled bars, and chips.

APPROVED PROVIDER/ MANAGEMENT/ NOMINATED SUPERVISOR WILL:

- Ensure educators and staff are aware of their responsibilities and obligations under the Education and Care Services National Law and National Regulations in relation to this policy and relevant procedures to ensure awareness of safe food handling practices while promoting healthy eating
- Ensure new staff and educators are aware of food practices and procedures as outlined in this policy during induction and orientation
- Ensure water is readily available for children to drink whilst in care;
- Ensure enrolment forms include information relating to child's food preferences, allergies, intolerances, cultural or religious considerations or medical conditions which involve food or food practices
- Consult with families on enrolment to develop individual management plans, including completing Risk Minimisation Plans for children with medical conditions involving food allergies, food intolerances and special dietary requirements as per Medical Conditions Policy
- Ensure children's individual dietary requirements as per enrolment information or medical condition plans are communicated to all staff and food handlers
- Ensure children's individual dietary requirements as per enrolment information or medical condition plans are communicated to all staff and food handlers
- 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;
- Ensure the service menu is reviewed on a regular basis,
- Encourage and provide opportunities for staff and educators to undertake regular professional development to maintain and enhance their knowledge about childhood nutrition and food safety practices

EDUCATORS/ FOOD HANDLERS WILL:

- Ensure children remain seated while eating
- Be aware of children with food allergies, food intolerances, and special dietary requirements and consult with families and management to ensure individual management plans are developed and implemented, including completing Risk Minimisation Plans for children with medical conditions involving food as per *Medical Conditions Policy*
- Supervise children whilst eating and drinking
- Participate in regular professional development to maintain and enhance knowledge about childhood nutrition and food safety practices
- Consult with children, families, and educators regarding the review of the service menu
- Follow the guidelines for serving different types of food and the serving sizes in the guidelines
- Use the Australian Government “eat for health” calculator- www.eatforhealth.gov.au
- Display nutritional information for families and keep them regularly updated
- Ensure the weekly menu is easily accessible for families 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
- Encourage parents to the best of our ability to continue our healthy eating message in their homes
- Ensure pets or animals are not present within the kitchen or food preparation areas

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

BUYING, ONLINE SHOPPING AND TRANSPORTING FOOD

Our Service will:

- Ensure food supplies have been ordered in a timely manner
- 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;
- 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 oC to 60 oC) on the trip back to the Service by:
 - placing these items in an insulated shopping bag or cooler
 - Immediately unpacking and storing these items upon the arrival to the Service.
- Use online service companies with product guarantee.

STORING FOOD

Our Service will:

- Ensure the refrigerator is maintained at 4 °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 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;
- Store dry foods in labelled and sealed, air-tight containers if not in original packaging;
- Store dry foods in cupboards or drawers;
- Not place any food on the floor of a walk-in pantry;
- 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 equipment and materials separately from food items. Some cleaning products are locked away from access by children.

PREPARING AND SERVING FOOD

Our Service will:

- Ensure that all cooked food is cooked through and reaches 75 °C;
- Ensure that cooked food is served promptly or at a temperature suitable for children's consumption.
- 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.
- Ensure that prepared cold food is stored in the refrigerator maintained at below 5 °C until ready to serve;
- Reheat cooked food 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;
- Ensure foods are defrosted in the fridge or microwave
- Wash fruit and vegetables thoroughly under clean running water before preparation;
- Ensure unused washed fruit or vegetables are dry before returning to storage;
- Ensure food that has been dropped on the floor is immediately discarded;
- Thoroughly clean kitchen utensils and equipment between cooking/serving 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 worn when preparing and serving food and are changed between handling different foods or changing tasks;

- Ensure that educators 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 all educators are aware of children who have severe allergic reactions to certain foods as per ASCIA Action Plans;
- Ensure that children with food allergies and/or intolerances are served their meals and snacks individually;
- Ensure that unwell educators (in particular, influenza and gastro) do not handle food.

CLEANING

Our Service will:

- Ensure that food preparation areas and surfaces are cleaned both before, after, and during any food preparation;
- Cleaning should happen after the prepared food is stored away;
- Ensure that all cooking and serving utensils are cleaned before use;
- Ensure that all dishwashing sponges and brushes are cleaned after each use and allowed to air dry;
- 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 a good condition;
- Prevent pest infestations by cleaning spills as quickly as possible and ensuring rubbish and food scraps are disposed of in covered bins;
- 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 Service will ensure:

- Strict hand-washing hygiene is adhered to, including washing hands before food preparation duties;
- Gloves are worn before handling food;
- Wounds or cuts are covered with a waterproof dressing, and gloves will be worn over any dressings.
- Staff who are not well will not prepare or handle food.

ALL EDUCATORS HANDLING FOOD WILL:

- Ensure children and staff wash their hands (using soap, running water, and single use disposable towels) before eating meals and snacks;
- Ensure gloves (and food tongs) are used to handle 'ready to eat' foods;
- Ensure food is stored and served at safe temperatures (below 50C or above 600C), 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.

CREATING A POSITIVE LEARNING ENVIRONMENT

Our 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;
- Choose foods from the five food groups
- 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 other children;
- Respect each child's appetite. If a child is not hungry or is satisfied, do not insist s/he eats;
- Encourage children to try different foods but not force them to eat;
- Not use food as a reward or withhold food from children for disciplinary purposes;
- Role-model and discuss safe food handling with children.

