Nutrition, Food and Beverages, Dietary Requirements– Policy

Rationale:

To provide nutritious food consistent with advice from recognised nutrition authorities. To provide food that is prepared, stored, served and disposed of in a safe and hygienic way. To promote healthy eating and the importance of physical activity to our families and children.

Definitions:

Special Occasions: Celebrations at After School Care, Excursions, Special Breakfasts, Family Events and Theme Days in Vacation Care.

The Australian Guide to Healthy Eating: Encourages people to eat a wide variety of foods from the five food groups.

The Australian Dietary Guidelines for Children and Adolescents: Recommends that children and adolescents should be encouraged to eat plenty of vegetables, legumes, fruit and cereals (including breads, rice, pasta and noodles), preferably wholegrain. To include lean meat, fish, poultry, milk, yoghurts, cheese, and/or alternatives in their diet. Choose water as a drink. Limit saturated fat and moderate total fat intake. Choose foods low in salt and consume only moderate amounts of sugar and foods containing added sugars.

Eat Smart Play Smart Program: A manual for Out of School Hours Care developed through the NSW Department of Health

Special Dietary Needs: Including food allergies, cultural restrictions.

Medical Conditions & Additional Needs Folder: Information collated and displayed for staff detailing any special dietary needs for individual children.

Educator: any person who works directly with children and is included in the 'educator-to-child' ratio

Staff: adults who are not included in the educator to child ratios and/or perform another primary function in the education and care service.

The Centre will be compliant with Standard 3.2.2A of the Food Standards Code. This will include:-

Having a food safety Supervisor (FSS)
Food Handler Training for all relevant educators.

Showing food is safe requirements.

The Centre will provide the following: -

Before School Care	Breakfast (Cereals, Toast & Drinks) A menu of Breakfast items will be displayed in the Kitchen.
After School Care	Afternoon Tea (Fruit, Savouries, Breads etc) A menu of Afternoon Teas will be displayed in the Kitchen and Parent Area. Late afternoon tea will be provided for children who are still at the Centre after 5.00pm and will include food remaining from afternoon tea and from any activities that have been provided as part of the program of activities for the afternoon.

All food provided at the Centre will be nutritious and varied. Where possible local fresh produce will be used. The food offered will be in accordance with the Australian Guide to Healthy Eating and the Australian Dietary Guidelines for Children and Adolescents.

Water is readily available at all times for drinking for children and educators. Children are encouraged to drink plenty of water and to help themselves to water from the water container at anytime.

Special Occasions: At times as part of the centre program the Centre has a celebration day where the children are provided with a special treat for afternoon tea. Children are also given the choice in planning excursions and special activities. Party food is used occasionally at the Centre for Family Events or special occasions.

Food will not be forced on children or withheld as a punishment.

Children are consulted and encouraged to participate in menu planning through discussion and feedback opportunities.

Parents/guardians will be encouraged to share family and multicultural values, ideas and recipes.

Educators are encouraged to share meals with children, to encourage proper social habits and to use the time to engage children in conversation about their days.

Educators will also engage children in conversations about healthy eating, exercise, food handling and storage, different foods and cultures and their

similarities and differences where appropriate.

Children and educators will remain stationary while eating.

Snack and mealtimes will be set to a regular schedule, but individual needs will be accommodated and children who are still hungry will be offered small nutritionally appropriate snacks.

Physical activity, combined with a nutritious, balanced food intake, contributes to a child's health, well-being and self-esteem. The centre plays an important role in promoting fitness. Physical activity is promoted at the Centre throughout the program of activities offered each day.

Individual children's special dietary needs will be catered to as per Medical Conditions and Additional Needs (Yellow) Folder or caregiver's advice. Family choices and multicultural practices will be acknowledged and addressed in the provision of food, where possible in consultation with the families.

During Vacation Care, families will be required to provide morning tea, lunch, afternoon tea and drinks. No menu will be required as food and drink are not provided by the Centre.

Families are asked to advise educators if food provided from home needs to be kept refrigerated.

Educators will not heat meals, pies or pizzas, or reheat leftovers, provide boiling water for noodles etc for meals at the Centre. Families are advised of this policy each Vacation Care.

Vacation Care educators are required to bring a packed lunch that can be eaten with the children at lunchtime as they will not be able to leave the Centre to purchase their lunch.

All food bought to the Centre by educators, staff, volunteers or children will be in accordance with the Centre's Anaphylaxis Policy and Procedures.

Information is available to families in relation to healthy foods and lunchbox choices. Education of healthy eating habits will be developed through ongoing example, specific activities, notices and displays in the Centre and information sheets.

