PURPOSE

This policy will provide guidelines for:

- effective food safety practices at Denzil Don Kindergarten that comply with legislative requirements and meet best practice standards
- minimising the risk to children of scalds and burns from hot drinks.

This policy should be read in conjunction with the *Nutrition and Active Play Policy*.

POLICY STATEMENT

1. VALUES

Denzil Don Kindergarten is committed to:

- ensuring the safety of all children and adults attending the service
- taking all reasonable precautions to reduce potential hazards and harm to children attending the service
- ensuring adequate health and hygiene procedures are implemented at the service, including safe practices for handling, preparing, storing and serving food
- promoting safe practices in relation to the handling of hot drinks at the service
- educating all service users in the prevention of scalds and burns that can result from handling hot drinks
- complying with all relevant legislation and standards, including the *Food Act 1984* and the *Australia New Zealand Food Standards Code*.

2. SCOPE

This policy applies to all individuals involved in handling, preparing, storing and serving food for consumption at Denzil Don Kindergarten, and to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the service.

3. BACKGROUND AND LEGISLATION

Background

Food safety is very important in early childhood service environments. Young children are often more susceptible to the effects of foodborne illness than other members of the community. Foodborne illness (including gastrointestinal illness) can be caused by bacteria, parasites, viruses, chemicals or foreign objects that are present in food. Food provided by a children’s service:

- must be fit for human consumption
- must not be adulterated or contaminated
- must not have deteriorated or perished.
Safe food practices can also assist in reducing the risk of a severe allergic reaction (e.g. anaphylaxis) by preventing cross-contamination of any food given to children with diagnosed food allergies (refer to Anaphylaxis Policy and Asthma Policy).

Organisations that provide food to children have a duty of care (refer to Definitions) to protect children from all hazards and harm. Employers are also required, under the Occupational Health and Safety Act 2004, to provide a healthy and safe working environment for employees and contractors, and to ensure that other individuals, including children, parents/guardians, visitors and the general public, are not endangered when attending the workplace. In addition, employees, visitors and contractors are responsible for complying with appropriate workplace standards and procedures that have been implemented to protect their own health and safety, and that of others.

The Food Act 1984 aims to reduce the incidence of foodborne illness by ensuring that food manufactured, transported, sold, prepared and stored is safe, unadulterated, fit for human consumption and will not cause food poisoning. Under the Act, local councils in Victoria are required to classify every food premises in their municipality according to its food safety risk.

Early childhood services should confirm their food safety risk classification and related requirements with the local council in the area in which they operate.

Class 1 food premises describes those that predominantly handle potentially hazardous food that is served to vulnerable people. Early childhood services that provide long day care are included in the Class 1 category. Class 4 food premises describes those whose food handling activities pose low risk to public health. Sessional kindergartens are included in the Class 4 category.

Standard 3.3.1, in Chapter 3 of the Australia New Zealand Food Standards Code (the Code), is one of the national food safety standards that outlines the responsibilities of food businesses to ensure that the food they produce is safe. This particular standard applies to Australian food businesses that provide meals for vulnerable persons (those who are at greater risk of being affected by foodborne illness), such as the very young, the elderly and individuals who are immunocompromised due to disease or treatment for other illnesses. Standard 3.3.1 requires such businesses to have a documented food safety program (refer to Definitions).

Sessional kindergartens supplying low risk snacks such as cut fruit, milk, bread and cereals are classified as Class 4 (low risk). Class 4 services are not required to have:

- a food safety program
- a food safety supervisor
- an annual council inspection.

However, Class 4 services must ensure that staff members have the skills and knowledge needed to safely handle food in their work roles. Council may also, at its discretion, inspect a premises under the Food Act 1984 (e.g. to investigate complaints or conduct a spot check). Individual councils may also require services to complete a food safety audit or plan, especially when the service is operating a special event such as a sausage sizzle. For more information about Class 4 food premises, services should contact their local council and refer to: www.health.vic.gov.au/foodsafety/downloads/class4.pdf

Legislation and standards

Relevant legislation and standards include but are not limited to:

- Australia New Zealand Food Standards Code
- Child Wellbeing and Safety Act 2005
- Education and Care Services National Law Act 2010: Section 167
- Education and Care Services National Regulations 2011: Regulation 77
- Food Act 1984 (Vic)
- National Quality Standard, Quality Area 2: Children’s Health and Safety
  - Standard 2.1: Each child’s health is promoted
Element 2.1.1: Each child’s health needs are supported

- Occupational Health and Safety Act 2004
- Public Health and Wellbeing Act 2008

4. DEFINITIONS

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the General Definitions section of this manual.


Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Food allergies: Some foods and food ingredients, or their components, can cause severe allergic reactions including anaphylaxis (refer to Anaphylaxis Policy). 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 Standards Australia New Zealand (FSANZ): A bi-national Government agency with the responsibility to develop and administer the Australia New Zealand Food Standards Code (the Code), which details standards and requirements in areas such as food additives, food safety, labelling and genetically modified (GM) foods. Enforcement and interpretation of the Code is the responsibility of State/Territory departments and food agencies within Australia and New Zealand.

Hazardous food: Food containing dangerous biological, chemical or physical agents, or food in a condition that has the potential to cause adverse health effects in humans.

High-risk foods: Bacteria that has the potential to cause food-poisoning can grow and multiply on some foods more easily than others. High-risk foods include meat, seafood, poultry, eggs, dairy products, small goods, cooked rice/pasta and prepared salads (such as coleslaw, pasta salads, rice salads and fruit salads). Food that is contained in packages, cans or jars can become high-risk once opened, and should be handled and stored appropriately.

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.

Scalds: Burns by hot fluids, steam and other hot vapours.

PROCEDURES

The Approved Provider is responsible for:

- ensuring that the Nominated Supervisor, staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food, to minimise risks to children being educated and cared for by the service (Regulation 77(1))
- contacting the local council in the service’s area of operation to determine the service’s food safety risk classification and requirements under the Food Act 1984
- complying with all requirements of the service’s food safety risk classification under the Food Act 1984, as outlined by local council.
- ensuring educators, staff, parents/guardians, volunteers, students and others at the service have access to a copy of this policy, which includes information about where to find up-to-date
information on the safe provision of food for their children (refer to Sources: Department of Health and Human Services – Food Safety: Food safety at home and in the community)

- ensuring that the Nominated Supervisor and all staff are provided with a copy of this policy and are kept up-to-date with current legislation, standards, policies, information and resources relating to food safety
- ensuring that staff undergo training in safe food handling, as required
- monitoring staff compliance with food safety practices (refer to Sources: Department of Health and Human Services – Food Safety: Keeping food safe)
- ensuring that good hygiene practices are maintained at the service (refer to Sources: Department of Health and Human Services – Food Safety: Keeping food safe and Hygiene Policy)
- displaying hygiene guidelines (refer to Hygiene Policy) and food safety guidelines (refer to Attachment 2) in the food areas of the service
- ensuring that this policy is referred to when undertaking risk assessments for excursions and other service events (refer to Attachment 3 and Attachment 4)
- ensuring measures are in place to prevent cross-contamination of any food given to children with diagnosed food allergies (refer to Anaphylaxis Policy and Asthma Policy)
- identifying potential hazards that may reasonably be expected to occur at each stage of the food-handling and preparation cycle, and developing procedures to minimise these hazards. Stages of the cycle include ordering, delivery, storage, thawing, preparation, cooking, cooling, handling post-cooking, reheating and serving
- ensuring that all facilities and equipment for food preparation and storage are clean, and in good repair and working order
- contacting Moreland Council to determine requirements prior to selling food at a fête, food stall or other service event. Such requirements may include completing a Food Act notification form and/or a statement of trade form as found at https://streatrader.health.vic.gov.au/public_site
- removing pests and vermin from the premises
- informing DET, DHHS and parents/guardians if an outbreak of gastroenteritis or possible food poisoning occurs at the service
- informing families of the limited availability of cold storage facilities at the service to ensure parents/guardians make suitable food choices when supplying food for their own child
- ensuring staff, parents/guardians and others attending the service are aware of the acceptable and responsible practices for the consumption of hot drinks (refer to Attachment 1 – Responsible consumption of hot drinks at the service).

