

DENZIL DON KINDERGARTEN

FOOD SAFETY POLICY

Best Practice – Quality Area 2

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 *Nutrition, Oral Health 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.

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.

Sessional kindergartens supplying low risk snacks such as cut fruit 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 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: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-business-classification/food-business-classification-predetermined>

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

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: <http://www.legislation.vic.gov.au/>
- Commonwealth Legislation – ComLaw: <http://www.comlaw.gov.au/>

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.

Department of Health: The State Government department responsible for the health and wellbeing of Victorians, and with oversight of the administration of the *Food Act 1984*.

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*). Less common symptoms of food allergy include infantile colic, reflux of stomach contents, eczema, chronic diarrhoea and failure to thrive in infants. 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 program: Class 4 services are not required to have a food safety program (refer to *Background*).

Food safety supervisor: Class 4 food premises do not need a food safety supervisor (refer to *Background*). However, they must ensure that staff members have the skills and knowledge needed to safely handle food in their work roles.

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.

5. SOURCES AND RELATED POLICIES

Sources

- *Australia New Zealand Food Standards Code:*
<http://www.foodstandards.gov.au/code/Pages/default.aspx>
- Department of Health – Food Safety. Contact the Department of Health 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
 - Keeping food safe: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-how-to-keep-it-safe>
 - Food safety library: <https://www2.health.vic.gov.au/public-health/food-safety/publications-guides-resources>
- dofoodsafely – a free online food safety program: <http://dofoodsafely.health.vic.gov.au/>
- The Royal Children's Hospital Melbourne – Kids Health Info: <https://www.rch.org.au/kidsinfo/>
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: safetycentre@rch.org.au
- Kidsafe: telephone (03) 9251 7725 or email: info@kidsafevic.com.au. For a fact sheet on scalds and burns, visit their website: www.kidsafevic.com.au/images/stories/pdfs/Burns_Scalds.pdf

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*
- *Supervision of Children Policy*

PROCEDURES

The Approved Provider and Persons with Management and Control 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))
- providing parents/guardians with a copy of this policy, and with up-to-date information on the safe provision of food for their children (refer to *Sources*: Department of Health – 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
- monitoring staff compliance with food safety practices (refer to *Sources*: Department of Health – Food Safety: Keeping food safe)
- ensuring that good hygiene practices are maintained at the service (refer to *Sources*: Department of Health – Food Safety: Keeping food safe and *Hygiene Policy*)
- displaying hygiene guidelines/posters and food safety guidelines/posters in the food areas of the service for the reference of staff and families involved in the preparation and distribution of food to children (refer to *Sources*: Department of Health – Food Safety: Keeping food safe and *Hygiene Policy*) ensuring that this policy is referred to when undertaking risk assessments for excursions and other service events
- 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*)
- 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
- removing pests and vermin from the premises
- informing DET, DHS and parents/guardians if an outbreak of gastroenteritis or possible food poisoning occurs at the service
- 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 and Persons in Day to Day Charge 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 are aware of safe food practices and good hygiene practices (refer to *Sources*: Department of Health – Food Safety: Keeping food safe and *Hygiene Policy*), and undergoing training if required
- ensuring this policy is referred to when undertaking risk assessments for excursions and other service events
- ensuring students, volunteers, and casual and relief staff at the service are informed of this policy.

All 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 – 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
- informing students, volunteers, and casual and relief staff at the service about this policy
- ensuring that children's lunchboxes are kept indoors, away from heat sources (including direct sunlight) and refrigerated if necessary
- discussing food safety with children to increase awareness and assist in developing safe practices
- discouraging children from sharing drink bottles 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 (refer to *Supervision of Children Policy*)
- teaching children to wash and dry their hands (refer to *Hygiene Policy*):
 - before touching or eating food
 - after touching chicken or raw meat
 - 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
- directing families to displayed hygiene and food safety guidelines when involved in the preparation and distribution of food to children during special class events
- 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, and providing alternative food items
- maintaining good personal and kitchen hygiene (refer to *Sources*: Department of Health – 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
- 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.

ATTACHMENTS

- Attachment 1: Responsible consumption of hot drinks at the service
- Attachment 2: Food safety guidelines: <https://www2.health.vic.gov.au/about/publications/policiesandguidelines/food-safety-rules-posters>
- Attachment 3: Cake stall guidelines: <https://www2.health.vic.gov.au/public-health/food-safety/food-safety-information-for-community-groups/community-group-food-fundraisers/food-fundraisers-class-4-cake-stalls>

AUTHORISATION

This policy was adopted by the Approved Provider of Denzil Don Kindergarten on 5 April 2020.

