



# Food, and Food Safety, Policy

## Covers

- Food Preparation and Hygiene Procedure
- Nutritional Food and Drink Procedure
- Providing Food Procedure
- Food Safety, Temperature Control and Transport Procedure

## Intention

Nurturing Family Day Care Scheme strives to advocate for and ensure a high quality of health and safety for children when they consume food, whether provided by their family or by a family day care educator. The approved provider and staff will guide and support all family day care educators at the registered residence or approved venue with procedures that minimise risk through comprehensive yet practical hygiene practices and the promotion of safe food handling.

## Overview

This policy, and all policies and procedures that are associated with the Food, and Food Safety Policy, are implemented at all registered residences and venues by all who are allied with the scheme.

This comprises of -

- The food safety and hygiene practices of all persons in the education and care setting and when in the community.
- The documentation required when providing food to enrolled children.
- Safe and hygienic handling, preparation and storage of all food and drinks, including that which is provided for the children by their family.

The approved provider of the service will ensure -



- All will lead by example and employ the listed health, hygiene, and food handling/storing safe practices.
- All who work and visit the registered residence and venues will guide and support children to understand and implement effective health, hygiene, and food handling habits with regular discussions to be embedded in the program at appropriate intervals.
- All who work with children in the education and care setting will, every two years, participate in a scheme approved Food Handling and Safe Practices course.
- Information on health, hygiene and food safety practices and procedures will be communicated throughout their time with Nurturing Family Day Care Scheme.
- Safe drinking water will be available to enrolled children at all times, and food and beverages will be offered on a regular basis throughout the day.

## Food Preparation and Hygiene Procedure

While the majority of families provide food for their children each day, educators sometimes supplement the lunch boxes provided, use food in cooking activities and at selected registered residences or venues provide all meals for the enrolled children that attend each day. Nurturing Family Day Care Scheme works together with family day care educators directly associated with the registered residence or approved venue.

**Individuals will follow the current and mandatory preparation hygiene techniques to meet the requirements of the *Food Standards Australia & New Zealand* which states, but is not limited to -**

- Washing hands before food preparation.
- Comprehending, maintaining, and following excellent personal hygiene, considering the placement of hair, the removal of unnecessary jewellery, the use of brightly coloured Band-Aids and avoiding toileting/assisting others while food preparation, handling and storage is occurring.
- Cleaning the food preparation area before, during and after use.
- Consider using colour-coded or labelled chopping boards in order to prevent cross contamination of raw meat, vegetables/fruits and cooked/packaged food.
- Avoiding the contamination of one work area to another by using specific and easily recognised cleaning implements (for example, coloured cloths, washing gloves and scrubbers) for each area.
- Clean eating tables with appropriate cleaning solution and water and drying before serving food.
- Ensuring food is always served in a hygienic way to ensure that consumables are not at risk of cross contamination.
- Each child will have access to safe and clean drinking equipment and eating utensils when required and these utensils will be washed between use. All educators will actively encourage and supervise children so they will use their own drinking equipment or eating utensils removing and cleaning those which have been used by another child or dropped on the floor.
- Providing families with current and relevant information about food preparation, hygiene, and safe storage.
- Incorporating in the routine and through both planned and spontaneous experiences discussions and activities educating the children about food safety and hygiene.



### **Cooking with Children**

Family day care educators are encouraged to include cooking in their programming for the children. When this occurs, all educators will remain alert and aware of where each child is positioned in the environment to ensure the learning opportunity remains a hygienic and safe experience. As with any involvement with food the relevant procedures listed above should be implemented during the children's cooking experiences and if there is a potential or existing risk while conducting this activity a risk assessment and management form for an activity will be completed prior to starting.

### **Nutritional Food and Drink Procedure**

Nurturing Family Day Care Scheme understands and acknowledges the role that we all have in developing healthy food habits and attitudes in children of all ages. All individuals endeavour to work together to provide, promote and lead by example in regard to health and good nutrition at home, at registered residences or approved venues, and in the community. The approved providers accept that these requirements do not apply to food or drinks that are provided by parent/s or guardian/s for the use by their child while in the education and care setting.

### **The family day care educators will endeavour to promote healthy habits in the registered residence or approved venue and while in the community by -**

- Ensuring children have access to safe drinking water at all times, and food and beverages will be offered on a regular basis throughout the day.
- Discuss food and nutrition with children through play-based activities and resources.
- Share resources within the scheme and to all families that share the healthy food message, the importance of a varied diet that includes the five food groups, and ways to work together to ensure a consistent and clear message in regard to healthy foods and drinks is presented.
- Ensuring that any dietary requirements that have been requested by the parents are met.
- Encouraging breast feeding at the registered residence or venue through providing a safe place if one is requested, creating opportunities to breastfeed through the day or the use of expressed milk in bottles (or a combination of the two), and communicating with parents to ensure that they are empowered to continue breastfeeding for as long as they wish.
- Having relaxed mealtimes, where adults lead by example, information about healthy foods is incorporated easily into conversation, and children's rights to make choices about their food intake is respected.
- Discussing with parents in a respectful and confidential manner if there are any concerns about the food provided, its nutritional value or the amount that has been brought to the registered residence or venue.
- Ensuring that food is not used as a reward or withheld from a child and that food is provided upon request by a child.
- Reducing the risk of choking through;
  - Sitting while eating food
  - Talking when mouth is empty.
  - Providing/cutting food in an appropriate manner (grapes cut length ways)
  - Understanding which foods are more susceptible (avoiding popcorn, nuts, etc).