The Nominated Supervisor is responsible for:

- ensuring that staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food, to minimise risks to children being educated and cared for by the service (Regulation 77(2))
- ensuring parents/guardians provide details of their child’s specific nutritional requirements (including allergies) on the enrolment form, and discussing these prior to the child commencing at the service and whenever these requirements change
- keeping up-to-date with current legislation, standards, policy, information and resources relating to food safety
- ensuring staff undergo training in safe food handling and good hygiene practices, as required
- directing families to displayed hygiene and food safety guidelines when involved in the preparation and distribution of food to children during special class events
- ensuring this policy is referred to when undertaking risk assessments for excursions and other service events (refer to Attachment 3 and Attachment 4)
- ensuring students, volunteers, and casual and relief staff at the service are informed of this policy.
Certified Supervisors, educators and other staff are responsible for:

- keeping up-to-date with current legislation, standards, policy, information and resources relating to food safety
- being aware of safe food practices and good hygiene practices (refer to Sources: Department of Health and Human Services – Food Safety: Keeping food safe and Hygiene Policy), and undergoing training if required
- referring to this policy when undertaking risk assessments for excursions and other service events (refer to Attachment 3 and Attachment 4)
- informing students, volunteers, and casual and relief staff at the service about this policy
- directing families to displayed hygiene and food safety guidelines when involved in the preparation and distribution of food to children during special class events
- ensuring that children’s lunchboxes are kept indoors, away from heat sources (including direct sunlight) and contain a cold item, such as a frozen water bottle, with perishable foods in a child’s lunchbox, or children use an insulated lunchbox or cooler
- discussing food safety with children to increase awareness and assist in developing safe practices
- discouraging children from sharing drink bottles or cups at the service
- ensuring that children do not share lunches to minimise risks in relation to children with food allergies
- providing adequate supervision of children while they are eating
- teaching children to wash and dry their hands (refer to Hygiene Policy):
  - before touching or eating food
  - after using the toilet
  - after blowing their nose, coughing or sneezing
  - after playing with an animal/pet
- encouraging parents/guardians to discuss a child’s nutritional requirements, food allergies or food sensitivities, and informing the Nominated Supervisor where necessary
- seeking input from parents/guardians on cultural values or religious expectations regarding food handling, provision and consumption
- informing the Nominated Supervisor or Approved Provider of any outbreaks of gastroenteritis or possible food poisoning at the service
- removing hazardous food (refer to Definitions), including food that has fallen on the floor
- maintaining good personal and kitchen hygiene (refer to Sources: Department of Health and Human Services – Food Safety: Keeping food safe and Hygiene Policy)
- covering all wounds/cuts on hands or arms with wound strips or bandages
- wearing disposable gloves when handling food
- complying with the guidelines in relation to the consumption of hot drinks at the service (refer to Attachment 1 – Responsible consumption of hot drinks at the service)
- informing parents/guardians and visitors to the service about the guidelines in relation to the consumption of hot drinks at the service (refer to Attachment 1 – Responsible consumption of hot drinks at the service).

Parents/guardians are responsible for:

- washing hands prior to participating in food preparation and cooking activities
- ensuring that food preparation surfaces, utensils, lunchboxes and reusable drink bottles are clean
- washing all fruits and vegetables thoroughly
- wearing disposable gloves when handling food at Denzil Don Kindergarten
- packing a cold item, such as a frozen water bottle, with perishable foods in a child’s lunchbox, or using an insulated lunchbox or cooler
- complying with the requirements of this policy
• providing details of specific nutritional requirements (including allergies) on their child’s enrolment form, and discussing these with the Nominated Supervisor prior to the child commencing at the service and whenever these requirements change.

Volunteers and students, while at the service, are responsible for following this policy and its procedures.

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

• regularly seek feedback from everyone affected by the policy regarding its effectiveness
• monitor the implementation, compliance, complaints and incidents in relation to this policy
• monitor and investigate any issues related to food safety, such as reports of gastroenteritis or food poisoning
• keep the policy up to date with current legislation, research, policy and best practice
• revise the policy and procedures as part of the service’s policy review cycle, or as required
• notify parents/guardians at least 14 days before making any changes to this policy or its procedures.

SOURCES AND RELATED POLICIES

Sources

• Australia New Zealand Food Standards Code: http://www.foodstandards.gov.au/code/Pages/default.aspx
• Department of Health and Human Services – Food Safety. Contact the Department of Health and Human Services if your inquiry relates to general food compliance issues (and you don’t know where to start) or you are looking for publications on food safety or information on legislation.
  Telephone: 1300 364 352 (free call within Australia)
  Email: foodsafety@health.vic.gov.au
  Website: www.health.vic.gov.au/foodsafety
• dofoodsafely – a free online food safety program: http://dofoodsafely.health.vic.gov.au/
• Kids Health Info at The Royal Children's Hospital Melbourne provides kids health and safety resources for purchase. To purchase a resource, phone (03) 9345 6429 or visit: www.rch.org.au/chas/. Kids Health Info is part of the Family Services Department of The Royal Children's Hospital Melbourne, which also includes the Safety Centre, the Family Resource Centre and the Volunteer Service. Royal Children’s Hospital Safety Centre, 50 Flemington Road, Parkville. Telephone advisory line: (03) 9345 5085 or email: safety.centre@rch.org.au

Service policies

• Administration of First Aid Policy
• Anaphylaxis Policy
• Asthma Policy
• Dealing with Medical Conditions Policy
• Diabetes Policy
• Excursions and Service Events Policy
• Hygiene Policy
• Incident, Injury, Trauma and Illness Policy
• Interactions with Children Policy
• Nutrition and Active Play Policy
• Occupational Health and Safety Policy
• Staffing Policy

ATTACHMENTS
• Attachment 1: Responsible consumption of hot drinks at the service
• Attachment 2: Sample Food Safety Guidelines for display in food areas
• Attachment 3: Cake Stall Guidelines
• Attachment 4: Sausage Sizzle Guidelines

AUTHORISATION
This policy was adopted by the Approved Provider of on 13th October, 2015.

REVIEW DATE: 13TH OCTOBER, 2017
ATTACHMENT 1
Responsible consumption of hot drinks at the service

Services should adapt this attachment and its procedures to suit their specific circumstances.

Scalds and burns from hot liquids are a common cause of hospital admission in 0 to 4 year olds. A child's skin is thinner and more sensitive than an adult's and will therefore experience a more severe burn (refer to Sources: Kidsafe fact sheet). Children's natural curiosity, impulsiveness, mode of reaction and lack of experience in assessing danger are contributing factors to the vulnerability of children at this age.

Common scenarios that can lead to a child being scalded include when a child pulls a cup of tea, coffee or hot water from a table or bench, or when a child runs into a person holding a hot drink resulting in the hot drink spilling over the child's body.

The consumption of lukewarm drinks or the use of lidded cups/mugs in areas accessed by children should be considered with caution, as this is not necessarily a safe practice and might give the impression that it is acceptable to consume hot drinks around children.

GENERAL GUIDELINES

The Approved Provider, Nominated Supervisor and all staff are responsible for:

- ensuring that hot drinks are only prepared and consumed in areas inaccessible to children, such as the kitchen, staffroom and office. Drinks only to be transferred between rooms in lidded travel cups/mugs.
- ensuring that hot drinks are not consumed in rooms, outdoor areas or any other area where children are in attendance or participating in the program
- informing parents/guardians on duty, visitors to the service, students, volunteers and any other person participating in the program of the service's hot drink procedures and the reasons for such procedures
- ensuring that children enrolled and participating in the program do not have access to areas of the building that are likely to be hazardous, including the kitchen, staffroom and office
- ensuring that parents/guardians attending the service actively supervise children in their care who are not enrolled in the program, including siblings
- ensuring that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service
- educating service users about the prevention of burns and scalds by providing relevant information (refer to Sources: Burns and scalds – children and Kidsafe fact sheet), including appropriate first aid for scalds
- implementing safety procedures in relation to hot drinks at service events occurring outside operational hours, including:
  - offering alternative drinks for adults e.g. juice, water or iced coffee
  - safely locating urns, kettles and power cords out of reach of children
  - preparing and consuming hot drinks in an area inaccessible to children
  - ensuring a person with current approved first aid qualifications is in attendance for social events held outside operational hours.
ATTACHMENT 2
Sample Food Safety Guidelines for display in food areas
Cake stalls

You need to know ...

- You must have a document for your stall, with the
  correct information.
- You must be of the right age to run a stall.
- You must have proper insurance.

Food premises classes

The Food Act requires the owner of a food business to have a food license. The Act requires that food premises are licensed in accordance with the "Food Premises Regulations".

