

Food Safety Policy

Quick reference: food and drinks safety | food safety | food handling requirements | food preparation | cooking | food storage and display | cleaning procedures for food handling areas | food safety training | food safety standards | health and hygiene for food handlers | food receipt | serving food | transporting food | cooking with children | birthday cakes | food allergies | allergens

PURPOSE AND BACKGROUND

- (1) To set out how we ensure that all food that we prepare, store and serve is safe and suitable to eat, and that our practices are in line with Victorian food laws, and the Australian New Zealand Food Standards Code (FSANZ)
- (2) This policy is a requirement under the *Education and Care Services National Regulations*. The approved provider must ensure that policies and procedures are in place for health and safety matters in relation to food and beverages (s 168). We must also ensure that staff implement adequate health and hygiene practices and safe practices for handling, preparing and storing food (s 77), and that our premises, furniture and equipment are clean and well maintained (s 103)
- (3) This policy covers the food safety requirements for our service

SCOPE

- (4) This policy applies to:
 - ‘Staff’: the approved provider, paid workers, volunteers, work placement students, and third parties who carry out child-related work at our service (e.g., contractors, subcontractors, self-employed persons, employees of a labour hire company)
 - Children who are in our care, their parents, families and care providers
 - Visitors to our service who carry out child-related work, including allied health support workers

DEFINITIONS

- (5) The following definitions apply to this policy and related procedures:
 - ‘Handling of food’ includes the making, manufacturing, producing, collecting, extracting, processing, storing, transporting, delivering, preparing, treating, preserving, packing, cooking, thawing, serving or displaying of food
 - ‘Parents’ includes guardians and persons who have parental responsibilities for the child under a decision or order of court

- 'Potentially hazardous food' means food that must be kept at certain temperatures to: (a) minimise the growth of any pathogenic microorganisms that may be present in the food; or (b) prevent the formation of toxins in the food
- 'Process', in relation to food, means activity conducted to prepare food for sale and includes chopping, cooking, drying, fermenting, heating, thawing and washing, or a combination of these activities
- 'Ready-to-eat food' means food that is ordinarily consumed in the same state as that in which it is sold, but does not include: (a) nuts in the shell; or (b) whole, raw fruits; or (c) vegetables that are intended for hulling, peeling or washing by the consumer
- 'Serve' means the act of setting out or presenting food to or for a person to eat that food and includes the following activities: (a) portioning food from a bulk tray or container into single serves and placing it on plates; or (b) presenting food in a bain-marie or other bulk food display unit for self-service; or (c) delivery of plated food
- 'Sanitisation' is the process of reducing microorganisms to a safe level (either through heat or with chemicals)
- 'Sterilisation' is the process of eliminating microorganisms
- 'Staff' refers to paid employees, volunteers, students, and third parties who are covered in the scope of this policy

POLICY STATEMENT

Our staff have food safety and hygiene skills and knowledge

- (6) Staff who handle food have the skills and knowledge to ensure the safety and suitability of food being prepared, stored and served at our service (*National Regulations s 77*) (Food Safety Standard 3.2.2)
- (7) The approved provider and nominated supervisor must provide staff with:
 - Detailed best practice procedures for food safety, health, hygiene and cleaning
 - External, in-house and on-the-job training as part of staff professional development programs
 - Food health and hygiene posters and checklists displayed on the walls for quick reference and reminders
 - Clear expectations for roles and responsibilities concerning food handling
 - Opportunities to discuss food safety and hygiene during staff meetings
 - Supervision, support and guidance

We have food handling controls in place

- (8) Staff must follow our food safety procedures (attached), which ensure that food is prepared, stored and served safely, minimising food safety risks (*National Regulations s 77*) (Food Safety Standard 3.2.2) [Note, if your service is not considered a food business, not all sections here will apply. You should delete/edit as required]
- (9) Our procedures meet Food Safety Standards and cover:
- **Food receipt** – we only accept food that is likely to be safe and suitable
 - **Food storage** - we store foods in a way that protects them from contamination and in the appropriate conditions
 - **Food processing/preparation** - we process food in a way that reduces the chances of food being contaminated
 - **Food display/serving food** - we protect food from being contaminated while we are serving or displaying it
 - **Food packaging** - if we are packaging up food for storing, we make sure it is fit for the type of food and length of time the food will be stored
 - **Food transportation** - at times, we may need to transport food – for example, from a supermarket, restaurant, caterer, or during an excursion etc. We take steps to ensure that this food remains safe and suitable while packing it up, transporting it, and unpacking it
 - **Food disposal** - we immediately dispose of any food that is not safe or suitable, or which we suspect is not safe or suitable

Managing high risk foods, allergies and special purpose foods

- (10) We have an ‘allergy aware approach’ to the prevention and management of anaphylaxis. We do not serve peanuts or tree nuts to children, and we ask staff, families and visitors not to bring food that contains nuts into our service.
- (11) If a child has a food allergy or other food related medical condition, we manage it according to our Medical Conditions Policy, which gives specific and detailed information about risk minimisation strategies, medical management plans, and communication plans for children (*National Regulations s 90*)
- (12) All bottles, drinks and lunchboxes from home must be labelled with the child’s name

Children have access to safe drinking water

- (13) Children have access to safe, drinkable water at all times (*National Regulations s 78*)
- (14) We use safe, drinkable water for preparing and cooking food, and washing hands, food areas, equipment, utensils, crockery, cups, cutlery, food contact surfaces etc

We have health and hygiene practices in place for handling food

- (15) Our food safety procedures (attached) meet the Food Safety Standards for health and hygiene, and ensure that the safety and suitability of food is not compromised (*National Regulations* s77) (Food Safety Standard 3.2.2)
- (16) The approved provider and nominated supervisor ensure that staff and children have the skills, information and equipment they need to maintain consistently high standards of health and hygiene (see our Health, Hygiene and Cleaning Policy)
- (17) Staff must report any issues or problems about health or hygiene to their supervisor/nominated supervisor

