

FOOD SAFETY POLICY

QUALITY AREA 2 – VERSION 1.2



PURPOSE

This policy provides guidelines for Denzil Don Kindergarten to:

- Implement food safe practices that comply with legislative requirements and reflect best practice
- Minimise the risk of children being scalded or burnt by hot drinks at the service.

POLICY STATEMENT

The safety, health, wellbeing, rights and best interests of every child guide all decisions, actions and practices of Denzil Don Kindergarten.

VALUES

Denzil Don Kindergarten is committed to:

- Ensuring the safety of all children and adults attending the service
- Taking all reasonable steps to minimise hazards and reduce the risk of harm to children
- Maintaining high standards of health and hygiene, including safe practices for handling, preparing, storing, and serving food
- Promoting safe practices in relation to the handling and consumption of hot drinks
- Educating all service users on preventing scalds and burns caused by hot drinks
- Complying with all relevant legislation and standards, including the [Food Act 1984](#) and the [Australia New Zealand Food Standards Code](#).

SCOPE

This policy applies to the Approved Provider, all service staff (educational and non-educational), students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten.

Parent/Carer Responsibilities Under This Policy:
Provide details of your child's specific nutritional requirements (including allergies) on enrolment, discuss these with the service before your child commences, and update the service if requirements change
Discuss your child's nutritional needs, allergies, or sensitivities with staff at enrolment, and as needed
Share any cultural or religious requirements related to food handling, provision, and consumption
Pack an ice brick in your child's lunchbox to keep perishable foods safe, or use an insulated lunchbox or cooler
Follow safe and responsible practices when consuming hot drinks at the service
Adhere to this policy and all other service policies at all times

Responsibilities: R indicates legislation requirement	Approved provider & persons with management or control	Nominated Supervisor and Person in Day-to-Day Charge	All service staff (educational & non-educational)	Contractors, Volunteers & Students
Ensure all staff and volunteers implement appropriate health, hygiene, and safe food handling, preparation, and storage practices to minimise risks to children (Regulation 77(1)(2))	R	R		
Keep up to date with current food safety legislation, standards, & guidance	√	√	√	√

Comply with all requirements of the service's food safety classification under the <i>Food Act 1984</i> , as determined by Merri-bek Council (Class 4 service) (<i>see Background and Sources</i>)	R	√	√	√
Ensure children always have access to safe drinking water and receive appropriate food and water throughout the day (<i>Regulation 78</i>)	R	R		
Ensure all food handlers have the skills and knowledge required to safely handle food	R	√	√	√
Maintain awareness of safe food handling and hygiene practices and complete training where required (see <i>Sources</i> and <i>Hygiene Policy</i>)	R	√	√	√
Ensure all service staff, and students, volunteers, and casual/relief staff, are aware that this policy (and all policies) are available on the service website, and in the kindergarten office https://denzildonkinder.org.au/policies/	R	√	√	
Monitor staff compliance with food safety practices (<i>see Sources</i>)	R	√		
Provide parents/carers with a copy of this policy and up-to-date food safety information (<i>see Sources</i>)	R	√		
Ensure parents/carers provide and update information on children's nutritional requirements (including allergies), allergies, sensitivities on enrolment (<i>see Enrolment and Orientation Policy</i>)	√	√	√	√
Encourage families to share cultural or religious food practices		√	√	√
Ensure personal hygiene is maintained by all food handlers and that high standards of hygiene are consistently maintained throughout the service (<i>see Sources and Hygiene Policy</i>)	R	√	√	√
Wash hands before food preparation		√	√	√
Teach and support children's hand hygiene practices at appropriate times (e.g. before eating, after toileting, after coughing/sneezing)		√	√	√
Wash all fruits and vegetables thoroughly, before serving to children		√	√	√
Wear disposable gloves when handling food, ensuring wounds or cuts are covered appropriately		√	√	√
Display hygiene and food safety guidance in food preparation areas (see <i>Sources</i> and <i>Hygiene Policy</i>)	R	√		
Identify potential hazards at each stage of the food handling and preparation process and implement procedures to minimise risks, including ordering, delivery, storage, thawing, preparation, cooking, cooling, post-cooking handling, reheating, and serving	R	√	√	√
Ensure cross-contamination measure are in place, particularly for children with diagnosed allergies (<i>see Anaphylaxis and Allergic Reactions Policy & Asthma Policy</i>)	√	√	√	√
Ensure food preparation and storage areas, equipment, and utensils are clean, well maintained, and in good working order	R	√	√	√
Ensure children's lunchboxes are stored indoors, away from heat sources (including direct sunlight), and refrigerated when necessary	R	√	√	√
Supervise children during meals (<i>see Supervision of Children Policy</i>)		√	√	√
Discourage children from sharing food, drink bottles, or food utensils		√	√	√
Ensure staff, parents/carers, and others attending the service are aware of acceptable and responsible practices for consuming hot drinks (<i>see Procedures (below)</i>)	R	√	√	√
Inform the service coordinator (or another staff member) of any outbreaks of gastroenteritis or suspected food poisoning at the service (<i>see Dealing with Infectious Diseases Policy</i>)		√	√	√
Inform DE and parents/carers if an outbreak of gastroenteritis or suspected food poisoning occurs at the service (<i>see Dealing with Infectious Diseases Policy</i>)	R	√		

