

Policy Statement

We aim to provide a standard of quality in the way food is handled and the level of food safety to provide a degree of protection to all persons. We aim to provide a standard of quality in the way food is clearly identified. Effective food labelling will provide a degree of protection to all persons who have access to food. High standards of hygiene will be maintained throughout all food handling, preparation and storage.

Considerations

- ✓ National Standards Section 2.7(Food), 2.9.3 (Building cleanliness, maintenance and repair).
- ✓ Public Health Act.
- ✓ Food Act 2003
- ✓ Food Regulation 2015
- ✓ Food Safety Standards Australia New Zealand code 3.2.2
- ✓ Food Safety Standards Australia New Zealand code 1.2.1
- ✓ New South Wales Food Authority, Food Regulation
- ✓ Work Health & Safety act.
- ✓ Work Health & safety regulations
- ✓ ACI Policies and Procedures

Procedures

- Our organisation is registered as a food service with the Local Council.
- All Educators handling foods are required to have knowledge or skills in food handling and food safety, the organisation will ensure that proper food handling, storage and labelling is included in the organisations Orientation process.
- Purchase and Transport of food should be done taking into account the following:
 - Purchase foods only from a reputable, trusted supplier or retail outlet that we are confident will provide safe and suitable food.
 - Select and purchase foods that are in good condition in order to minimise chemicals, bacteria or pests getting in food. E.g. – packaged foods are clean, undamaged and intact, fresh produce is clean fresh undamaged.
 - Check food is within it's used by and/or best before dates
 - Transport refrigerated and frozen foods in an esky or cooler bag with ice bricks, and hot foods in an insulated container (foam box) to minimise the growth of bacteria.
 - Go straight from the supplier, retail outlet to the service kitchen to minimise the time the foods are out of temperature control.
- It is important for all staff that handle food to follow good personal health and hygiene practices so as not to compromise the safety and suitability of food. Coordinators should ensure that the following practices are observed, understood and followed by staff when food is being prepared:
 - All persons handling foods must wash their hands before preparing or handling food and after using the toilet, smoking, coughing, sneezing, using a tissue or eating and drinking. Staff should use soap, running water and thoroughly dry their hands using a paper towel.
 - Educators are not required when handling food to use gloves if correct hand washing practices have been implemented (See Food Standards Code 3.2.2). The use of gloves should not replace hand washing between activities. When gloves are used, staff are to keep them clean and intact and change them whenever they have become contaminated.
 - Gloves are needed if staff have open wounds, cut or grazes, band aids, nail polish, skin conditions, jewellery or artificial nails. Gloves must be removed, discarded and replaced after using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body.
 - If staff have an exposed cut, sore or graze, this should be covered with a bandage, that is completely covered by a waterproof covering (e.g. – glove) when preparing food. Blue or coloured Band-Aid, to cover the wound, are available at all services if staff need a wound covering.

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- Hair should be tied back, or covered, when preparing food to prevent it from falling in.
 - Staff should not eat, sneeze, blow or cough over unprotected food or surfaces likely to come into contact with food.
 - If persons are unwell or suffering with air borne illness they should refrain from any food preparation or handling.
 - Food is to be stored in a clean and hygienic manner away from chemicals.
 - Dry Storage (Pantry) is to be kept off the floor in a clean and tidy area. This will discourage pests and insects. If storage areas are dirty, staff must do an extra clean. If pests are sighted, advise coordinator. Coordinator is to inform school/parish, and ensure service staff follow ACI Pest Control Policy. Depending on the problem, a pest controller may need to be contacted.
 - Food is to be kept covered or sealed in clean containers to prevent foreign objects, pests and harmful bacteria entering the food.
 - Cold storage (fridge/freezer) needs to be stored at 5 degrees or below. Coordinator is to check the fridge temperature regularly and inform management if fridge is not staying at optimal temperature to ensure replacement/repair.
 - Store raw foods (e.g. meat) below cooked and ready to eat foods, on bottom shelf of the fridge. This will prevent harmful bacteria in the juices from raw food dripping onto the other cooked or ready to eat food and contaminating it.
 - Foods requiring refrigeration or freezing will be stored in the refrigerator or freezer.
 - Milk is to be stored in the refrigerator and must be kept in the main section of the fridge, not on the door.
 - Fridge must have a fridge/freezer thermometer in correct working order and regularly checked to ensure correct temperatures are maintained.
 - Food preparation areas are to be cleaned and sanitised prior to food preparation. As per ACI Hygiene and Cleaning Policy.
 - Food preparation areas must be kept in a state of cleanliness, free from excess dust, clutter, grease and vermin as per ACI Hygiene & Cleaning policy.
 - Thoroughly clean and sanitise chopping boards and knives between uses, if needed use colour coded chopping boards to help prevent cross contamination.
 - Separate utensils must be used for handling raw and cooked foods.
 - Fruit, vegetables and salad ingredients that are being prepared must be washed thoroughly in clean drinking quality water before cutting.
 - After preparing fresh cut fruit and vegetables, serve immediately or cover and store on the top shelf of the fridge and cover until serving (on the day of preparation). Once whole fruit and vegetables are cut, they are at greater risk of harmful bacterial growth and need to be handled correctly to keep them safe. Any unused portions should be discarded at the end of the day.
 - Care should be taken when preparing rough skinned fruit (e.g.: rockmelon, strawberries). It is important to wash the skins of these fruits before they are cut and observe the 4 hour/2 hour rule when preparing and serving these fruits.
 - The 4 hour/2 hour rule is to be observed when preparing and serving food, and for the temperature control of potentially hazardous food. The rules have been set out by the NSW Food Authority. This method should be adopted, not only when preparing rough skinned fruit, but also when partaking in cooking activities with the children and when preparing food for children's consumption.
 - The length of time foods spent in the 'Danger Zone', above 5 degrees and below 60 degrees, should be minimised in order to keep food safe. As a guide if a refrigerated food or hot food has been in the temperature danger zone, the 4 hour/2 hour rule should be used.
 - 0 – 2 hours = Use immediately, or keep it stored below 5 or above 60 degrees.
 - 2 – 4 hours = Use immediately.
 - Above 4 Hours = Throw away.
 - Preparation time of ingredients is included in the 4 hour time frame.
 - Cooked food is to be kept separated from raw food throughout the cooking process.
 - All food of animal origin will be cooked thoroughly. In the cases of meat, the juices must run clear before being removed from the heat.
 - Food can only be reheated once. Preheat equipment such as ovens and grills before reheating. Stir or turn food during reheating to ensure it heats evenly. Any uneaten food left over after reheating, should be disposed of.
 - Frozen food will be thawed on the bottom part of the refrigerator before cooking.
 - Educators must refer to the food label for instructions on freezing foods. Foods that have been thawed **must not** be re-frozen unless stated on the manufactures label.

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- Foods from unopened cans, jars or bottles that are dented, swollen or leaking, past used by dates/best before dates or with seals that have 'popped' or any other foods that seem "unfresh" when opened, will not be used. - "If in doubt throw it out."
- Tinned foods must be removed from their tin and placed in a suitable clean container.
- Prepared or opened foods must be clearly and labelled. As per following examples :-

Storage/Package	Labelling requirements example	Comments
If you have opened any food and removed it from its original packaging and placed the food in another container. You must label in the following manner:	Colby Cheese Opened 02/08/2017 AM Use by date 15/05/2017. Ingredients: Milk, culture, salt. Allergens: Contains Dairy	
If you have opened any food and it is still in its original packaging. You must label in the following manner:	Opened 02/08/2017 AM	
If you have opened any jar food that is still in it's original packaging/Jar (ie Tomato paste, cheese spread). That provides instruction that it must be used with x days of opening, You must label in the following manner:	Opened 02/08/2016 am Use or throw away by 05/08/2017.	<ul style="list-style-type: none"> • If in doubt throw it out
If you have opened a tinned food and transferred to another container (ie: spaghetti, bake beans, Fruit). You must label in the following manner:	Spaghetti Opened 02/08/2017 AM Used or throw by 05/08/2017. Ingredients: (write as per label.) Allergens: Contains wheat, egg,	<ul style="list-style-type: none"> • If in doubt throw it out. • Tinned food should never be left in the tins.
Small Goods (ie Ham bacon, frankfurts) purchased from the deli department. You must label in the following manner.	Not needed	<ul style="list-style-type: none"> • All unused foods must be thrown away. • Purchase only what is needed.
Eggs You must label in the following manner:	Not needed	<ul style="list-style-type: none"> • If there is fewer eggs cut the carton to suit. • Must re write the use by date if needed.
Cooked meats You must label in the following manner:	Beef sausages Cooked 02/08/2017 PM Use or throw away by 03/08/2017 Allergens: wheat, meat	<ul style="list-style-type: none"> • Purchase only what is needed • Throw away any meat that has been reheated.
Milk- plastic bottles	Not needed	
Milk - Long life, (ie carton or tetra pak) You must label in the following manner:	Opened 02/08/2017 AM Used or throw away by 09/08/2017	<ul style="list-style-type: none"> • As per label "use within X days of opening.
Rough skinned Fruit Eg: Rockmelon/strawberries etc You must label in the following manner:	Date 02/08/2017 Time 2:30pm Used or throw away by 4:30pm (if left at room temperature.) Used or throw away by 6:30pm 02/08/2017 (if placed in fridge)	If Rough skinned fruit has been cut or peel & left at room temperature must be thrown away after 2 hours. (4 hour/2 hour rule)

- Education of safe food practices will be developed through ongoing training, examples, specific activities, notices, posters and information sheets to families and educators.
- If food has been prepared off site or brought in by parents/families, staff or others, to share with children, for the purpose of birthdays or programmed activities such as a party day or multi-cultural activities. It is the supervisor's responsibility to ensure that the food has been handled according to policy to minimise harm to the children in our care.
- Foods received or prepared outside the service, for children to share, must be clearly labelled as to identify the food and how to prepare the food for consumption. Food Handlers Information Notice needs to be completed and affixed to the food.

Example of Food Handlers Information Notice:

<i>Thank you for cooking and preparing this meal to share with the children today, can you please fill in the details below so we know how best to serve your dish.</i>	
Name of Dish?	
Date Prepared?	
Type ? <input type="checkbox"/> Vegetarian <input type="checkbox"/> Meat <input type="checkbox"/> Other _____	
Ingredients?	
Allergens? <input type="checkbox"/> Egg <input type="checkbox"/> Milk <input type="checkbox"/> Nuts <input type="checkbox"/> Wheat <input type="checkbox"/> Food Colouring <input type="checkbox"/> Preservatives <input type="checkbox"/> Other _____	
Storage? <input type="checkbox"/> Fridge <input type="checkbox"/> Freezer <input type="checkbox"/> Room Temp <input type="checkbox"/> Oven at _____ c	
How to Prepare? <input type="checkbox"/> No Preparation needed <input type="checkbox"/> other _____	
How serve for eating? <input type="checkbox"/> Cold <input type="checkbox"/> Room Temp <input type="checkbox"/> Heat to _____ C <input type="checkbox"/> Other _____	
Comments?	

- Where possible utensils will be used for the serving of food. Educators will encourage children to serve themselves, for food and drinks encouraging them to develop their food handling skills as well as acknowledging their growing sense of independence.
- The service will regularly review and evaluate food handling and practices in line with current best practice guidelines from recognised authorities.
- Food sent from a child's home must be ready to eat. We are unable to cook, reheat or prepare food for the children that has been sent from home.
- Families will be advised on how to prepare, package and store children's lunches and food so that it stays fresh in their lunch boxes throughout the day.
- Information is available to families via posters, leaflets, links on our website or in discussions on best practice for storage of children's food brought from home
- Educators will view a list of all children's allergies or food restrictions prior to food handling that cross contamination does not occur.
- Risk minimisation strategies, identified in individual plans, will be followed to ensure that children with allergies and intolerances are not exposed to foods that they cannot have, see ACI Medical Conditions Policy.
- Food that is left over that has perished, spoilt, or passed its use by date is to be disposed of immediately.

Checklist for educators

- Correct hand washing practices must be followed by all persons handling food
- Gloves are needed if staff have open wounds, cut or grazes, band aids, nail polish, skin conditions, jewellery or artificial nails. Gloves must be removed, discarded and replaced after using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body.
- New staff will be informed of current policies and procedures on their induction to the workplace for food handling through our orientation process.
- Separate utensils and chopping boards will be used, if necessary, for food handling too prevent cross contamination of allergen, food restrictions or hazardous foods.
- Foods that can be spoilt, or that were prepared off sight and delivered into the centre must be checked and questions asked about the integrity of the food.
- Cooler bags are made available for the delivery of foods to and from the centre. Food containers, packaging, tins etc. must be intact and in date before purchase.
- Any out of date food, or containers that are broken, split, dent, etc., or that staff think is not right are to be disposed of immediately – if in doubt, chuck it out.
- Staff are to ensure that food is correctly labelled and stored at all times.
- Food preparation and storage areas are to be kept clean and sanitised at all times.

_____ end of policy _____

Policy is only endorsed if initialled by 2 members of the management committee

Endorsed by the Management Committee on the 01st March 2017

Food Safety Policy is to be reviewed by the 01st March 2020