Personal hygiene practices

- (18) Our personal health and hygiene for food handlers procedure (attached) requires staff to take practical measures to prevent their body, anything from their body, or anything that they are wearing from contaminating food or food contact surfaces
- (19) Staff and children follow our hand hygiene procedure (in our Health, Hygiene and Cleaning Policy), particularly after toileting, before and after handling or eating food
- (20) We do not allow children to share food, bottles, plates or utensils
- (21) Staff are strictly forbidden from spitting, smoking or using tobacco or similar substances at our service

Health of food handlers

- (22) Staff who are sick must not handle food
- (23) Any staff member who has, or suspects they might have, a foodborne disease must:
 - Report this to their room leader/food safety supervisor and the nominated supervisor/approved provider and follow our infectious disease exclusion procedure (in our Dealing with Infectious Diseases Policy)
 - Not handle food if there is a reasonable likelihood they are infectious
 - Get clearance from a doctor before handling food at the service again
- (24) The nominated supervisor must ensure that any instances of illness in food handlers is managed according to our Dealing with Infectious Diseases Policy

We have cleaning, sanitising and maintenance practices in place

- (25) The approved provider and nominated supervisor ensure that staff have the skills, resources, and equipment they need to maintain consistently high standards of cleanliness so that there is no build-up of: garbage (except in garbage containers), recycled matter (except in containers), food waste, dirt, grease or other visible matter (Food Safety Standard 3.2.2)

- (26) Our cleaning and maintenance procedures, as well as the design and construction of our premises and the equipment we use, meet the Food Safety Standard 3.2.3 – Food premises and equipment, which aims to minimise opportunities for food contamination
- (27) Staff follow our cleaning, waste management and pest control procedures (in our Health, Hygiene and Cleaning Policy) to minimise the chance of food becoming contaminated and to discourage pests
- (28) Food-related areas, fixtures, fittings, equipment are kept clean and maintained according to our food safe cleaning, sanitising and maintenance procedure (attached)

Food safety training for food handlers

- (29) Staff who handle unpackaged and potentially hazardous food at our service must have completed a government approved food safety training course or have enough skills and knowledge in food safety and hygiene to keep food safe (e.g., they have extensive relevant experience in the food industry, have completed in-house education or a food safety induction course with another employer etc)
- (30) Food safety training is included as part of the induction process for new staff and in their ongoing professional development program. Refresher training is provided if there are significant changes to laws and regulations
- (31) We keep a record of all the food safety training our staff have undertaken so we can track when refresher training is due and to provide evidence to the regulatory authorities that we are complying with the Food Safety Standards

Certified food safety supervisor/s

- (32) As required, we always have at least one appointed certified food supervisor available at the service. They:
- Oversee food handling and manage the day-to-day food handling operations at our service
 - Are available to advise, train and supervise any food handlers while they are handling unpackaged potentially hazardous food to be served (this means they work on-site most of the time, and can be contacted by phone when they are not physically at the service). Note, for short absences (e.g. up to 30 days) we do not need to appoint another supervisor if the proper systems for food handling are in place (e.g. prior training of staff, instructions, checklists, written procedures/signage/posters)
 - Are responsible for ensuring that our service is handling food safely, and in accordance with the Food Safety Standards, so that food that is unsafe to eat is not served to children at our service
- (33) The approved provider must ensure that:

- Food safety supervisors have the authority and skills to manage and instruct others on the safe handling of food
- Food safety supervisors hold a 'food safety supervisor certificate' that is less than five years old, and that the certificate is from a registered training organisation and shows that the required competency units for the course have been completed
- The certificate is kept on the food safety supervisor's record - along with their written acceptance of their appointment to the role. We need to provide these documents to authorised officers, if requested

'Evidence tool' – substantiating food safety management

- (34) We maintain records that show our service is handling food safety, including safely receiving, storing, processing, displaying, and transporting potentially hazardous food, and for cleaning and sanitising
- (35) Records are kept for at least 3 months

PRINCIPLES

- (36) We are committed to keeping everyone safe from food-related illnesses or reactions
- (37) We comply with all relevant legislation, regulations and standards for food safety. Our food handling, health, hygiene and cleaning practices go above and beyond minimum requirements
- (38) Food safety is a shared responsibility at our service and we have a culture that encourages food safety
- (39) We work to spot and fix any risks related to food safety before they become problems
- (40) Staff are given the training, resources and support they need to handle food safely
- (41) Food safety is part of our educational program and planning
- (42) Our governance, operations policies, risk management plans, procedures, systems and practices for food safety are best-practice and up-to-date

POLICY COMMUNICATION, TRAINING AND MONITORING

- (43) This policy and related documents can be found on our website and in our front office.
- (44) The approved provider and nominated supervisor provide information, training and other resources and support regarding the Food Safety Policy and related documents
- (45) All staff (including volunteers and students) are formally inducted. They are given access to, review, understand and formally acknowledge this Food Safety Policy and related documents

- (46) The nominated supervisor runs a professional development program for each staff member, which covers this policy
- (47) Roles and responsibilities are clearly defined in this policy and in individual position descriptions. They are communicated during staff inductions and in ongoing training
- (48) The approved provider and nominated supervisor monitor and audit staff practices through supervision and regular performance appraisal and address non-compliance. Breaches to this policy are taken seriously and may result in disciplinary action against a staff member
- (49) At enrolment, families are given access to our Food Safety Policy and related documents
- (50) Families are notified in line with our obligations under the *National Regulations* when changes are made to our policies and procedures

LEGISLATION (OVERVIEW)

Education and Care Services National Law and Regulations

Law	Description
s 167	Offence relating to protection of children from harm and hazards
Regulations	
s 73	Educational program
s 77	Health, safety and safe food practices
s 78	Food and beverages
s 79	Service providing food and beverages
s 82	Tobacco, drug and alcohol-free environment
s 88	Infectious diseases
ss 103 - 110	Physical environment – Centre-based services and family day care services
s 168	Education and care services must have policies and procedures
s 170	Policies and procedures to be followed
s 171	Policies and procedures to be kept available
s 172	Notification of change to policies or procedures