REVIEW DATE: 5 APRIL 2022

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
- ensuring that hot drinks are not consumed in, or taken into or through, children's 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

Food Safety Guidelines

Food safety rules

Keep it hot

- Use a thermometer to make sure foods are thoroughly cooked and the centre reaches 75 °C.
- Hot food must be kept at 60 °C or hotter.
- Check that only clear juices run from thoroughly cooked minced meat, poultry, chicken or rolled roasts.



Keep it cold

- Cold food must be 5 °C or colder.
- Frozen food must be frozen hard.
- Check the temperature of fridges and cold storage areas regularly.



Keep it clean

- Use clean, sanitised and dry cutting boards, equipment and utensils.
- Clean and rinse wiping cloths after each use, and change them frequently.
- Wash and dry your hands thoroughly and regularly.



Keep it uncontaminated

- Keep raw food separate from cooked or ready-to-eat food.
- Use separate utensils and cutting boards when preparing raw and cooked or ready-to-eat food.
- Thaw food in your fridge, away from, and below, cooked or ready-to-eat food.



Keep it quick

- Limit the time that high-risk food is in the temperature danger zone (5 °-60 °C) and return to the refrigerator during delays.
- Large portions of food take longer to cool. Divide large portions into smaller batches before cooling.
- If food is kept within the temperature danger zone for a total time of 4 hours or more, throw it out.



Keep it allergen safe

- Identify allergens and label or name them in foods on your menu or display.
- Use and store foods known to contain allergens in a way that prevents them contaminating other foods.
- Train staff in food allergen risks, management and communication.



Don't let your
food turn nasty

www.betterhealth.vic.gov.au www2.health.vic.gov.au/public-health/food-safety

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ATTACHMENT 3

Food fundraisers class 4 - Cake Stalls

This information applies to community groups that:

- sell food solely for the purpose of fundraising
- are a not-for-profit body
- are selling cooked cakes without cream fillings only

Class 4 cake stalls are not required to register with their council, but they must notify the council through Streatrader.

The notification is a once-off requirement. It does not need to be resubmitted annually or each time you operate.

When your food stall has been accepted by your principal council, you can operate the stall in any council district under the Food Act 1984, provided that you lodge a Statement of Trade advising that council about where and when you will be operating.

Statements of Trade must be submitted through Streatrader.

You are not required to have a food safety program or a food safety supervisor.

Any council in whose district you operate may inspect your stall at any time – for a spot check to make sure that food is safe, or if any complaints are received.

Volunteers – registration

If a volunteer makes a cake at home and donates it for sale at a community cake stall, that person is not selling the food.

Everyone is encouraged to handle food safely, but volunteers do not need to register their homes as food premises with the council. Only the community group holding the food fundraiser needs to notify the council.

Principal council

As a community group raising funds for charity or a not-for-profit body, you must notify your principal council about your cake stall. It will advise you about your responsibilities under the *Food Act 1984* when you sell food from temporary food premises.

You must notify the council in whose district your organisation routinely prepares or stores the food. If you do not have such a place, or if the cakes are made at home by volunteers and donated to the group or purchased beforehand, contact the council in whose district the organisation usually stores its equipment used at the stall. If you do not have such a place, contact the council where your contact address is located.

CAKE STALL REGULATIONS

Cooked cakes without cream fillings – class 4

Cake stalls selling only cooked cakes that are packed or covered and do not contain fillings made from fresh cream or uncooked eggs are class 4 temporary food premises.

Class 4 premises may use mock cream fillings, as mock cream does not require refrigeration. They may also sell other baked items, such as biscuits or slices.

Class 4 involves the lowest level of regulation, due to the low food safety risks involved.

Do Food Safely food handler training program

Community volunteers are encouraged to complete the free online learning program, Do Food Safely, to improve their knowledge of safe food handling techniques.

Participants who score more than 90 per cent on the quiz are awarded a certificate.

Cake handling tips

Follow these tips if you participate in a cake stall food fundraiser:

- make sure there is somewhere for food handlers to wash their hands, otherwise have suitable hand sanitisers available
- make sure all volunteers know how to handle food safely (access the *Do Food Safely* program)
- make sure all cakes are wrapped, packaged or placed in clean containers with close-fitting lids
- label cakes with the list of ingredients used to make them
- ensure the cakes are transported in clean containers
- store cakes and packaging supplies in safe and clean conditions
- do not use damaged packaging and throw away cakes in damaged packaging
- keep hands clean
- use only clean, dry cutting boards, equipment and utensils
- use tongs or other utensils to serve.

Allergies and intolerances

Make sure your cakes containing ingredients that can cause reactions are identifiable. You should be able to provide accurate information about ingredients to customers at the event. Foods that commonly cause reactions include:

- eggs and egg products
- gluten (especially wheat-based flours)
- milk and milks products
- peanuts and peanut products
- other nut and nut products
- sesame seeds and sesame seed product
- soy beans and soy bean products.