SERVICE PROGRAM

Our 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 can help develop children's knowledge and skills regarding healthy eating habits. Cooking is a great, fun activity and provides opportunities for children to be exposed to new foods, sharing of recipes and cooking skills. On these occasions participating educators will be vigilant to ensure that the experience remains safe, and relevant food hygiene practices are adhered to. These include getting children to wash their hands and use appropriately sized gloves before cooking.

COMMUNICATING WITH FAMILIES

Our Service will:

- Provide a copy of the Nutrition and Food Safety Policy to all families upon orientation at the Service
- Provide opportunities for families to contribute to the review and development of the policy
- Request families provide details of any food allergies or intolerances or specific dietary requirements of their children and work in partnership with families to develop an appropriate response so that children's individual dietary needs are met;
- Encourage families to provide children with healthy food choices at home in parallel with the practices in the Service.
- Display menus for families to view easily
- Communicate regularly with families about food and nutrition related experiences within the 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 in children's lunchboxes- especially during Vacation Care. This information may be provided to families in a variety of ways including factsheets, newsletters, during orientation, information sessions and informal discussion.
- Discuss discretionary choices- (food and beverages which are not necessary as part of a balanced diet) with families and if necessary, remove items from children's lunch boxes. Alternative healthy food will be offered to children.

CONTINUOUS IMPROVEMENT/REFLECTION

The Nutrition & Food Safety Policy will be reviewed on an annual basis in conjunction with children, families, staff, educators and management.

COMPLIANCE

NATIONAL QUALITY STANDARD (NQS) QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.1.3	Healthy lifestyles	Healthy eating and physical activity are promoted and appropriate for each child

NATIONAL QUALITY STANDARD (NQS) QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY	
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
160	Child enrolment records to be kept by approved provider and family day care educator
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and Procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

RELATED POLICIES

- Administration of First Aid Policy
- Child Safe Environment Policy
- Control of Infectious Diseases Policy
- Enrolment Policy
- Excursions / Incursions Policy
- Governance Policy
- Health and Safety Policy
- Incident, Injury, Trauma and Illness Policy
- Medical Conditions Policy

SOURCE

- Australian Children's Education & Care Quality Authority. (2014).
- Australian Children's Education & Care Quality Authority. (2021). Nutrition, food and beverages, dietary requirements Policy Guidelines
- Australian Government Department of Education, Skills and Employment. My Time Our Place-Framework for School Aged Children. (2011).

- Australian Government Department of Health Eat for Health The Australian Dietary Guidelines <https://www.eatforhealth.gov.au/guidelines>
- Education and Care Services National Law Act 2010. (Amended 2018).
- [Education and Care Services National Regulations](#). (2011).
- Food Act 2003
- Food Regulation 2015
- 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 (3rd Ed.): <http://www.foodstandards.gov.au/publications/Pages/safefoodaustralia3rd16.aspx>
- Food Standards Australia New Zealand: <http://www.foodstandards.gov.au/Pages/default.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. (2020).
- 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. Department of Health and Ageing. Infant Feeding Guidelines. (2013):
https://www.eatforhealth.gov.au/sites/default/files/files/the_guidelines/n56b_infant_feeding_summary_130808.pdf
- National Health and Medical Research Council. Eat for health: <https://www.eatforhealth.gov.au/>
- NSW Food Authority: <http://www.foodauthority.nsw.gov.au/>
- NSW Ministry of Health Eat Smart Play Smart- A manual for Out of School Hours Care. Third Edition (2016).
- Revised National Quality Standard. (2018).
- The Australian Dental Association: <https://www.ada.org.au/Home>
- Victoria State Government Education and Training Nutrition Australia Healthy eating in the National Quality Standard A guide for early childhood education and care services
- Work Health and Safety Act 2011

RECORD OF REVISIONS

Unless the Policy specifically states otherwise, the Policy does not form part of your employment agreement with KCS. KCS may unilaterally vary, remove or replace this Policy at any time. To the extent that this Policy imposes any obligations on KCS and/or purports to provide any right or benefit to you, those obligations are not contractual and do not give rise to any contractual rights. The Employee is required to be familiar with the content of the Policy and comply with the terms at all times.

File Reference	CSP029 – Nutrition & Food Safety				
Date Created	October 2021	Created By	Jordan Ross	Responsible	Children's Services Manager

Version Number	Modified or Reviewed by	Modifications Made/Notes	Date	STATUS (Internal, External, Archived)
V1	OM	Compliance with NQF & Rebrand	January 2016	External
V2	TT	Incorporated the Childcare Desktop template and amendments	December 2020	External
V3	MT	Content Review	January 2021	External
V4	JR	Reformat	October 2021	External

		inclusion of cultural or religious dietary practices		
V4	MT	Content review, formatting and approval	25/11/2021	External
V5	JR	<ul style="list-style-type: none"> • Policy reviewed and included suggested guidelines from ACECQA Nutrition, Food and Beverages, Dietary Requirements Policy Guidelines (August 2021) • Additional sections added for AP, Management, NS and Educator and food handlers • additional related regulations and related policies added • hyperlinks checked and repaired as required 	March 2023	External