Other applicable laws and regulations

Act/ Regulation/Standard	Description
<i>Work Health and Safety Act 2011</i>	Describes the primary duty of care to people in the workplace

<i>Australia New Zealand Food Standards Code</i>	Covers mandatory food handling training requirements
<i>Food Act 1984 (VIC)</i>	Regulates the sale of food, ensuring that it is safe and suitable to eat
<i>Food Safety Regulations (VIC)</i>	

National Quality Standard

Standard/ Element	Concept	Description
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.3	Healthy lifestyle	Healthy eating and physical activity are promoted and appropriate for each child
2.2	Safety	Each child is protected
2.2.1	Supervision	At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazards
3.1	Design	The design of the facilities is appropriate for the operation of a service
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained
4.2	Professionalism	Management, educators and staff are collaborative, respectful and ethical
4.2.2	Professional standards	Professional standards guide practice, interactions and relationships
7.1	Governance	Governance supports the operation of a quality service
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service
7.1.3	Roles and responsibilities	Roles and responsibilities are clearly defined, and understood, and support effective decision-making and operation of the service
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community
7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated and individual plans are in place to support learning and development

My Time, Our Place (MTOP) V2.0

MTOP Outcome	Key component
3: CHILDREN AND YOUNG PEOPLE HAVE A STRONG SENSE OF WELLBEING	<ul style="list-style-type: none"> Children and young people become strong in their physical learning and wellbeing Children and young people are aware of and develop strategies to support their own mental and physical health, and personal safety

National Principles for Safe Organisations

Most relevant principles
Child safety and wellbeing is embedded in organisational leadership, governance and culture

Policies and procedures document how the organisation is safe for children and young people

SOURCES

Education and Care Services National Law and Regulations | National Quality Standard | Australia New Zealand Food Standards Code | Safe Food Australia – A guide to the Food Safety Standards | NHMRC's Staying Healthy - Preventing Infectious Diseases in Early Childhood Education and Care Services 6th edition | NHMRC's Infant Feeding Guidelines: information for health workers 2012 (current) Australian Government Department of Health (StartingBlocks.gov.au) and state/territory guidelines for health and hygiene in childcare | State/territory food legislation | Best Practice Guidelines for Anaphylaxis Prevention and Management in Children's Education and Care Services V2.1, 2023

RELATED DOCUMENTS

Key Policies	Child Safe Environment Policy Health, Hygiene and Cleaning Policy Physical Environment Policy Dealing with Infectious Diseases Work Health and Safety Policy Nutrition, Food and Beverages, Dietary Requirements Policy Medical Conditions Policy
Procedures	Roles and Responsibilities – Food Safety (attached) Food Safety Procedures (attached) Cleaning, Health and Hygiene Procedures (attached) Medical management plans (in Medical Conditions Policy) Dealing with Infectious Diseases Procedures (in Dealing with Infectious Diseases Policy)
Tools	I'm Alert and DoFoodSafely - free online food safety training programs

POLICY INFORMATION

Approval	Dina Kahn
Review	<p>Reviewed annually and when there are changes that may affect this policy or related procedures. The review will include checks to ensure the document reflects current legislation, continues to be effective, or whether any changes and additional training are required</p> <p>Reviewed: 23/3/25</p> <p>Date for next review: 23/3/26</p>

ROLES AND RESPONSIBILITIES – Food safety

Approved provider responsibilities (not limited to)

Ensure our service meets its obligations under the *Education and Care Services National Law* and *Regulations*, including to:

- Take every reasonable precaution to protect children from harm and hazards likely to cause injury
- Ensure that staff implement effective health and hygiene practices and safe practices for handling, preparing and storing food
- Ensure that children have access to safe drinking water at all times
- Ensure our premises, furniture and equipment are clean and in good repair

Ensure that our service's management, operations, policies, plans, (including risk management/action plans), systems, practices and procedures for food safety are appropriate in practice, up-to-date, best practice, and comply with all relevant legislation, standards and guidelines

Ensure this Food Safety Policy and related procedures are in place and available for inspection

Take reasonable steps to ensure our Food Safety Policy and related procedures are followed (e.g. through clear and accessible communication, and systemised inductions, training and monitoring of all staff – including volunteers, students)

Ensure we make and store records of food safety according to our policies and obligations

Regularly review this Food Safety Policy and related procedures in consultation with children, families, communities and staff

Notify families at least 14 days before changing this Health, Hygiene and Cleaning Policy if the changes will: affect the fees charged or the way they are collected; or significantly impact the service's education and care of children; or significantly impact the family's ability to utilise the service

Nominated supervisor / persons in day-to-day charge responsibilities (not limited to)

Ensure our service meets its obligations under the *Education and Care Services National Law* and *Regulations*, including to:

- Take every reasonable precaution to protect children from harm and hazards likely to cause injury
 - Ensure that staff implement effective health and hygiene practices and safe practices for handling, preparing and storing food
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- Ensure that children have access to safe drinking water at all times

Support the approved provider to ensure our premises, furniture and equipment are clean and in good repair

Support the approved provider to ensure that our service's management, operations, policies, plans, (including risk management/action plans), systems, practices and procedures for food safety are appropriate in practice, up-to-date, best practice, and comply with all relevant legislation, standards and guidelines

<Ensure that we are meeting our obligations under Victorian food laws and the Food Standards Code> < including for our food safety program, training, food safety supervision and record keeping> [delete if not applicable]

Implement this Food Safety Policy and related procedures

Take reasonable steps to ensure our Food Safety Policy and related procedures are followed (e.g. through clear and accessible communication, and systemised inductions, training and monitoring of all staff – including volunteers, students)

Monitor and maintain oversight of our service's food safety, cleaning, and hygiene protocols and schedules. Ensure that staff make and store records concerning food safety, cleaning, hygiene and pest control measures according to our policies and obligations

Contribute to policies and procedure reviews and risk assessments and plans in consultation with children, families, communities and staff. Support the approved provider to notify families of reviews and changes according to legislation and our policies and procedures

Educator / other staff responsibilities (not limited to)