Children's cooking activities will be encouraged and included in our program of activities, to promote healthy eating and the development of life skills. At all times safe and hygienic practices will be followed.

Educators will be provided with on-going professional development opportunities to refresh their knowledge of children's dietary needs, food handling and hygiene practices.

Educators, students and volunteers role model healthy eating behaviours and practices and follow the Food and Nutrition Policy

Food Handling:

All food will be prepared and stored in a hygienic manner as per the current Australian and New Zealand Food Standards.

Tables and bench tops to be used for serving food will be cleaned and santitised before use and where possible a tablecloth will be used.

Food preparation, eating areas and utensils will be cleaned regularly. Items that can be washed in the dishwasher are required to be cleaned this way. Where possible allowing the items to air dry.

Food will be stored in sealed containers and kept at correct temperatures. These will be labeled clearly when opened and use-by-date attached.

Perishable foods will be stored in the refrigerator.

Cutting boards will be cleaned after each use and replaced regularly so they are not cracked or creviced.

Children and educators are to wash their hands prior to handling food. All food is to be handled hygienically. Gloves must be worn when preparing and handling all food. This includes cooking experiences with children.

Children are to play an active role in the afternoon tea process. Food is to be presented in such a way that children have choice and are encouraged to try new foods, manage their own portion control. Children will not be able to serve themselves due to the new food safety standards. Whenever the Educator is handling food they will have followed the handwashing procedures and be wearing gloves.

Gloves: When wearing gloves, care must be taken to avoid contaminating food by only using them for one continuous task and then discarding them. Gloves must be removed, discarded, hands washed. Gloves must be replaced before handling food and before working with ready-to-eat food after handling raw food. Gloves must be removed and discarded before using the toilet, coughing, sneezing, using a handkerchief, eating, drinking, or touching the hair, scalp or body. They will then be replaced if food preparation continues.

As part of a planned and supervised activity Children may assist with food preparation and the cleaning up afterwards; this will provide opportunities to learn about hygiene practices when handling food. This participation will be supervised, and the same hygienic procedures must be maintained by both

Educators and children.

Children are not to share their drinking and eating utensils. Children will be encouraged to access their drink bottles in their bags when thirsty. Drink bottles are not to be carried around the Centre. A water container is available for children to refill their drink bottle and for anyone who does not have a bottle we will provide a plastic cup that will be washed through our dishwasher after use.

Water & Food containers are to be cleaned and stored appropriately to avoid any contamination.

Educators will continue to update their knowledge on food handling and dietary guidelines through publications, inservice training and meetings.

Educators will review and evaluate food handling and hygiene practices regularly. Review of procedures will take place as part of the Centre's scheduled Policy Review and Development.

Educators will continuously evaluate their daily procedures when preparing, handling, storing and disposing of food to ensure correct procedures are followed.

Educators will formally review policy and procedures after any training or inservice to ensure that they meet current standards, guidelines and legislation. Educators will review procedures prior to orientating new educators to food handling and hygiene practices. A Workplace Assessment is carried out with new educators who perform these duties.

Related Regulations and References:

National Education and Care Regulations	
77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
168 -2: a: i	Education and care service must have policies and procedures nutrition, food and beverages, dietary requirements and

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 lifestyle**	Healthy eating and physical activity are promoted and

		appropriate for each child.
Foods Standards Code		
Quality Area 2: Children's health and safety		
Standard 3.2.2A	NSW Food Safety Management	Food Safety Supervisor (FFS) Food Handler training Substantiation of critical food safety controls (evidence tool)

References

- National Health and Medical Research Council. (2003). Dietary Guidelines for Children and Adolescents in Australia. Canberra: Commonwealth of Australia.
- Australian Guide to Healthy Eating, Commonwealth Copyright 1998 – Commonwealth Department of Health and Ageing, 2003
- Network of Community Activities - Nutrition Ready to Go Publication (2003)
- Network of Community Activities – Sample Nutrition & Food Safety Policy
- NCAC –Sample Healthy Eating Policy & Food Safety Policy Templete
- Network of Community Activities – OOSH Development Factsheet #24 – Balanced Healthy Eating in OOSH
- NCAC – OSHCQA Factsheet #1 – Nutrition and Healthy Eating
- PSC National Alliance – Sample Healthy Eating and Food Handling Policy
- Eat Smart Play Manual – Heart Foundation
- National Outside School Hours Service Alliance

Related Centre Policies & Procedures

- Anaphylaxis Policy & Procedures
- Hygiene & Infection Control Policy & Procedures
- Work Health & Safety Policy & Procedures
- Allergy Chart