(<http://www.health.gov.au/internet/publications/publishing.nsf/Content/gug-director-toc~gug-foodsafety~gug-foodsafety-choking>)

The current dietary guidelines for children can be found at

[https://www.nhmrc.gov.au/files/nhmrc/file/publications/synopses/n30\\_pamphlet.pdf](https://www.nhmrc.gov.au/files/nhmrc/file/publications/synopses/n30_pamphlet.pdf)

Get up and Grow healthy eating and physical activity resources can be found at

[www.health.gov.au](http://www.health.gov.au)

Physical Activity and Nutrition for Outside School Hours can be found at

[www.health.qld.gov.au](http://www.health.qld.gov.au)

**Breastfeeding, expressed breast milk and/or formula milk is the choice of the parent/s and guardian/s and all educators will support the decision made by them. When breast milk is provided by the parent/s or guardian/s the educator will -**

- Request that breast milk that has been expressed be brought to the registered residence or venue in a clean, sterile container that has the date it was expressed and the enrolled child's name.
- Request that breast milk be brought in a cooler bag or eskies, and immediately be given to the educator, who will place it in the refrigerator that is set to a temperature below 4C.
- Milk/formula will be warmed and/or thawed by standing in a container or a dish of warm water that is inaccessible to all enrolled children.
- The milk will then be temperature tested by educators before being given to the child, by shaking to and placing a small amount onto the soft wrist area without the teat coming into contact with the educator.
- If the service does not have enough breast milk or formula from the family to meet the child's needs that day, parent/s or guardian/s will be consulted on what the educator should do.
- Return all unused and unheated milk to the parents, discarding any heated milk that was not consumed.
- The amount of milk for children under 2 years of age will be recorded and forwarded to parent/s or guardian/s each day.
- A quiet, private, lockable space with a comfortable chair will be provided for mothers/women to breastfeed or express milk where they can be undisturbed.

At no stage will a microwave be used to heat milk/formula.

## Providing Food Procedure

Nurturing Family Day Care Scheme appreciates that educators may choose to provide food and ensures that they understand the requirements when offering food to be consumed by enrolled children. Food may be served to an enrolled child on a daily basis or during an event or special occasion, and each time this happens a menu listing the food provided is given to families, ensuring that their nutritional, family and cultural requirements and concerns are met.

**The family day care educator providing food for an enrolled child, will ensure all requirements are met by -**

- Providing food safety information from Safe Food Australia and Queensland Health.



- Ensuring that the food is nutritious and meets the dietary requirements for the individual ages and stages of the children consuming the food.
- Ensuring that there is an adequate amount of food being provided and that if a child is requesting additional food, more is able to be given.
- Ensuring that any specific cultural, religious or health requirements as stated by the parents or guardians are adhered to, while taking the opportunity to learn more about different foods available for these needs.
- Provide an accurate and detailed weekly menu, which will be accessible to parent/s or guardian/s, and/or be displayed at the registered residence or venue.
- Updating the menu as required if ingredients were unavailable or a change was to occur, ensuring that the new information is passed immediately to the parent/s or guardian/s of the children who will be consuming the food provided.
- Working with the children to create a menu and using the opportunity to explore new and varied foods together.

## Food Safety, Temperature Control and Transport Procedure

Many of the foods consumed by children needs to be stored within a temperature range and as such this food requires forethought as to how it will be maintained while at the registered residence or approved venue, and also when it is being transported by the families and the educator when going on excursions. Food safety is also a consideration around children and adults who have an allergy to a food substance/s and extreme diligence is vital at mealtimes, in the community and when cooking to ensure that contact is restricted. Registered residences or approved venues that have a child or adult with an allergy are encouraged to place control measures on the food substance entering the premise.

### **All to the best of their ability, will educate and promote to children and families practical and current food safety and hygiene practices by -**

- Providing food safety information from Safe Food Australia and Queensland Health.
- Encouraging and supporting parent/s and guardian/s to continue Nurturing Family Day Care Scheme's healthy eating message in their homes. This information will be shared while they are with the scheme and as new information becomes available.
- Encouraging all educators to present themselves as role models through maintaining good personal nutrition and eating around the children.
- Ensuring that any food consumed is within its expiry date and is free of any indication that it is no longer safe to eat, communicating when required to families of any issues or concerns that have occurred.
- Providing nutrition and food safety training opportunities for all personnel associated with the scheme, including an awareness of other cultures food habits.
- Consuming hot drinks when enrolled children are not in care, asleep or are engaged in independent play to reduce the risk of coming into contact with the hot contents.
- Restricting or banning food that causes an allergic or anaphylaxis reaction in a child or adult that attends the registered residence or venue.



- Placing a notice at the registered residence or approved venue informing that a person is at risk of anaphylaxis.

**The bacteria that commonly causes food poisoning grows rapidly between 5°C and 60°C, this is known as the “temperature danger zone” and the following should be implemented to ensure food is kept safe -**

- All food brought to the registered residence or venue will be immediately placed in a refrigerator and any food that is stored and transported in an insulated container/s will be exposed to the cool air while in the refrigerator.
- When leaving the registered residence or venue with food for excursions, consideration will be given to the type of food transported, with any food requiring to be kept cool or heated be left at home when possible. If this is not able to be completed, then cool food will be transported in an insulated bag containing an ice block or similar resources and hot food will be consumed as soon as possible.
- Food is to be stored on appropriate shelving of the refrigerator depending on the item.
- Ensure the fridge is below 5°C. Don't overload refrigerators, as this reduces cooling efficiency. The operating temperature of the fridge and freezer need to be checked regularly (at least monthly).
- Foods will be stored at the correct temperature depending on the product. Cold foods need to be stored at less than 5 degrees (C) and frozen foods at minus 18 degrees (C).
- Fridges and freezers need to be cleaned often and when situations arise that indicate its need, and fridge door seals checked to be in good repair.

**All educators will ensure that all “dry” consumables will be appropriately stored by -**

- Storing dry foods in sealed, air-tight containers.
- Storing food on shelving and off the floor while at the registered residence or venue.
- Ensure the food storage area is well cleaned, ventilated, dry, pest free and not in direct sunlight.
- Prevent pests by cleaning spills as quickly as possible and removing garbage/waste when the opportunity allows.

In the event that it is required the Queensland Health, Food Safety Policy and Regulation phone number is 07 3234 0111.

## Sources

**Education and Care Services National Law and National Regulations 2011 (Updated October 2023)**

- Section 3, Objectives and guiding principles.
- Section 165, Offence to inadequately supervise children.
- Section 167, Offence relating to protection of children from harm and hazards.
- Reg 77, Health, hygiene and safe food practices.
- Reg 78, Food and beverages.
- Reg 79, Service providing food and beverages.
- Reg 80, Weekly menu.
- Reg 88, Infectious diseases.
- Reg 90, Medical record.
- Reg 103, Premises, furniture and equipment to be safe, clean and in good repair.



- Reg 155, Interactions with children.
- Reg 168, Education and care services must have policies and procedures.

#### National Quality Standard (Updated February 2018)

- 2.1, Each child's health and physical activity is supported and promoted
- 2.1.2, Effective illness and injury management and hygiene practices are promoted and implemented.
- 2.1.3, Healthy eating and physical activity are promoted and appropriate for each child.
- 2.2, Each child is protected.
- 2.2.1, At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
- 3.1.1, Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
- 3.1.2, Premises, furniture and equipment are safe, clean and well maintained.
- 3.2.1, Resources, materials and equipment allow for multiple uses, are sufficient in number, and enable every child to engage in play-based learning.
- 5.1, Respectful and equitable relationships are maintained with each child.
- 6.2, Collaborative partnerships enhance children's inclusion, learning and wellbeing.
- 7.1, Governance supports the operation of a quality service.
- 7.1.2, Systems are in place to manage risk and enable the effective management and operation of a

#### Early Years Learning Framework

Australian Guide for Healthy Eating (Updated 1.5.17)

Australia Health – [www.gov.au](http://www.gov.au)

Caring for Children - Birth to 5 years (Food, Nutrition and Learning Experiences) 5<sup>th</sup> Edition, 2014

Food Act 2006

Food Regulation 2016 – Queensland Legislation

Food Safety Standards for Australia, August 2015

Food Standards Australia & New Zealand Act 1991

Food Standards Australia New Zealand Regulations 1994

Safe Food Australia, 3rd Edition, November 2016

Staying Healthy in Child Care - Preventing Infectious Diseases in Early Childhood Education and Care (5th Edition) 2013

QLD Health - [www.health.qld.au](http://www.health.qld.au)

#### Review

The policy will be reviewed annually.

The review will be conducted by:

- Approved Provider
- Employees
- Educators
- Families



- Interested Parties

Created: May 2017

Reviewed: September 2017

March 2018

March 2019

March 2020

March 2021

March 2022

March 2023

March 2024

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