Follow this Food Safety Policy and related procedures (including those aimed at reducing the spread of infectious diseases)

Model and teach children about food safety, health and hygiene practices

Record food safety, hygiene and cleaning activities in our logs, according to our procedures

Record and report any food safety, health or hygiene hazards, incidents or breaches according to the relevant procedure

Carry out day-to-day routine food safety, hygiene, cleaning and tidying according to our procedures

Food Safety Procedures

Introduction

- These procedures apply to our [Food Safety Policy](#)
- Related procedures are located in our [Health, Hygiene and Cleaning Policy](#) and [Dealing with Infectious Diseases Policy](#)
- 'Parents' includes guardians and persons who have parental responsibilities for the child under a decision or order of court
- 'Staff' refers to paid employees, volunteers, students, and third parties who are covered in the scope of the related policy

Attachments

- [Appendix C](#) - Personal health and hygiene for food handlers
- [Appendix D](#) - Food receipt
- [Appendix E](#) - Food storage
- [Appendix F](#) - Food processing (preparing and cooking)
- [Appendix G](#) - Serving food safely
- [Appendix H](#) - Food transportation
- [Appendix I](#) - Cooking with children safely
- [Appendix J](#) - Food safe cleaning, sanitising and maintenance
- [Appendix K](#) - Example job description for cooks

PROCEDURE – Personal health and hygiene for food handlers

When to use this procedure

- When handling food: e.g., receiving or packing deliveries of food, packaging and storing food, processing food, serving food, cleaning and maintaining food equipment, utensils and areas

Follow hand hygiene procedure

1. Always follow our hand hygiene procedure (in our [Health, Hygiene and Cleaning Policy](#)) when handling and serving food
2. In particular, wash hands frequently while handling foods, before and after handling food, and after handling raw food (e.g., meat, eggs), toileting or handling rubbish
3. Dry hands with a clean towel, disposable paper towel or under an air dryer

Wear the appropriate clothing and footwear

1. Wear clean clothes with a clean apron over the top
2. Wear enclosed shoes
3. Don't wear jewellery, except for plain-banded rings and earrings
4. Keep your spare clothes and other personal items (e.g., handbags, phones, keys) away from food handling areas and equipment
5. Remove your apron when leaving the kitchen or food preparation area

Keep body and body fluids away from food and food handling areas/equipment

1. Avoid unnecessary contact with ready-to-eat foods (e.g. salads, cooked meats)
2. Tie back or cover long hair
3. Keep fingernails trimmed and clean
4. Always wear gloves if you are wearing nail polish, nail decorations or artificial nails, or have long fingernails
5. Cover cuts with a blue or other highly visible coloured band-aid and wear gloves over the top
6. Don't eat, sneeze, blow air out of your mouth or cough over unprotected food
7. Do not spit anywhere at the service

Do not handle food if you are sick or have an infection

1. Do not handle food if you have an infectious illness or skin, eye, ear or nose infection

2. If you have – or think you may have – an infectious disease, tell your supervisor and follow our Dealing with Infectious Diseases Policy
3. You must not handle food if you have or think you have a foodborne illness that could contaminate food or other people at our service
4. If you have diarrhea, vomiting, sore throat with a fever, fever, or jaundice, immediately inform your room leader and the nominated supervisor and do not return to food handling duties until you have been symptom free for at least 48 hours and have been cleared to return by a doctor

PROCEDURE – Food receipt

When to use this procedure

- When receiving food deliveries
- When purchasing food for the service

1. Only purchase food supplies from reputable suppliers
2. Schedule food deliveries for times when a trained staff member can receive and inspect the food on arrival
3. Inspect food on arrival:
 - Check that food packaging is all intact, without signs of damage, contamination, tampering, dents, tears, water damage
 - Check used-by date
 - Check any food labelling information meets FSANZ standards (product name, allergy information, batch ID, use-by date)
 - Check quality of fresh produce
 - Check eggs have been stamped with the producer's unique identifier, and are not cracked or dirty
 - Reject any poor quality, expired, damaged, contaminated, improperly labelled or spoilt goods
 - Periodically check the supplier's delivery van is clean and equipped with the right temperature controls (if applicable)
4. Do a temperature check of perishable foods to make sure they are at safe temperatures:
 - **Cold items: At or below 5°C**
 - **Frozen items: At or below -18°C**
 - **Hot foods: At or above 60°C**
5. Record temperature checks in the food receipt log
6. Cross-check the delivery against the order to make sure the right quantity and type has been delivered
7. Immediately pack away items, following our food storage procedure
8. If an item needs to be rejected, arrange for a refund/replacement from the supplier
9. Complete food receipt log and retain delivery receipts for auditing

PROCEDURE – Food storage

When to use this procedure

- When storing food, including leftovers

1. Maintain cleanliness and organisation in storage areas (fridges, freezers, pantries, cupboards, shelves etc)
2. Store food according to manufacturers' instructions
3. Store food at the right temperature:
 - Cold items: At or below 5°C – e.g., dairy, meats, poultry, seafood, eggs, some fresh produce, cut up fruit and vegetables, some condiments, left-overs etc
 - Frozen items: At or below -18°C
 - Dry foods: In a cool, dry area, ideally between 10-21°C – e.g., pasta, rice, flour, sugar, dry fruit, spices, some condiments, cans, packaged biscuits, cakes, bread, and some whole fresh produce etc
 - Perishable food for children brought from home: store in the fridge after removing it from any insulated containers
4. Use temperature gauges in fridges and freezers to check the temperature is right and log temperatures. Do not overload fridges/freezers with stock. Discard any food that has been stored in unsafe conditions
5. Make sure that all food items are labelled correctly (with name of item, use by date, allergy information)
6. Use the FIFO ('First In, First Out') system to put older stock before newer items, especially for perishable produce that has a shorter shelf life
7. Segregate food to prevent cross-contamination:
 - Raw and ready-to-eat foods – store raw meat, poultry, seafood separately on shelves below ready-to-eat foods like fruits, vegetables, prepared meals
 - Fruits and vegetables – store whole fruits and vegetables separate from raw meat, poultry and seafood. Store fruit and vegetables in clean, sanitised containers
 - Allergens – store food that contains allergens stored separately from other food (e.g., eggs, nuts, wheat, dairy, soy, sesame, seafood, some fruits and vegetables)
 - Purees - store cooked pureed food separately from raw foods
 - Chemicals – store chemicals separately from food
8. Store food in food-grade containers:

- Check that containers are clean, in good condition and have tightly sealed lids or foil/plastic film covers
- Discard any containers that are very worn or damaged
- Regularly replace old or deteriorated plastic containers and wrapping. Plastic containers and wrapping can leach chemicals as they age or if they are heated
- Where possible, use glass, ceramic or metal containers (rather than plastic)
- Do not use plastic containers to store acidic foods, such as cut up tomatoes or tomato dishes, vinegar, citrus juice
- Where possible, keep food in its original packaging. If you repackage it, re-label it with all the necessary information
- Do not use the same containers for storing chemicals or food, regardless of whether they have been used in between
- Do not store food in opened tins/cans

9. Store leftovers at the right temperature, for the right amount of time:

- Store leftover food within 2 hours of preparation (see 2-hour/4-hour rule in food processing procedure)
- Refrigerated leftovers can be stored for 2-3 days
- Frozen leftovers can be stored for 2-6 months, depending on the food type
- Make sure that hot leftovers have cooled down sufficiently before refrigerating or freezing them. Foods cool quicker in smaller, shallow containers. Leave space around food containers that are cooling in the fridge – do not stack and do not overcrowd

10. Maintain conditions to deter pests:

- Regularly check storage areas for signs of pest activity (e.g., droppings, damaged packaging). If there are signs, tell the nominated supervisor who will follow our pest control procedure (in our [Health, Hygiene and Cleaning Policy](#))
- Store all food at least 15cm off the floor and away from the walls to allow for ventilation and to make pest inspections easier
- Clean up spills immediately and remove waste regularly and at the end of each day (see our waste management procedure in our [Health, Hygiene and Cleaning Policy](#))

11. Dispose of any food that has become unsafe or unsuitable during storage, including foods that are expired, contaminated or have been stored at an unsafe temperature

12. Log temperature checks, cleaning activities, and any issues concerning food storage

13. The nominated supervisor must regularly review storage records to check they comply with the food safety standards

PROCEDURE – Food processing (preparing and cooking)

When to use this procedure

- When chopping, cooking, drying, fermenting, heating, thawing and washing food

Maintain strict personal health and hygiene practices

1. Follow our food handler health and hygiene procedure (attached)
2. Wash and dry hands thoroughly (particularly before eating or handling food, and after handling raw food (meats, eggs etc), toileting or handling garbage) according to our hand hygiene procedure (in our [Health, Hygiene and Cleaning Policy](#))
3. Do not handle food if you are sick or have an infection that could contaminate food

Clean, maintain and use correctly all food processing areas, equipment and utensils

1. Follow our cleaning, sanitising and maintenance procedure (attached) and clean, sanitise and dry as you go. In particular:
 - Only use food safe cleaning products
 - Wash food processing equipment and utensils (e.g., appliances, pans, mixing bowls, crockery, containers, knives, spoons, serving cutlery, glassware) with hot, soapy water after use. Sanitise and air-dry or dry with a clean linen towel or paper towels
 - Wash surfaces that have contact with food (e.g., tables, benches, cutting boards, chairs, cabinets, fridge doors, oven doors, light switches, door handles, taps, sinks, floors, bins etc) with hot, soapy water. Sanitise and air-dry or dry with a clean linen towel or paper towels
 - Wash, sanitise and dry any item that has been used for raw foods or other high-risk foods in between uses

Prevent cross-contamination

1. Process raw meats, seafood, poultry, raw eggs and other high-risk food separately from other ready-to-eat foods. Use different knives, cutting boards, bowls, utensils etc. Wash, sanitise and dry between uses
2. Label or have colour coded cutting boards so they don't get mixed up
3. Prepare allergen containing foods away from allergen-free foods:
 - Inspect food labels for the presence of allergens and request allergen information from supplier if food is unlabelled
 - Use separate utensils, equipment and areas for preparing and serving allergen-free food

- Make sure that utensils, equipment and work benches are cleaned and sanitised before preparing allergen free food
 - Follow children's medical management plans
4. Do not use chemicals (e.g., cleaning products, pest sprays etc) near food
 5. Keep left over food covered during cooling to protect it from contamination
 6. Do not add raw food or mix in new batches of food into already reheated food
 7. Prepare fruit, vegetables and salad before serving:
 - Wash thoroughly in clean drinking-quality water, just before serving
 - Peel, trim or remove the skin or outer leaves, if necessary
 - Remove bruised or damaged bits
 - Be especially careful with rough skin fruit, such as strawberries and rock melon, as these have been linked to foodborne illnesses. Make sure to thoroughly wash the skin of these fruits
 8. Check eggs are fresh and have not past their used by dates, are clean, free from dirt/feathers and have no visible cracks. Don't used cracked or dirty eggs
 9. Do not serve honey to children who are under one in any form, even cooked, as they may acquire infant botulism. Honey is safe for children who are over one year
 10. Avoid heating food up in plastic containers because chemicals can leach from the plastic into the food

Cook or heat food to the temperature and for the length of time needed:

POULTRY	<p>Cook to at least 75°C</p> <p>Must be cooked all the way through until steaming hot in the centre with no pink in the centre. Juices in the thickest part (leg/thigh) should run clear</p>
MINCED MEATS	<p>Cook to at least 71 °C</p> <p>Must be cooked all the way through until steaming hot in the centre with no pink</p>
MEAT CUTS (E.G. STEAK, CHOPS):	<p>Can be cooked to preference, but surfaces must be fully cooked. The centre may remain slightly pink</p>
FISH	<p>Cook to at least 63°C</p> <p>Must be cooked all the way through until the flakes separate easily with a fork</p>
EGGS AND EGG DISHES	<p>Cook to 72°C</p> <p>Cook until white is firm and yolk begins to thicken</p>

	<p>Cook egg dishes all the way through until they are firm or set in the middle</p> <p>If making batters with eggs (e.g., pikelets and pancakes), make sure the batter is cooked all the way through. Don't let children lick bowls or mixing spoons</p> <p>Do not serve foods that contain raw/lightly cooked egg</p> <p>Only use commercially prepared mayonnaise, caesar dressing, aioli, mousse etc</p>
LEFTOVERS	<p>Reheat to 75°C (60°C is considered safe, but 75°C is recommended as an extra precaution)</p> <p>Reheat quickly - preheat equipment such as ovens/grills</p> <p>Stir or turn food thoroughly to make sure the temperature is consistent</p> <p>Follow any reheating instructions from the manufacturer or supplier</p> <p>Allow to cool for a short period before serving to children</p> <p>Only reheat once</p> <p>Note, re-heating food is not always recommended</p>
LIQUID DISHES	<p>Must be boiled or simmer until bubbling rapidly and steaming (e.g. soups, stews)</p>
PUREES	<p>Reheat to 75°C</p> <p>Puree foods just before serving and freeze/throw away any leftover pureed food</p>

Keep food out of the temperature danger zone

1. Throw out any perishable food that has been in the 'temperature danger zone' (when bacteria breed quickly) of between 5°C and 60°C for too long. Use the 2-hour/4-hour rule to guide you:
 - 0-2 hours – eat it, use it, or keep it at or below 5 °C, or at or above 60 °C**
 - 2-4 hours – eat it or use it**
 - + 4 hours – throw it away**
2. Use cut fruit and vegetables in the day they are prepared and serve immediately after preparing if possible. If not serving within 2 hours, cover and store in the fridge until ready to serve (that day)
3. Keep cold food in a fridge/freezer, below 5°C until you are ready to cook or serve, e.g. if you are serving salads keep them in the fridge until ready to serve
4. Keep hot food in an oven or on a stove, above 60°C until you are ready to serve
5. Do not use bains-marie to heat food
6. Only take refrigerated ingredients such as milk, cheese, eggs out of the fridge as you need them, so they stay cool. Return them to the fridge as soon as you have finished using them

7. Cool cooked food to 5°C or colder as quickly as possible and within 2 hours (food safety standards require food to be cooled from 60°C to 21°C in a maximum of two hours and from 21°C to 5°C within a further maximum period of four hours)

Thaw food safely

1. Frozen food must be thawed thoroughly before cooking. Check food for ice crystals in the centre of the thickest part of the food using a skewer or finger
2. Never defrost foods on the bench top
3. Use thawed food quickly and thaw once only
4. If the thawed food is not used within 30 minutes, throw it away
5. Do not refreeze food that has been frozen and thawed already
6. Use proper thawing methods to keep temperature controlled:

IN FRIDGE	<p>**RECOMMENDED**</p> <p>Plan to allow enough time to thaw food at a safe temperature (e.g., overnight for small portions but 1-2 days for whole chicken)</p> <p>Thaw on a tray or covered container on a shelf <u>below</u> ready-to-eat foods (raw meats must always be store below ready-to-eat food)</p>
UNDER RUNNING WATER	<p>Thaw food in a container with a lid under running water at 2°C or below</p> <p>Do not leave for more than 4 hours</p> <p>If food is still frozen after 4 hours, continue to thaw in the fridge</p> <p>If water temperature goes above 21°C, throw the food away</p>
IN MICROWAVE	<p>Thaw on a plate/bowl and use the defrost or a low setting</p> <p>Turn food occasionally so it thaws evenly</p>

Document and monitor

1. Log temperature checks (cooking, cooling and reheating)
2. The nominated supervisor must regularly audit compliance and give ongoing staff training

PROCEDURE – Serving food safely

When to use this procedure

- At mealtimes and snack times
- For special events at the service that involve serving food

Prepare for serving food

1. Follow our food handler health and hygiene procedure (attached)
2. Make sure that any bottles, lunchboxes, drinks, cutlery etc from home are labelled with the child's name
3. Wash and dry hands thoroughly
4. Help children to wash and dry hands thoroughly
5. Do not serve food if you are sick
6. Clean and sanitise seats, tables, crockery, cutlery, utensils
7. Keep food covered with cling wrap, lids or food safe covers until you are ready to serve it

Keep food out of the temperature danger zone

1. Follow our food processing procedure (attached). Make sure to:
 - Keep hot foods at or above 60°C. If serving hot food buffet-style, use warming rays or equipment that keeps the food above this temperature
 - Keep cold foods at or below 5°C. Can use ice packs, chilled tray or fridges
 - Serve potentially hazardous food (e.g., meats, dairy) as quickly as possible
 - Discard any perishable food left in the temperature danger zone for too long (see the 2-hour/4-hour rule)
11. If you are using bains-marie to serve food:
 - Preheat before use and operate them on the highest temperature setting
 - Do not allow the food to drop below 60°C (check using a clean thermometer)
 - Do not over fill

Serve and help children serve themselves

1. Model good hygiene practices for eating and drinking

2. Provide separate tongs, serving spoons and forks for each dish or food
3. Give each child individual clean cups, bottles, crockery and cutlery
4. Supervise children while they are serving themselves, especially around hot food or drinks
5. Make sure children are using the serving utensils, not their hands, to handle communal food
6. Do not allow children to share their own food or drinks with each other. Explain that they should only eat from their own bowls and plates using their own cutlery, and only drink from their own cups and bottles
7. If someone sneezes or coughs or contaminates food in any way, remove the food immediately
8. Remove and replace any food, cutlery, crockery that has fallen onto the floor or been shared between children
9. Serve appropriately sized portions to avoid wasting leftovers
10. Follow our food handler health and hygiene procedure (attached)