The Act requires that food premises are licensed in accordance with the "Food Premises Regulations".

Of course, your group is free to buy or make your own
advice, as long as you meet the Food Act regulations.

Cooked cakes without cream fillings

- class 4

Cakes that are sold only as cakes and can be eaten
immediately after the sale, such as cupcakes or
muffins, can be sold in class 4.

Cakes may contain a
crushed cake filling, as long
as they are not used in
milk or other dairy products.

Cakes must be kept at least 1 hour before
they are sold, refrigerated.
Useful information for cake stalls

Visit the Food Safety website for more information about running a cake stall — www.health.vic.gov.au/foodsafety

Cakes with cream fillings

If you want to sell cream-filled cakes, they must:
- be made in a food business
- be cooled and packaged separately
- be kept cool until sold
- be sold within 14 days

Note that cream-filled cakes made outside Victoria will need to be supplied with a cooling service certificate.

If they are not labelled showing that they were made in a food business, they must be treated as if they had been made at home.

If the cream filling has been made at home, the person who is responsible for the food business must ensure:
- that the person who makes the cream filling understands and follows all the rules
- that the cream filling is stored under suitable conditions
- that the cream filling is not put in contact with the food business

Contacts

Council Health Units
find-your-local-council

Department of Health
email: foodsafety@health.vic.gov.au
phone: 1300 364 352

Which is your ‘principal’ council?

Under the state-wide system, one council must be
responsible for preparing the required documentation.
Your council will have been notified of the
process. Please contact your council for more information.

- securely prepare or store food that is not sold at
the event
- prepare and handle food so that the food is
kept cool and in appropriate conditions

For more information on food handling, refer to the
Department of Health’s ‘Preparing for Food Handling’
website — food.health.vic.gov.au/

Please ensure appropriate equipment is used.

"Surely, if you have the equipment, you can use it."

"Absolutely! It's important to have the right equipment."

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**Sausage sizzles**

**Sausages, onions, sauce and bread only**

**You need to know...**

- We sell sausage sizzles for the enjoyment of families. Low cost and tasty!
- We operate on a profit-only basis
- All proceeds from the sale of sausage sizzles go to local community groups.

**Food premises classes**

The Food Act controls the sale of food in Victoria. It provides rules about the sale of food in premises such as food stores, cafes and restaurants. The Food Act sets the standards that food premises must meet to ensure food safety and the health and safety of consumers. The Victorian Government has prepared this guide to explain the rules and regulations for food premises.

**How are our sausage sizzles affected?**

Sausage sizzles are sold by local community groups, which means they are not food premises. However, the rules about food safety still apply. You must follow the rules about food safety by:

- Storing, handling and preparing food safely
- Keeping food at the correct temperature
- Washing your hands before and after preparing food
- Cleaning and sanitising surfaces

**Free food handler learning program**

Community volunteers are encouraged to complete the free online learning program, [FreeFoodHandler](https://www.foodsafety.vic.gov.au/), to meet the training requirements under the Food Act.

For more information, contact your local council or visit [Victorian Health](https://www.health.vic.gov.au) or [Safe Food](https://www.safefood.gov.au) websites.
Useful tips for sausage sizzles

Visit the Food Safety website for some useful tips for sausage sizzles — www.health.vic.gov.au/foodsafety

For more information about operating from food vans and stalls — www.health.vic.gov.au/foodsafety/bus/mobile.htm

‘Principal’ Council Health Unit

This is the council in whose district your group routinely prepares or stores food sold from the stall or van.

If you do not have such a place (e.g., because food is stored at home by volunteers, or if it is purchased beforehand), it is where the group usually stores the equipment for the stall, or garages the van.

If none of these apply to your group, it is the council in which your group’s contact address is located.

(Your principal council may — or may not — be the district in which you trade.)

Contacts

For sausage sizzles at permanent premises contact your Local Council Health Unit

For sausage sizzles at food vans or stalls contact your ‘Principal’ Council Health Unit

Find councils at www.dpcd.vic.gov.au/localgovernment/find-your-local-council

Department of Health


email: foodsafety@health.vic.gov.au

phone: 1300 364 352

To receive this document in an accessible format phone Health Protection Branch on 1300 364 352.

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