

Nutrition/Food/Beverages/Dietary Policy- Centre Prepared

NATIONAL QUALITY STANDARD (NQS)

QUALITY AREA 2: CHILDREN'S HEALTH AND SAFETY		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	
77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures

RATIONALE

The 2007 *National Children's Nutrition and Physical Activity Survey* found that the dietary patterns of many Australian children are less than optimal with high consumption of salt and saturated fat, and low consumption of fruit and vegetables. Given that children are increasingly spending long periods of time in centre-based care, early childhood educators can role model healthy eating and encourage young children to make healthier food choices. This will contribute to the prevention of weight problems in children, allowing children to thrive physically, socially and intellectually, and in turn contribute to prevention of nutrition-related chronic diseases.

Educators at KAZ Early Learning Centre are committed to providing a varied nutritional diet that is safe, appetising and above the recommended daily intake of nutrients for children.

The basis of good nutrition is providing and/or promoting a variety and selection of food that fosters each child's growth and development, their capacity to learn and their overall future.

Meal times are social occasions with children and educators eating together and interacting appropriately. Educators encourage good eating habits and appreciation of food by talking to the children about their food while they are eating. Educators assist children who require help.

Teaching young children to eat wisely and moderately is an investment in each child's future. Dietary habits are established early in life. The habits young children learn will significantly affect their future.

AIMS

To provide for and/or accommodate, as far as possible, children with special dietary requirements.

To ensure the importance of hygiene in preparation, serving and storing food.

To provide families with information to assist them in the fulfilment of the responsibility for the provision of their child's dietary needs and the development of healthy eating habits.

Educators will attend Munch and Move professional development training or receive similar training and information;

Educators will have access to the Get Up & Grow: Healthy Eating and Physical Activity Guidelines for Early Childhood; and

Staff employed to prepare meals will be qualified in an approved training course on food handling, nutrition and hygiene, and be provided with ongoing professional development opportunities to refresh their knowledge of children's dietary needs, food handling and hygiene procedures. To enrich children's learning in regard to food nutrition and healthy eating habits

FOOD SAFETY

Young Children are particularly vulnerable to food poisoning. Staff and volunteers at a children's service must take extra care when preparing, cooking and serving foods for young children to prevent the risk of food poisoning. (www.foodauthority.nsw.gov.au).

Food poisoning bacteria come from three sources:

Food Handlers: staff involved in food preparation and serving can carry Salmonella, Staphylococcus aureus and Clostridium perfringens.

The Food Itself: food can contain dangerous food poisoning bacteria when it is brought into the food preparation area or as a result of careless handling during preparation.

The Environment: the spores of bacteria can be found in the dust in food preparation areas. All types of food poisoning bacteria can be spread through cross contamination.

The ten most common causes of food poisoning are:

- Food prepared too far in advance;
- Food stored at room temperature, i.e. not refrigerated;
- Cooling food too slowly prior to refrigeration;
- Not re-heating food to a high enough temperature to destroy food poisoning bacteria;
- The use of cooked food contaminated by food poisoning bacteria;
- Undercooking meat and meat products;
- Not thawing frozen meat and poultry thoroughly before cooking;
- Cross contamination from raw to cooked foods;
- Storing hot food below 60 °C; and
- Infected food handlers.

FOOD SAFETY PROCEDURES

In the interest of the safety and well being of the children, educators/staff, and families at KAZ Early Learning Centre it is essential to have adequate procedures and policies in place to secure safe food handling and hygiene practices that meet Work Health and Safety Standards, and current Food Safety Standards.

Food Safety Plan

KAZ Early Learning Centre's *Food Safety Plan* will be adhered to by the cook and staff.

KAZ Early Learning Centre educators/staff members endeavour to promote health and hygiene by ensuring food contamination is avoided at all times by consistently maintaining very high standards in personal hygiene.

Educators/Staff employed to prepare meals will be qualified in an approved training course on food handling, nutrition and hygiene, and be provided with ongoing professional development opportunities to refresh their knowledge of children's dietary needs, food handling and hygiene procedures.