Manage allergies

1. Manage any allergies in line with children's medical and risk management plans and communication plans
2. Support children who have food allergies to engage with their peers. They should be included in mealtime routines and activities
3. Supervise closely young children and children who have a developmental delay that limits their ability to manage their own food allergies
4. Make sure that all staff and children wash and dry their hands thoroughly before handling and eating food and drinks
5. Use allergen restricted areas, e.g.,
 - Separate highchairs, seats, tables that are thoroughly washed after each use
 - Seating children eating messy meals with allergens (e.g., yoghurt, grated cheese, scrambled eggs) away from children with allergies (but, not so as to isolate them from their peers)
 - Don't let children 'wander around' at meal and snack times. Make sure the food is eaten in the designated food area
6. Keep water bottles belonging to children with food allergies on a separate shelf from the others to reduce the risk of another child drinking from them
7. Use coloured or labelled plates, cutlery, utensils and cups to distinguish between non-allergen and allergen food
8. Have two staff check before giving food to a child with allergies

9. Clean up immediately food and drink spills, and posits/vomits
10. Plan cooking activities that do not include children's allergens

Prevent contamination of celebration and birthday cakes

1. Ask parents to provide either:
 - Cupcakes for all children and extra one with candles for the birthday child, or
 - A large cake that can be cut and shared among the children and an extra cupcake with candles for the birthday child
2. Ask parents not to provide cakes that contain nuts
3. Ask the parents of children who have a food allergy to provide a safe 'treat box' or safe cupcakes that are stored in the freezer in a labelled sealed container

Clean up afterwards

1. Help children to wash and dry their faces and hands
2. Throw away:
 - Any perishable food or drink that has been sitting out for longer than 2 hours
 - Any food or drink that has been contaminated during serving
 - Any food or drink that has been served to person e.g., leftovers on plate or in a glass
 - Food or drink served at the table e.g., food in serving bowls, milk or juice in a jug, rice served in a steamer, bread rolls in table baskets, chopped fruit, cheese and biscuits on a platter. You don't need to throw away food or drink that was completely wrapped and remains wrapped (e.g., packets of chips, tomato sauce, condiments, salt and pepper)
3. Dispose food waste in our designated bins
4. Wash and dry hands thoroughly
5. Clean and sanitise seats, tables, crockery, cutlery, utensils
6. Wash and dry hands thoroughly

PROCEDURE – Food transportation

When to use this procedure

- When transporting food from one location to another
- When transporting food during excursions

Protect food from contamination

1. Make sure any unpackaged food is completely covered and sealed
2. Containers and wraps must be clean and sanitised and constructed of food-grade materials that are fit for transport (e.g., plastic wrap, containers with tightly fitting lids, aluminium foil, clean paper, commercial packaging)
3. Do not use dirty, contaminated, broken, worn or otherwise deteriorated containers, lids or wrapping. Do not use newspapers
4. Keep insulated containers clean and in good condition. Do not use them to store anything other than food
5. Place food in a clean, enclosed area of the vehicle
6. Keep raw foods separate from cooked or ready-to-eat foods, and allergen-food separate from non-allergen food
7. Wash and dry hands thoroughly before and after handling food. Pack hand sanitiser if you know hand washing facilities aren't available (e.g., on excursions)

Keep food and drinks at the right temperature

1. Keep:
 - Hot foods at or above 60°C
 - Cold foods at or below 5°C
 - Frozen foods at or below – 18°C
2. If the journey is short, use insulated containers to keep the food cold/hot
3. If the journey is longer, use ice bricks or heat packs or refrigerated units in vehicles
4. Fill up and seal insulated containers as quickly as possible. Keep them closed until you are ready to use or appropriately store the food
5. Pack the cold food at the last moment and place in the coolest part of the vehicle
6. Transport food for excursions safely:
 - Don't pack perishable foods if they won't be eaten within 4 hours

- Where possible, choose food that doesn't need to be kept cold (e.g., sandwiches with vegemite or jam, crackers, muffins, UHT milk, whole fruit)

Unpack food at destination immediately

1. Immediately unpack the food on arrival
2. Follow our food receipt procedure (attached) - e.g., check for damage or contamination, temperature
3. Serve food within 2 hours OR follow our food storage procedure (attached) if it is being stored for later or
4. Discard any perishable food left in the temperature danger zone for too long (see the 2-hour/4-hour rule)

PROCEDURE – Cooking with children safely

When to use this procedure

- When you are doing cooking activities with children

Preparation

1. Help children to wash and dry their hands thoroughly
2. Help children who have long hair to tie it up
3. Consider the needs of any children with allergies or other dietary requirements when deciding what to cook

Supervise children at all times

1. Be aware of the dangers of heat and closely supervise children around hot surfaces or equipment

Reduce the risk of spreading germs

1. Only have children prepare shared food that will be cooked afterwards (to destroy harmful germs) e.g., cooked biscuits, pasta, soups, pizza
2. Avoid foods that don't require cooking, such as fresh fruits or biscuits and slices that aren't baked
3. If preparing uncooked food, you can have each child prepare their own food and not share it with others
4. Do not allow children to eat uncooked mixtures or lick mixing spoons, bowls (e.g., cake batter or biscuit dough)

Don't let children who are sick participate

1. Children who have been sick with diarrhoea or vomiting must not participate in cooking activities until they have been symptom-free for at least 48 hours
2. During gastrointestinal outbreaks, suspend all cooking activities with children and check with our local public health unit before resuming them

PROCEDURE – Food safe cleaning, sanitising and maintenance

When to use this procedure

- While you are handling and processing (preparing and cooking) food
- While you are serving food
- At the end of every day, week, and month
- At other times indicated in this procedure

