

FOOD SAFETY

QUALITY AREA 2 | ELAA version 1.2



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

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*.

SCOPE

This policy applies to all service staff, students, volunteers, parents/carers, children, and others attending the programs and activities of Denzil Don Kindergarten

Responsibilities	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	All service staff	Parents/carers	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that all service staff and volunteers at the service implement adequate health and hygiene practices, and safe	R	R			

practices for handling, preparing and storing food, to minimise risks to children being educated and cared for by the service (Regulation 77(1)(2))					
Ensuring children have access to safe drinking water at all times and are offered food and water appropriate to the needs of each child on a regular basis throughout the day (Regulation 78)	R	R			
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	R	√			
Complying 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 program and employing a food safety supervisor if required (refer to Background and Sources)	R	√	√		√
Keeping records of important food safety information, including how the service safely receives, stores, processes, displays, and transports potentially hazardous food, and cleans and sanitises food prep areas	R	√			
Ensuring all staff that handle food (Food Handlers (refer to Definitions), complete a food safety training course (refer to Sources) per the requirements under the Food Act 1984 if they are Class 1 service (refer to Background)	R	R	R		R
Ensuring staff members of Class 4 services (refer to Background) have the skills and knowledge needed to safely handle food in their work roles	R	√	√		√
Providing parents/carers with a copy of this policy, and with up-to-date information on the safe provision of food for their children (refer to Sources)	R	√			
Ensuring that all service 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	R				
Ensuring students, volunteers, and casual and relief staff at the service are informed of this policy.	R	√			√
Monitoring staff compliance with food safety practices (refer to Sources)	R	√			
Ensuring that good hygiene practices are maintained at the service (refer to Sources and Hygiene Policy)	R	√	√		√
Being aware of safe food practices and good hygiene practices (refer to Sources and Hygiene Policy), and undergoing training if required	R	√	√		√
Displaying hygiene guidelines/posters and food safety guidelines/posters in the food areas of the service for reference during preparation and distribution of food to children (refer to Sources and Hygiene Policy)	R	√			
Ensuring that this policy is referred to when undertaking risk assessments for excursions and other service events	R	√	√		√

Ensuring measures are in place to prevent cross-contamination of any food given to children with food allergies (<i>refer to Anaphylaxis and Allergic Reactions Policy and Asthma Policy</i>)	R	√	√		√
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	R	√	√		√
Ensuring that all facilities and equipment for food preparation and storage are clean, and in good repair and working order	R	√	√		√
Ensuring that children's lunchboxes are kept indoors, away from heat sources (including direct sunlight)	R	√	√		√
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				√	
Contacting local council to determine requirements prior to selling food at a fête, food stall or other service event. Such requirements may include completing a <i>Food Act</i> notification form and/or a statement of trade form	R	√			
Monitoring pests and vermin from the premises	R	√			
Contacting the Communicable Disease Section, DH (<i>refer to Definitions</i>) if there is an outbreak of two or more cases of gastrointestinal illness in a 48-hour period (refer to Sources)	R	√			
Informing DE and parents/carers if an outbreak of gastroenteritis or possible food poisoning occurs at the service (<i>refer to Dealing with infectious Diseases Policy</i>)	R	√			
Ensuring staff, parents/carers and others attending the service are aware of the acceptable and responsible practices for the consumption of hot drinks	R	√	√	√	√
Ensuring parents/carers 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 (<i>refer to Enrolment and Orientation Policy</i>)	√	√	√	√	√
Keeping up to date with current legislation, standards, policy, information and resources relating to food safety	√	√	√		√
Discussing food safety with children to increase awareness and assist in developing safe practices		√	√		√
Discouraging children from sharing drink bottles at the service		√	√		√
Ensuring children do not share lunches to minimise risks in relation to children with food allergies		√	√		√
Providing adequate supervision of children while they are eating (<i>refer to Supervision of Children Policy</i>)		√	√	√	√
Teaching children to wash and dry their hands (<i>refer to Hygiene Policy</i>): 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/carers to discuss a child's nutritional requirements, food allergies or food sensitivities, and informing their educators where necessary		✓	✓	✓	✓
Seeking input from parents/carers on cultural values or religious expectations regarding food handling, provision and consumption		✓	✓	✓	✓
Maintaining good personal and kitchen hygiene (<i>refer to Sources and Hygiene Policy</i>)	R	✓	✓	✓	✓
Washing hands prior to participating in food preparation and cooking activities		✓	✓		✓
Washing all fruits and vegetables thoroughly (if provided by the service)		✓	✓		✓
Covering all wounds/cuts on hands or arms with wound strips or bandages		✓	✓		✓
Wearing disposable gloves when handling food		✓	✓		✓



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 and Allergic Reactions 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/carers, 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.

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 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, and crackers are classified as Class 4 (low risk). Class 4 services are not required to have a food safety program or supervisor, or an annual council inspection.

Denzil Don Kindergarten is a Class 4 food premise.

Class 4 services must ensure that staff have the skills and knowledge needed to safely handle food. 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: <https://www.health.vic.gov.au/food-safety/food-business-classifications>

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
- 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: responsibility for communication and advice in relation to infectious diseases on behalf of the Secretary of the Victorian DH.

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*.

Food allergies: some foods and food ingredients, or their components, can cause severe allergic reactions including anaphylaxis (*refer to Anaphylaxis and Allergic Reactions 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 handler: a person directly engaging in the handling of food, or who handles surfaces likely to be in contact with food (such as crockery, utensils, cooking equipment and surfaces) for a business.

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.

SOURCES AND RELATED POLICIES



SOURCES

- Department of Health: [Food safety library](#)
- Department of Health Services (2019): [A guide to the management and control of gastroenteritis outbreaks in children's centres](#)
- Department of Health: [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](#)
- Kidsafe Australia: telephone (03) 9036 2306 or email: info@kidsafevic.com.au.
- Telephone: 1300 364 352 (free call within Australia)
Email: foodsafety@health.vic.gov.au
Website: 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, 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
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk ([Regulation 172 \(2\)](#)).



ATTACHMENTS

- Attachment 1: Responsible consumption of hot drinks at the service



AUTHORISATION

This policy was adopted by the approved provider of Denzil Don Kindergarten on 07/11/2025.

REVIEW DATE: 07 / NOVEMBER / 2027

ATTACHMENT 1. RESPONSIBLE CONSUMPTION OF HOT DRINKS AT THE SERVICE

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 Australia*). 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.

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/carers 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/carers 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
- 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.