Food will be stored at the correct temperature to prevent food poisoning bacteria from thriving. Educators/Staff members will read directions on all food packaging to ensure the contents are correctly stored.

The area where food is to be prepared is to be used for that reason only.

Educators/Staff will serve food at the appropriate temperatures.

Educators/Staff members will ensure that tables have been cleaned, disinfected and then wiped with water and dried before and after each meal.

Educators/Staff members and children will wash their hands both before and after serving and eating.

Educators/Staff members will wash their hands or wear gloves before serving food.

Educators will supervise children at all times whilst they are eating.

Educators will encourage all children to be seated while eating and drinking, educators will model correct procedures to children by sitting with the children during meal times.

Food tongs are used when serving food. Educators will model appropriate practices with food handling and hygiene.

Children will be encouraged, as age and culturally appropriate, to use cutlery in a correct manner. In order to prevent cross infection children are not to share food and /or utensils. New utensils or replacement food will be provided if food or cutlery have fallen on the floor.

Foods that may cause choking will be avoided.

Any food brought from home should be labelled with the child's name and stored appropriately.

KAZ Early Learning Centre has designated areas that are both safe and hygienic, for food preparation and storage. These include a stove or microwave, sink, refrigerator, suitable disposal facilities and hot water supply. The kitchen is a food preparation area and will not be used for any other purpose. Educators/Staff members are discouraged from using the kitchen other than for the preparation of food and associated activities.

Facilities for the preparation and storage of food are designed, located and maintained so as to prevent children from gaining access to any harmful substance, equipment or amenity. The kitchen areas has a half gate, to prevent unsupervised entry by children into the kitchen.

Gloves are changed regularly, but wearing gloves does not eliminate the need to wash hands. Only the hand basin is to be used for the washing of hands. Hands will be washed thoroughly with soap products and dried with paper towel before commencing work, whenever soiled and after work.

Tea towels are used once and washed. Dishcloths and scourers are washed and dried daily.

All cupboards and surfaces are regularly cleaned.

The kitchen has pest control treatment every six months.

Purchase of food

Food is purchased from reputable suppliers. Goods from suppliers are delivered in refrigerated trucks. Items from retail shops are transported and delivered to the service within half an hour of purchase. Perishables are transported in an esky with ice packs.

On delivery, frozen goods are immediately stored in the freezer, followed by items needing refrigeration.

All dated items are checked for use by dates and are stored so as to use the oldest first.

Dry goods are checked for use by dates and damage, and are stored so as to use the oldest first.

Food Storage

For the safety of all children, educators/staff & families, it is essential that KAZ Early Learning Centre monitors and maintains high quality food storage practices in order to minimise the risk of food born illness.

Food storage standards are determined by FSANZ and the relevant Authority. These state that:

- Food must be stored in areas designed for food storage.
- Refrigerators and freezers are to have thermometers.
- Raw food should be stored separately/below ready to eat food in the refrigerator.
- Foods should never be stored with chemicals and cleaning equipment, clothing or the personal belongings of educators/staff.
- Food containers should be in good condition and should be washed and sanitised before use.
- Canned food should be stored in a sealed container once opened and used.

Safe Food Storage will be facilitated by:

Educators/staff & management accessing and providing current information about food storage practices.

Educators/staff implementing the following procedures when storing food in the centre:

- Inspecting food items when they are received to ensure they are in appropriate condition (i.e. not in damaged packaging), are within their use by date and of the correct temperature.
- That they are then stored appropriately on receiving following the following key points:
 - All foods (dry, cold or frozen) are stored in the FIFO rule (first in first out) by rotating stock to make sure older stock is used first to prevent spoilage.
 - Store dry foods in sealed containers.

- Store foods on shelving.
- Placing food that has been removed from its original packaging in a container that has its use by date recorded.
- Ensure the storage area is dry, clean, well ventilated, not in direct sunlight and free from vermin/pests.
- Prevent vermin/pests by cleaning of any spills and removal of garbage.