Clean and sanitise as you go

1. During food preparation/processing:
 - Keep areas free from clutter and rubbish
 - Keep sinks clear and clean and sanitise them regularly
 - If raw food (e.g., meat, eggs) touches a surface, food equipment or dishcloth, wash and sanitise it afterwards
 - Clean and sanitise food processing surfaces and equipment while you are processing food
 - Use new cloths or cloths that have been disinfected to clean surfaces and equipment
 - Clean up any spills immediately
 - Sweep floors
 - Take out garbage when full
2. Clean food-contact utensils and surfaces – (e.g., appliances, pans, mixing bowls, crockery, containers, cutlery and utensils, tables, benches, cutting boards, chairs, cabinets, fridge doors, oven door, light switches, door handles, taps, sinks, floors, bins etc)
 - Scrape off any food scraps and rinse equipment and surfaces with warm water to remove loose debris
 - Pull apart appliances and clean parts individually after every use
 - Use hot water and a food safe detergent to scrub
 - Rinse all items thoroughly with clean, hot water to get rid of any soap
 - Use dishwasher according to manufacturer's instructions, but hand wash and dry non-dishwasher safe equipment and utensils (e.g., wooden and electrical equipment)
3. After cleaning, sanitise food contact utensils and surfaces
 - Take apart blenders and food processors to sanitise

- Air dry. Do not use towels as they can contaminate the surfaces
4. Store clean equipment in a clean, dry spot to avoid contamination

Carry out end-of-day cleaning

1. Put all dirty dishes and cutlery through the dishwasher on hottest setting
2. Wash and sanitise all food processing and serving surfaces, equipment and utensils (see above for method)
3. Clean and sanitise appliances (e.g., stove tops, oven doors, oven trays and racks if used during the day, microwaves, toasters, sandwich presses, juicers, blenders, processors etc)
4. Wipe down and sanitise fridge doors and shelves (if they have spills). Check temperature of fridge is below 5°C
5. Wash off food splatters from the surfaces of stoves, dishwashers, cupboards, fridges etc
6. Clean splashbacks and walls
7. Clean and sanitise food processing sink and taps
8. Clean and sanitise separate handwashing basin and taps
9. Sanitise or replace sponges and dishcloths
10. Launder aprons, mats, tea towels, uniforms, oven mitts etc
11. Dust light fixtures
12. Change foil linings
13. Remove all garbage to outdoor bins (and follow local rules and regulations for food waste and chemical disposal)
14. Clean and disinfect bins and bin areas if very dirty
15. Sweep, mop and sanitise floors
16. Restock soap, cloths, gloves, towels etc

Carry out end-of-week cleaning

1. Clean fridges, freezers, cool room:
 - Deep clean fridge – remove food, shelves, drawers and clean with warm, soapy water. Sanitise and dry before returning food
 - Check and discard any out-of-date items or spoilt food
 - Clean fridge doors and seals, handles, and the exterior. Sanitise
 - Check fridge/freezer temperatures
 - Defrost freezer if necessary

2. Clean ovens and cooking equipment:
 - Deep clean oven – Clean door, racks and trays, clean inside with a degreaser
 - Clean stove top – remove grates or burner covers, clean knobs and controls
 - Clean and sanitise small appliances – e.g., microwave, kettles, toasters
 - Check and clean the rangehood, exhaust fans, vents. Remove grease and dust
3. Clean food storage areas and shelves. Check for expired products and organise items
4. Clean and sanitise walls and splashbacks
5. Deep clean sinks and drains and scrub with disinfectant
6. Clean and sanitise dish drying racks and areas
7. Clean and descale dishwasher, clean the filter and wipe down the exterior
8. Sweep, mop and sanitise floors, paying attention to corners and under appliances
9. Clean and sanitise bins and bin areas
10. Look for signs of pests in food storage areas
11. Restock any cleaning supplies
12. Check the condition of kitchen equipment and utensils
13. Clean and sanitise handles and touchpoints (e.g., door handles, light switches, other surfaces)
14. Update temperature logs

Carry out monthly cleaning

1. Vacuum or dust off the condenser coils on the back or bottom of the fridge/freezer
2. Defrost freezer, if necessary, and clean interior
3. Service any appliances, if necessary
4. Deep clean and reorganise pantry and food storage areas, cupboards and drawers
5. Thoroughly clean fryers
6. Move and clean under heavy appliances
7. Clean vents
8. Check fire safety equipment and first aid kit is stocked
9. Clean light fixtures
10. Inspect all equipment (e.g., mixers, blenders, knives) for any damage and repair, replace as needed

Carry out maintenance

1. Check for issues daily and report to the nominated supervisor who must arrange for any repairs to be undertaken as soon as possible. Document all maintenance
2. Conduct a 12-monthly internal audit and maintenance checklist
3. Benches, chopping boards, knives, utensils, bowls, plates, containers, pots, blenders, tins, trays, saucepans, frying pans etc must be designed, constructed and maintained in a way that minimises the risk of food contamination
4. Fridges, freezers, stoves, ovens, grills, mixers, grinders etc must be kept clean and in good working order. Any service reports must be maintained
5. Equipment should only be used according to its instructions
6. Throw away any chipped, broken or cracked eating or drinking utensils and repair/replace any equipment or utensils that are damaged or have loose parts
7. Repair any damage to food handling areas such as damp/chipped plaster, broken tiles, holes in cupboards, walls, windows
8. Clean extractor fans and filters regularly

RESOURCE – Example job description for cooks

Responsible to: Approved provider and nominated supervisor

Aims of the position

- Provide and prepare a variety of well-balanced nutritional meals
- Ensure a high standard of cleanliness of the kitchen and equipment
- Handle food safely
- Identify and manage risks and prevent or correct them
- Promote a culture of food safety
- To be an active team member of the service

Duties

- Adhere to Australia New Zealand Food Safety Standards
- Plan a weekly menu
- Provide a diet for the children which has reduced sugar, no added salt, low fat, high fibre, and is free from artificial colours and preservatives
- Ensure any special diets are adequately catered for e.g. vegetarian, diabetic, dairy intolerance etc. An alternative must be prepared
- Make a shopping list from weekly menu
- Rotate stock each week
- To prepare fresh fruit and vegetables that are not already prepared
- To follow the menu
- Prepare lunch and afternoon tea for both rooms. To deliver to both rooms
- To prepare afternoon tea for After School Care
- Wash and wipe dishes
- Assist with social functions e.g., Easter, Christmas, Eid al-Adha, etc
- Reduce wastage of food
- Be responsible for maintain food handling areas are cleaned and sanitised in line our with our policies, procedures and obligations
- Maintain personal hygiene in the food preparation according to our procedures

