

# **FOOD AT SCHOOL**

## **POLICY AND PROCEDURES**

### **POLICY STATEMENT**

Our school prides itself on safe eating practices. Therefore any food provided for children will need to be prepared in accordance with the Victorian Food Act.

Our School is regarded as a Class 2 food premises. It is mandatory that the school Class 2 food prepares a food safety program.

### **Purpose:**

- To ensure provide a high standard of care in providing a variety of food options for the school community.
- To ensure paid staff and volunteers are trained properly in safe food handling practices.
- To maintain the highest standard of hygiene and cleanliness when working with food.
- A trained member of staff is provided the necessary training and information to be able to adequately supervise and monitor the program.

### **IMPLEMENTATION**

- At all times staff and volunteers must apply practices to keep food safe and have an understanding of high risk foods and allergens and intolerances.
- Implement a cleaning schedule to keep track of what must be cleaned and when. This must include floors, walls and ceilings of the area being used.
- Store chemicals in clearly labelled containers.
- Clean-as-you-go be encouraged and any spillages be cleaned immediately
- Keep raw food separate from cooked or ready to eat food.
- Use separate utensils and cutting boards when preparing thawed and ready-to-eat food.
- Where possible, avoid handling food as little as possible. Use disposable gloves and tongs where appropriate and if you do need to handle food then hands need to be washed thoroughly and regularly.
- Use clean, sanitised and dry cutting boards and equipment.
- Rinse cleaning cloths after each use and replace frequently .

- Store food away from contaminants and protected from pests.
- Identify allergens and label them in foods on your menu or display.
- Avoid cross-contamination of foods with allergens.
- Ensure when purchasing food that reliable suppliers are used and transfer to suitable area as soon as possible.
- Make sure cold food is kept 5 degrees or colder. Hot food is kept at 60 degrees or hotter.
- Regularly inspect area for pests and remove rubbish from the area regularly.

## 1. EVALUATION

This policy will be reviewed as part of the school's annual review cycle.

Date: 16/03/2016	Responsibility: School Council	Review Date: March 2018
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