FOR COLD STORAGE:

- All foods are covered, wrapped, dated and labelled.
- Foods are stored at the correct temperatures cold foods less than 5 degrees Celsius and frozen foods less than minus 18 degrees Celsius.
- Store foods on fridge shelves.
- Milk is stored on shelf in refrigerator, not on door shelf.
- Store raw and cooked foods separately in the fridge – never store raw food above cooked food as juices may drip and contaminate it.
- Store food once it has sufficiently cooled – foods will cool more quickly in smaller shallow containers.
- Clean fridge and freezer regularly (weekly).
- Temperature of fridge and freezer will be recorded daily to ensure the food is being stored at appropriate temperature.

Hands are washed and gloves are worn when handling food, including frozen and raw food.

Food Preparation

To minimise cross infection, Educators/Staff will maintain hygiene and safety in the food preparation area, and when handling and serving food.

Chopping boards are colour coded according to the use. Separate cutting boards are used for raw meats. Boards are washed immediately after each use. Food is only out of the refrigerator for the minimum time needed to prepare. Cut fruit and vegetables are covered and kept in the refrigerator.

Cooking: Food is cooked at appropriate temperatures, always 100°C or above, until fully cooked. Hot food is either: served within twenty minutes; kept in oven at above 60°C for short time; or refrigerated.

Cooling: If food is not served immediately it is cooled and refrigerated. Food is only ever cooled for twenty minutes before refrigeration. Cooked food needs to cool to 5 degrees Celsius or colder as quickly as possible. Faster cooling times limit the time bacteria is able to grow or form toxins.

Reheating Foods: Food will not be re-heated, unless the child has missed their meal (e.g. if asleep). In this case if you reheat cooked and cooled food, you must reheat it rapidly to 60 degrees Celsius or hotter. You should aim to reheat food to 60 degrees Celsius within a maximum of two hours to minimise the amount of time that the food is at temperatures that favour bacteria growth or toxin formation.

Serving Food: Food is placed on the trolley and served to the children within ten minutes. Hands are washed and tongs or gloves are used and hair is back when handling food.

Food Disposal: Any remaining food is collected for the cooks chickens.

Trolleys: All utensils on the trolley, and the trolley itself, are washed and all linen changed daily.

Kitchen Benches: Kitchen benches and serving areas are cleaned constantly and sanitised at least daily.

The cook is required to tie hair up and cover hair completely with a hair net. All Educators/Staff serving food are required to wash hands before and after serving food and wear gloves at all times.

Educators/staff discuss with the children best practices for food preparation and hygiene as well as the reasons for these. This will be implemented through planned and spontaneous experiences.

NUTRITION and PROVISION OF FOOD AND BEVERAGES

PROCEDURES

A qualified cook is employed. A person is a qualified cook only if the person holds a certificate provided by a registered training organisation attesting to the person's successful completion of an approved training course in food handling, nutrition and hygiene.

A copy of the cook's certificate is displayed on the premises in a prominent position.

All children will have access to safe drinking water at all times.

All children are offered food and beverages appropriate to the needs of each child on a regular basis throughout the day. Food and beverages provided are nutritious and adequate in quantity, in consideration of growth and development needs, any known food allergies and intolerances of specific children, and in line with recommended dietary guidelines, and will take into consideration each child's individual dietary requirements, growth and development needs and any specific cultural, religious or health requirements.

KAZ Early Learning Centre displays an accessible menu which accurately describes the food and beverages provided by the service each day. The menu is diverse and will reflect the cultural backgrounds of families and the local community. The service provides families with daily information about their child's intake of food and drinks throughout that day.

Educators and staff follow the service's Food Safety Plan to ensure they implement adequate health and hygiene practices and use safe practices for handling, preparing and storing food to minimise risks to children.

Educators ensure that as per the Medical Conditions Policy the Service shall remain a nut free/allergy aware Service and that all dietary requirements relating to medical conditions are adhered to.

