



Food Safety & Food Service Procedure

Policy

The Food Safety Procedure falls under the Food Safety Policy. Hawthorn Early Years will take all reasonable precautions to reduce potential hazards and harm to children attending the Service. This will be achieved through the implementation of health and hygiene procedures, including safe practices for handling, preparing, storing and serving food and drinks.

Application of Procedure

This procedure applies to the Approved Provider, the Board of Hawthorn Early Years all subcommittees of the Board of Management, employees, students, volunteers, families, children and others attending the programs and activities of Hawthorn Early Years.

Hawthorn Early Years is committed to:

Ensuring a safe and healthy environment for all children, employees and visitors to the Service through the provision of rigorous food safety practices and food service procedures.

Hawthorn Early Years will:

Comply with all requirements of the Service's food safety risk classification under the Food Act 1984, as outlined by local council, including implementing a food safety plan.

Ensure food is prepared in accordance with the Service's Food Safety Plan and that all kitchens and food preparation areas shall comply with Food Standards Australia and New Zealand. (FSANZ)

Employ a suitably qualified employee to work in the position of 'Food Safety Supervisor', responsible for the development, implementation and preparation of the Service's menu and Food Safety Plan and monitoring employees' compliance with food safety practices.

Encourage teaching teams to discuss food safety and food service process with the kitchen team to ensure food safety standards and food service procedures are maintained.

Identify children with individual dietary requirements during the enrolment process and pass on this information via email to the child's Team Leader/s, designated Educational Leader and the Kitchen Supervisor so that risk minimisation strategies can be put in place prior to the child starting.



These communications will be done via email as soon as practicable and at least one week in advance. A verbal conversation will also take place to ensure the message has been received so that appropriate risk management measures can be implemented prior to the child attending.

Appoint front office coordinators who are responsible for communicating a child's booked attendance or a change in permanent booked days to the relevant Team Leader, Educational Leader and the Kitchen Supervisor via email. This must be done prior to the day of attendance so that Health and Medical Summaries, kitchen documents, Food Preference Forms and other documentation can be updated. It is preferable that one weeks' notice is provided for this purpose. Where there is less than 1 weeks' notice there will also be a verbal conversation with the relevant parties to ensure appropriate risk measures can be put in place prior to the child's attendance.

All employees, volunteers and students will:

Food handling

Ensure that tables have been cleaned with warm soapy water just prior to use for meal times.

Ensure that children are supported to follow correct hygiene practices outlined in the hygiene procedure. This includes including washing their hands prior to meal times, or handling food during cooking experiences.

Wash and dry their hands thoroughly (using soap, warm running water and disposable paper towels) before touching, eating or preparing food.

Ensure food is not eaten if it has come into contact with contaminated surfaces such as the floor.

Ensure gloves or food tongs are used when handling 'ready to eat' foods. Hands must be washed prior to putting on gloves.

Ensure food is stored and served at safe temperatures i.e. below 5°C or above 60°C and fridge and freezer temperatures are taken daily.

Ensure separate cutting boards are used for raw meat and chicken, fruit and vegetables and utensils and hands are washed before touching other foods.

Cover all wounds/cuts on hands or arms with wound strips or bandages.

Discourage children from handling other children's food, personal eating utensils and drink bottles.



Be aware of safe food practices outlined in the food safety plan, good hygiene practices, and undergo yearly training in food safety.

Refer to this procedure when undertaking risk assessments for excursions and other service events.

Inform students, volunteers, and casual and relief staff at the Service about this procedure.

Discuss food safety with children to increase awareness and assist in developing safe practices.

Inform the Leadership Team of any outbreaks of gastroenteritis or possible food poisoning at the Service and log these into the illness register in the front office.

Food storage

Ensure children's lunchboxes utilised in the 4 year old kinder program are kept indoors, away from heat sources (including direct sunlight) and refrigerated if necessary.

Ensure hot drinks are not taken, stored or consumed in classrooms, kitchenettes or other designated child spaces during operational hours unless this is a planned learning experience and has prior approval from the relevant educational leader.

Supervision

Provide close and active supervision of children during meal times to ensure hygiene standards are maintained including washing hands before meals and ensuring children are correctly self-serving using shared serving utensils to minimise risks of cross contamination.

Ensure children do not share meals to minimise risks associated with children with food allergies and to minimise the spread of germs.

Allergies, intolerances and specific dietary requirements

Ensure that any child with a known food allergy, intolerance or cultural dietary requirement has this clearly documented on the Dietary & Food Allergy Information Form which has been signed by the parent/guardian. This information should also be reflected on the classrooms Health and Medical Summary.

Store Dietary & Food Allergy Information Forms in a classroom folder which is kept in the kitchen and utilised for the trolley 'hand over' process as well as keeping a copy available in the classroom.

Inform the kitchen as soon as possible if children with special dietary requirements will be absent or are attending for an extra/casual day.



Prepare meals for children according to the requirements listed on their Dietary & Food Allergy Information Form.

Place modified meals in a separate bowl labelled with the child's name, classroom and a list of all ingredients.

Ensure that members of the kitchen team double check that all meals have been prepared according to individual requirements outlined on their Dietary & Food Allergy Information Form for children in attendance.

Ensure only permanent classroom educators (not agency staff or students) with good knowledge of the children in attendance collect the food trolleys from the kitchen. Before taking the trolley the educator will complete a 'hand over' process with a member of the kitchen team to double check that all individual meals have been prepared for children who are in attendance in line with their Dietary & Food Allergy Information Form. This educator should then follow through with the Serving of meals for that meal period. If this is not possible then a second hand over process should occur to ensure the person taking over responsibility has all required information.