Contact the Communicable Disease Section, DH, if an outbreak of two or more cases of gastrointestinal illness occurs within a 48-hour period (<i>see Definitions and Sources</i>)	R	√		
Monitor and manage pests and vermin on the premises	R	√		

BACKGROUND & LEGISLATION

BACKGROUND

Food safety is essential at kindergarten as young children are more vulnerable to foodborne illness. Foodborne illness (including gastrointestinal illness) may be caused by bacteria, viruses, parasites, chemicals, or foreign objects present in food. Food provided by a children's service must be safe for consumption, free from contamination, and not deteriorated or spoiled.

Safe food practices reduce the risk of severe allergic reactions, such as anaphylaxis, by preventing cross-contamination of food provided to children with diagnosed allergies (*see Anaphylaxis and Allergic Reactions Policy & Asthma Policy*).

At Denzil Don Kindergarten, we have a duty of care to protect children from hazards. Under the *Occupational Health and Safety Act 2004*, our service must provide a safe and healthy environment for staff, children, families, and visitors. All individuals at the service share responsibility for following safe practices and procedures.

The *Food Act 1984* aims to minimise foodborne illness by ensuring food is safe, suitable for consumption, and properly handled across all stages of preparation and storage. Local councils in Victoria classify food premises based on risk levels.

Denzil Don Kindergarten is classified as a **Class 4 (low risk)** food premise as we:

- Occasionally participate in food experiences with the children
- Provide and serve cut fruit and vegetables for children enrolled in After Kinder Care (AKC).

As a Class 4 service, we are not required to have a formal food safety program, appoint a food safety supervisor, or undergo routine council inspections. However, we must ensure staff have the appropriate skills and knowledge to handle food safely.

LEGISLATION & 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
- Education and Care Services National Regulations 2011
- 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: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms, see the Definitions File located online: <https://denzildonkinder.org.au/policies/> OR in the Policies Folder in the kindergarten office.

Communicable Disease Section: requirements for communication and advice in relation to infectious diseases on behalf of the Secretary of the Victorian DH.

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.

SOURCES & RELATED POLICIES

SOURCES

Food Safety Policy – Date reviewed: 24/05/2026

Denzil Don Kindergarten – admin@denzildonkinder.org.au

- [Food safety library](#)
- [A guide to the management and control of gastroenteritis outbreaks in children's centres](#)
- [Introducing Standard 3.2.2A: Food safety management tools](#)
- DoFoodSafely: [Free online food safety program](#)
- Food Standards Australia and New Zealand: [Food Standards Code](#)
- Kidsafe Australia: [BurnSafe Resources](#)
- www.health.vic.gov.au/public-health/food-safety
- The Royal Children's Hospital Melbourne: [Kids Health Info](#)
- Victorian Government Better Health Channel: [Food safety and storage](#)
- Victorian Government: [Healthy Eating Advisory Service](#)

RELATED POLICIES

- Administration of First Aid
- Anaphylaxis and Allergic Reactions
- Asthma Management
- Child Safe Environment and Wellbeing
- Dealing with Medical Conditions
- Dealing with Infectious Diseases
- Diabetes and Seizures
- Excursions, Regular Outings and Service Events
- Hygiene
- Incident, Injury, Trauma and Illness
- Interactions with Children
- Nutrition, Oral Health and Active Play
- Occupational Health and Safety
- Staffing
- Supervision of Children

EVALUATION

To assess whether the values and purposes of the policy have been achieved, we will:

- seek feedback from all parties affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- 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 all stakeholders affected by this policy at least 14 days before any significant change is made to the policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

PROCEDURES

- **Procedure 1: Managing hot drinks at the service**

ATTACHMENTS

NIL

AUTHORISATIONS

This policy was adopted by the approved provider of Denzil Don Kindergarten on 24/05/2026.

REVIEW DATE: 24 / MAY / 2028

PROCEDURE 1: MANAGING HOT DRINKS AT THE SERVICE

Hot drinks pose a significant risk of scalds and burns to young children and will be managed according to the following procedures:

- Prepare and consume hot drinks only in areas not accessible to children
- Do not take or consume hot drinks in any area where children are present
- Inform staff, parents/carers, students, volunteers, and visitors of the service's hot drink procedures
- Ensure children do not access hazardous areas where hot drinks may be present
- Ensure a staff member with current first aid qualifications is always present
- Promote awareness of burn and scald prevention or management and treatment, where appropriate.