The service will provide families with up to date information on dietary requirements of young children to ensure optimal growth and development, and provide families with opportunities to discuss ways to maximise the health and well-being of their child/ren.

When a child is in care for 8 hours or more they will receive one main meal and two snacks, where the child is in care for 10 hours an extra snack will be provided.

Foods of low nutritional value will be minimised, including foods high in fat, and sugar or highly processed. Menu planning will ensure the maximum use of fresh products and ingredients. Children with special dietary needs (such as allergies/ intolerances, vegetarian diets and cultural / religious beliefs) will be provided an alternative meal.

Parents/Guardians will provide details of their child's food requirements on enrolment and it is the parent's/guardians responsibility to update this information with the Service.

In the case of severe allergies, educators/staff will ensure the child does not have access to these foods and they will manage the individual situation as per KAZ Early Learning Centre Medical Conditions-*Anaphylaxis Policy* and *Child's Management Plan*.

Parents/Guardians will be informed daily of the amount of food consumed by each child.

Drinking water will be available at all times throughout the day and served at meal times.

Children will always be offered a variety of food allowing them to make choices of food.

Children will be encouraged to taste new foods; however no educator/staff member will force any child to eat.

Children may have more than one helping of meals, at the educator's discretion.

If a child chooses not to eat their main meal, they will still be offered their second course. No educator/staff member will withhold food from any child unless otherwise specified by a parent/guardian, medical practitioner or specialist.

Milk will be served and soymilk will be served as a substitute for cow's milk.

Non-meat meals should contain eggs; cheese or legumes and a vitamin C source will be served to help enhance the absorption of iron.

Children's eating utensils and furniture used when eating are of a size and shape that encourages the development of eating skills and independence in eating by the children.

All mealtimes are positive, relaxed and social. Healthy eating is promoted through educators role modelling and eating with the children. Children are encouraged to make healthy food choices. Children are positively involved in mealtimes, they are encouraged to try new foods, and their food likes and dislikes are respected. Educators are to sit with children during meal times and encouraged to eat a child size portion, to encourage good eating habits and positive conversation amongst the children.

After all children have been offered second helpings any remaining food will be offered to the educators/staff during their breaks. Leftover food will not be reheated for children - it shall be discarded into the chicken food bucket. Chicken is not to be placed in the bucket.

Menu Planning:

Menu will be planned in conjunction with the Approved Provider and cook. They will ensure that all food provided is consistent with the [Australian Dietary Guidelines](#).

Menus will be displayed for parents/ guardians to view, have input and make suggestions.

Drinking water will be available at all times throughout the day and served at meal times.

Educators sit with children during meal times to encourage good eating habits and positive conversation amongst the children.

Educators throughout the day role model healthy food and drink choices.

Children will be encouraged to taste new foods; however no staff member will force any child to consume food that they do not wish to. In the case of a child not liking a meal, the Service will have a supply of extra food available to ensure that all children eat throughout the day.

Meal times will provide opportunities for children to practice their independence.

Strategies are in place to ensure that food is not used as a reward or incentive for children.

Parents/Guardians are requested to not send any food to the Service unless requested by the educators (e.g. special occasions, children with allergies etc)

Educators/Staff members will be aware of children with allergies when serving food.

In the case of severe allergies educators/staff will ensure the child does not have access to these foods and the service manages the individual situation as per KAZ Early Learning Centre's Medical Condition- *Anaphylaxis and Allergy Policy* and the child's individual *Allergy Management Plan*.

Children with special dietary needs (such as allergies/ intolerances, vegetarian diets and cultural / religious beliefs) will be respected. Parents/guardians are asked to provide details of their child's food needs on enrolment and it is the parents'/ guardians' responsibility to update this information with the service.

KAZ Early Learning Centre is an allergy aware environment. Prominent signs will remind parents/guardians of this.

**Nutrition Curriculum
PROCEDURE**

Educators will engage children in learning experiences that are fun and enjoyable and incorporate key messages around healthy eating, which are guided by the EYLF principles and Munch and Move Program and incorporate the child's identity.