Check the Health and Medical Summary on display in the classroom before serving any food or drink to children to identify children who require modified meals and to ensure any food or drink provided is safe and in line with individual dietary requirements. This process is especially important to identify children who may be attending due to booking in for an extra/casual day and may not be listed as attending on the Health and Medical Summary.

Be responsible for ensuring classroom Health and Medical Summaries, accessible on the 'H' drive, are accurate and up-to-date **at all times** (excluding casual bookings). Summaries must include the following information;

- Child's name and current photo
- Medical condition and/or dietary restriction
- Related documents (e.g. Risk Assessment, Dietary & Food Allergy Information Form)
- Days of attendance

Check with the kitchen where there is any doubt about food or drink being safe for a child prior to serving. Ask the kitchen to confirm that the food is safe including to check the labels on the products.

Students, volunteers, and agency staff will complete classroom inductions prior to starting and will not serve food to children.

Follow individual risk minimisation plans when serving food to children with known allergies or medical conditions.

Ensure children's Medication bags and any dietary information is taken with children during excursions and evacuations off the Service premises.



Food service and trolley return times

	Meal Service Times	Latest Trolley Return Times
Morning Tea	9:00 am	10:00 am
Lunch	11:15 am – 11:30 am	1:00 pm
Afternoon Tea	3:00 pm	4:00 pm

The Kitchen Supervisor will:

Establish if any children with individual dietary requirements have booked in for an extra/casual day by checking attendance rolls each morning via QikKids and via verbal communications with classrooms.

Advise the Service Manager if this procedure needs to be updated to reflect current meal service procedures.

Communicate changes to these procedures through verbal discussions, staff updates and at staff meetings.

Work with teaching teams to facilitate meal service times that meet the nutritional needs of the children.

Work with the Service Manager to find solutions where problems are encountered.

Provide training to the Hawthorn Early Years team on food safety measures.

Employees will:

Complete training in Food Safety by an external provider as part of their induction process.

Participate in annual training on Food Safety measures.

Work with and support the kitchen team to provide safe meals for children.

Encourage and teach children to wash their own dishes after meals.

Ensure all dishes are pre-washed prior to returning them to the kitchen so that they are ready to be sterilised in the dishwasher.

Always return the trolleys in an organised manner and separate drinking utensils (cups, jugs) and eating utensils (bowls, cutlery, glassware) in different tubs as outlined.



Ensure trolleys are taken back to the kitchen by the trolley return times outlined above keeping in mind the need to return them as soon as possible. If the majority of trolleys are still to be returned and it is near the required return time, the kitchen team may come and collect the trolleys to ensure they are able to finish cleaning them within the designated times.

Allow children to continue eating even if the trolleys are due back to the kitchen by keeping only the needed items which can then be returned to the kitchen once finished with.

Ring through to the kitchen team and ask for them to come and collect the trolley if they are unable to leave the room due to ratios or other extenuating circumstance.

Ensure any dirty dishes that are returned to the kitchen once the dishwasher has been turned off are washed by hand to avoid attracting pests (mice, ants, cockroaches etc.).

Ensure that dirty dishes are not kept overnight in the classrooms and are taken back to the kitchen to be cleaned as soon as practicable. This includes utensils, chopping boards and knives used for late snack.

Assist in the kitchen on occasions to gain an appreciation of and understanding of how the kitchen operates including food safety measures.

Work with parents and guardians

Seek input from parents/guardians on cultural values or religious expectations regarding food handling, provision and consumption.

Inform parents/guardians and visitors to the Service about the guidelines in relation to the consumption of hot drinks at the Service and not bringing in their own food where the meals are supplied by the Service.

Parents/guardians will:

Ensure food that is not provided by HEY is not brought into the Service without prior discussion with Team Leaders and approval from the Senior Leadership Team (4 year old kinder programs excluded).

Provide nutritious food in line with healthy eating guidelines when bringing food from home within the 4 year old kindergarten program.

Pack a cold item, such as a frozen water bottle, with perishable foods in a child's lunchbox, or use an insulated lunchbox or cooler.

Wash hands prior to participating in food preparation and cooking activities.



Ensure that a named water bottle is provided each day of attendance. The bottle must be taken home to be washed at the end of each day and filled only with clean, fresh water.

Comply with the requirements of this procedure.

Providing details of specific nutritional requirements (including allergies) on their child's enrolment form, and discussing these with the Team Leader prior to the child commencing at the Service and whenever these requirements change.

See also:

1. Hygiene Procedure
2. Anaphylaxis Procedure
3. Medical Conditions Procedure
4. Diabetes Procedure
5. Nutrition and Dietary Requirements Procedure
6. Health and Safety Procedure
7. Food Safety Plan

Definitions

Food allergies: Some foods and food ingredients, or their components, can cause severe allergic reactions including anaphylaxis. Food allergies are often caused by peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy and wheat. For more information on food allergies, visit www.allergyfacts.org.au

Food safety: (In relation to this policy) ensuring food provided by the service is fit for human consumption.

Food safety plan: A written plan that details what an individual business does to ensure that the food it sells or handles is safe for human consumption. It should identify potential hazards in all aspects of food handling, describe how such hazards can be controlled/monitored, and define appropriate corrective action to be taken when a hazard is found to be under-managed.

Food safety supervisor: A person who:

- can recognise, prevent and alleviate food handling hazards at a premises
- has a Statement of Attainment from a Registered Training Organisation (RTO) that confirms competency in the required food safety standards
- has the ability and authority to supervise other individuals who handle food at the premises to ensure safe food handling at all times.

Hot drink: Any container holding a liquid that has been heated or boiled, and that remains above room temperature (25°C) for any period of time.