The six key messages that form the basis of the Munch and Move Program are:

- Encourage and support breastfeeding
- Choose water as a drink
- Eat more fruit and vegetables
- Choose healthier snacks

- Get active each day
- Turn off the television and computer and get active

Children will be encouraged, where appropriate, to participate in hands on experience in food preparation.

The foods being served to the children will be discussed with them, educators and children will discuss nutritional value, origin of meal and taste etc.

Families will have access to information about food and nutrition through newsletter, pamphlets and displays. Where possible this information will be available in the family's home languages.

Educators will encourage parents/guardians to refrain from allowing their children to bring foods into the Service such as cake, sweets and chips. However, on special occasions such as cultural days or end of year parties parents/guardians are invited to bring in food to celebrate with other children and educators. On these occasions, parents/guardians will be provided with information and policy materials regarding allergies and intolerances e.g. nuts. On these occasions, foods brought to the Service by families must be labelled with ingredients.

Food from home may be brought in for a child needing special dietary requirements where the Service cannot provide the food or when there are special events or celebrations.

Families are consulted to ensure those individual children's needs and likes/dislikes in relation to food are met. This is done through the enrolment form, parent/guardian surveys and discussion between parents/guardians and educators.

Families are encouraged to provide input into the planning and selection of food for menus. The service consults with families when updating menus and provides opportunities inviting parents/guardians to contribute ideas such as nutritionally balanced recipes children enjoy at home.

Families will be provided with current information about recommended guidelines around dietary requirements, screen time and physical activity. The service will provide resources and information to educate families relating to the nutritional needs of children. Information will be distributed through newsletters, parent/guardian information nights and resource pamphlets will be available in the family library and where possible will be translated into family's home languages.

Birthday Celebrations

To celebrate children's birthdays, a cake or cupcakes will be baked either by the cook or as a programmed experience with the children.

Parents/Guardians are welcome to be a part of their child's celebration and join in at the Service on the day.

Educators/Staff and children's birthdays will be celebrated with the children at afternoon tea.

KAZ Early Learning Centre Related Policies and Procedures:

Hygiene and Infection Control
 Medical Conditions Anaphylaxis and Allergy
 Enrolment and Orientation

Appendices:

Enrolment Form
 Allergy Management Plan
 Action Plan for Anaphylaxis

Related Statutory Obligations & Considerations**Australian Children’s Education and Care Quality Authority (ACECQA)**

<http://www.acecqa.gov.au/>

Children (Education and Care Service) National Law (NSW) 104a

<https://www.legislation.nsw.gov.au/#/view/act/2010/104a/full>

Department of Education

<http://www.dec.nsw.gov.au/what-we-offer/regulation-and-accreditation/early-childhood-education-care>

Department of Health

<http://www.health.gov.au/internet/publications/publishing.nsf/Content/nhsc-guidelines~aus-guide-healthy-eating>

Early Childhood Australia

<http://www.earlychildhoodaustralia.org.au/parent-resources/childrens-health-nutrition/>

Early Years Learning Framework (EYLF)

http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-Kit/belonging_being_and_becoming_the_early_years_learning_framework_for_australia.pdf

Education and Care Services National Regulations

<https://www.legislation.nsw.gov.au/#/view/regulation/2011/653>

Get up & Grow Resource

<http://www.health.gov.au/internet/main/publishing.nsf/content/phd-early-childhood-nutrition-resources>

Healthy Kids

<https://www.healthykids.nsw.gov.au/campaigns-programs/about-munch-move.aspx>

National Quality Framework (NQF)

<http://acecqa.gov.au/national-quality-framework/>

National Health and Medical Research Council Dietary Guidelines for Children and Adolescents in Australia

www.nhmrc.gov.au

NSW Food Authority

www.foodauthority.nsw.gov.au

Amendment

Updated web links, NQS added

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Family, Educator and Staff Comments: