

Nutrition and Safe Food Handling Policy

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| Published | October 2019 |
| Review Date | April 2021 |
| Sources | Education and Care Services National Regulations, October 2017 Guide to the Education and Care Services National Law and the Education and Care Services National Regulations, October 2017 Guide to the National Quality Standard, February 2018 Nutrition Australia www.nutritionaustralia.org Staying Healthy – Preventing Infectious Diseases in Early Childhood Education and Care Services, 5 th Edition, NHMRC, 2012 Eat for Health – Australian Dietary Guidelines, NHMRC, 2013 NSW Food Authority, Children's Services Voluntary Food Safety Program Template Food Act 2003 (NSW) Food Regulation 2010 (NSW) Eat Smart Play Smart Guide 3 rd Edition 2016 (NSW) |
| Related Resources | Eat Smart Play Smart Manual for Out of School Hours Care NSW Food Authority Children's Services Food Safety Program Template |

Aim:

To ensure all children in care are offered a nutritious and appropriate diet, and that all food has been handled, stored and prepared in a safe and hygienic manner.

Explanation:

Children develop eating habits early in life so it's important they learn about healthy eating and healthy food choices. CKC recognises that healthy eating and physical activity are vital for good health, as during this time of a child's life both physical and intellectual development is largely dependent upon adequate nutritional intake.

CKC also recognises that eating is a source of enjoyment, and it is important that Educators and staff do not become so concerned about nutrition and manners that they lose sight of children's enjoyment of food.

Responsibilities:

In relation to Co-ordination Unit Staff:

- Be aware of the requirements of the Education and Care Services National Regulations and National Quality Standard in regard to nutrition and safe food handling practices
- Utilise the Eat Smart, Play Smart Program to guide the services education and implementation of healthy eating and healthy choices for children, staff and families
- Provide information and resources to Educators on nutrition, food preparation and safe food storage
- Provide advice and support to Educators and parents on matters relating to food and nutrition
- Encourage and support all Educators and staff to attend relevant conferences and forums, online webinars and courses
- Include nutrition training and a food safety component in new Educators induction
- Provide nutrition and food safety training on a regular basis
- Collect and record relevant information about individual special dietary requirements of children (i.e. allergies, cultural, etc) as required

- Provide Educators and families nutrition guidelines based on the services Nutrition and Safe Food Handling Policy, and in line with Nutrition Australia's recommendations, which incorporates the Eat for Health - Australian Dietary Guidelines
- Provide Educators and families with information from the Eat Smart Play Smart Guide

In relation to Educators:

- Abide by their obligations under the Education and Care Services National Regulations and the National Quality Standard in relation to nutrition and safe food handling
- Handle, prepare and store food as per the recommendations of the "Guideline: Safe Food Handling, Preparation and Storage"
- Use as a reference the guidelines set out in the NSW Food Authority Children's Services Voluntary Food Safety Program Template
- Provide information to children and parents that outline good nutrition practices, including the recommendation by Nutrition Australia that children over the age of 2 years of age be given mostly reduced fat milk, yoghurt and cheese products
- Utilise the Eat Smart Play Smart Guide to develop and implement menus
- Offer food and beverages to children on a regular basis throughout their time in care
- Have a jug of water and cups available at all times and/or have children put their personal drink bottle out on a designated table
- Understand the eating habits and nutritional needs of each child
- Encourage and support children to develop independence in eating
- Facilitate meal times that are relaxed
- Respect the requests of parents relating to dietary, religious or cultural beliefs
- Educators are required to attend regular professional development on nutrition and food safety practices and document changes to practice as a result

In relation to Nutrition:

- Utilise the Eat Smart, Play Smart Program to guide the services education and implementation of healthy eating and healthy choices for children, staff and families
- A menu, developed using the principles set out in the Australian Dietary Guidelines for Children and Adolescents and the Eat Smart Play Smart Guide, will be on display for families and children at all times and will be an accurate representation of the food and drink that is being served
- Meals will be provided and prepared for each care program in the following ways:
 - Before School Care
 - A top up breakfast of cereal and milk, toast or fresh fruit will be provided
 - After School Care
 - Afternoon Tea will be provided
 - Vacation Care
 - Morning Tea, Lunch and Afternoon Tea will be provided.
- All children's individual needs such as allergies, cultural requirements, and health needs etc. will be addressed in the menus and families advised if they will be required to supply specific foods for their child
- Food and drink consistent with the menu will be provided for morning and afternoon tea as well as small nutritious snacks available as necessary
- Fresh drinking water will be available at all times for the children and Educators
- Children and families will be encouraged to share family and cultural traditions, ideas and recipes to contribute to the menu
- Education of healthy eating habits will be developed through the program on an ongoing basis which could include specific activities, notices, posters and information sheets to families
- The denial of food will never be used as a punishment

- Children's cooking activities will be encouraged to develop life skills

In relation to Food Safety:

- All food will be prepared and stored in a hygienic manner as per the current Australian New Zealand Food Standards
- Opened food will be stored in tightly sealed containers, away from any chemicals
- Kitchen equipment will be cleaned and stored appropriately
- Surfaces are cleaned and sanitised before and after food preparation
- All perishable foods will be stored in the refrigerator and the temperature should be monitored to ensure it is less than 5°C
- Children will be encouraged not to share their drinking and eating utensils
- Tongs and spoons will be used for the serving of food. Where possible, Educators will encourage children to serve their own food and drinks to encourage the development of their food handling skills as well as acknowledging their growing sense of independence
- All cups, plates and utensils will be washed in hot, soapy water
- Children should be seated while eating or drinking
- Educators can choose whether to wear gloves or not provided that effective hand washing is being implemented. If gloves are used, care must be taken to avoid contaminating food by only using them for one continuous task and then discarding them. Gloves must be removed, discarded, hands washed and the gloves replaced with a new pair before handling food and before working with ready to eat food after handling raw food
- Gloves must be removed and discarded before using the toilet, smoking, coughing, sneezing, using a handkerchief, eating, drinking or touching the hair, scalp or body. They will then be replaced if food preparation continues
- All rubbish or left over food is to be disposed of immediately in lidded bins and the bins emptied daily and regularly cleaned with disinfectant
- Containers are to be cleaned and stored appropriately to ensure pests are not able to contaminate them
- Children will be encouraged to be involved in food preparation to assist them to have opportunities to learn more about hygiene practices when preparing food. This participation should always be supervised and an explanation provided to children on the reasons why hygienic conditions are maintained
- The service will regularly review and evaluate food handling practices in line with current best practice guidelines from recognised authorities
- The service will provide food handling and hygiene information to parents

In relation to Families:

- Communicate current dietary requirements of their child and notify their Educator immediately of any changes
- Provide nutritious and appropriate food/drinks if supplying meals for their child
- Notify the Educator of any special dietary requirements and provide a written management plan to the Educator outlining any allergies. e.g. (Diabetic, anaphylaxis, etc)
- If unforeseen circumstances arise where CKC is unable to provide meals, families will be asked to provide meals for their children, and ensure lunchboxes and drink bottles are labelled and kept clean and hygienic

Continual Monitoring and Improvement:

- Continual improvement and monitoring will occur in the following ways:
- Incidental and planned consultation with families
- Approved Provider and Co-ordination Staff accessing current relevant information
- Approved Provider, Co-ordination Staff and Educators accessing current and relevant training
- Internal evaluation of incidences and the improvement of systems

Policy Review

| Date Revised | Comments |
|--------------|---|
| May 2016 | Scheduled Policy Review- No changes made |
| October 2019 | Scheduled Policy Review – Minor updates made to keep in line with service and program changes |
| April 2020 | Minor updates made to keep in line with service and program changes |

SERVE SIZES



Vegetables and legumes/beans

| Serves per day | | | | | |
|----------------|-----------|-----------|------------|-------------|-------------|
| | 2-3 years | 4-8 years | 9-11 years | 12-13 years | 14-18 years |
| Boys | 2½ | 4½ | 5 | 5½ | 5½ |
| Girls | 2½ | 4½ | 5 | 5 | 5 |

A standard serve of vegetables is about 75g (100-350kJ):

- ½ cup cooked green or orange vegetables (for example, broccoli, spinach, carrots or pumpkin)
- 1 cup cooked, dried or canned beans, peas or lentils*
- ½ cup green leafy or raw salad vegetables
- ½ cup sweet corn
- ½ medium potato or other starchy vegetables (sweet potato, taro or cassava)
- 1 medium tomato

*preferably with no added salt



Fruit

| Serves per day | | | | | |
|----------------|-----------|-----------|------------|-------------|-------------|
| | 2-3 years | 4-8 years | 9-11 years | 12-13 years | 14-18 years |
| Boys | 1 | 1½ | 2 | 2 | 2 |
| Girls | 1 | 1½ | 2 | 2 | 2 |

A standard serve of fruit is about 150g (350kJ):

- 1 medium apple, banana, orange or pear
 - 2 small apricots, kiwi fruits or plums
 - 1 cup diced or canned fruit (with no added sugar)
- Or only occasionally:
- 125ml (½ cup) fruit juice (with no added sugar)
 - 30g dried fruit (for example, 4 dried apricot halves, 1½ tablespoons of sultanas)



Grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties

| Serves per day | | | | | |
|----------------|-----------|-----------|------------|-------------|-------------|
| | 2-3 years | 4-8 years | 9-11 years | 12-13 years | 14-18 years |
| Boys | 4 | 4 | 5 | 6 | 7 |
| Girls | 4 | 4 | 4 | 5 | 7 |

A standard serve (500kJ) is:

- 1 slice (40g) bread
- ½ medium (40g) roll or flat bread
- ½ cup (75-120g) cooked rice, pasta, noodles, barley, buckwheat, semolina, polenta, bulgar or quinoa
- ½ cup (120g) cooked porridge
- ½ cup (30g) wheat cereal flakes
- ½ cup (30g) muesli
- 3 (35g) crispbreads
- 1 (60g) crumpet
- 1 small (35g) English muffin or scone



Lean meats and poultry, fish, eggs, tofu, nuts and seeds, and legumes/beans

| Serves per day | | | | | |
|----------------|-----------|-----------|------------|-------------|-------------|
| | 2-3 years | 4-8 years | 9-11 years | 12-13 years | 14-18 years |
| Boys | 1 | 1½ | 2½ | 2½ | 2½ |
| Girls | 1 | 1½ | 2½ | 2½ | 2½ |

A standard serve (500-600kJ) is:

- 65g cooked lean meats such as beef, lamb, veal, pork, goat or kangaroo (about 90-100g raw)*
 - 80g cooked lean poultry such as chicken or turkey (100g raw)
 - 100g cooked fish fillet (about 115g raw weight) or one small can of fish
 - 2 large (120g) eggs
 - 1 cup (150g) cooked or canned legumes/beans such as lentils, chick peas or split peas (preferably with no added salt)
 - 170g tofu
 - 30g nuts, seeds, peanut or almond butter or tahini or other nut or seed paste (no added salt)
- *Weekly limit of 450g



Milk, yoghurt, cheese and/or alternatives, mostly reduced fat

| Serves per day | | | | | |
|----------------|-----------|-----------|------------|-------------|-------------|
| | 2-3 years | 4-8 years | 9-11 years | 12-13 years | 14-18 years |
| Boys | 1½ | 2 | 2½ | 3½ | 3½ |
| Girls | 1½ | 1½ | 2½ | 3 | 3½ |

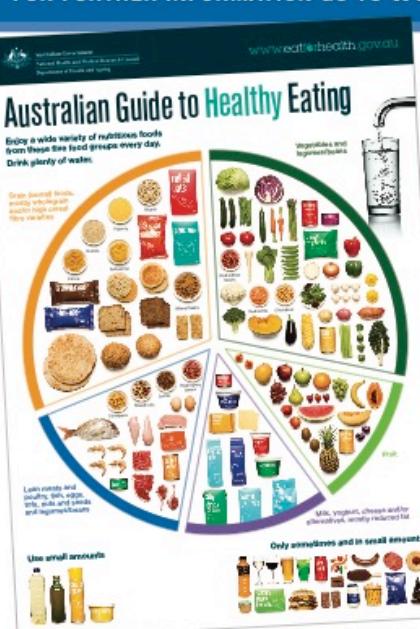
A standard serve (500-600kJ) is:

- 1 cup (250ml) fresh, UHT long life, reconstituted powdered milk or buttermilk
- ½ cup (120ml) evaporated milk
- 2 slices (40g) 2 x 2cm cube (40g) of hard cheese, such as cheddar
- ½ cup (120g) ricotta cheese
- ½ cup (200g) yoghurt
- 1 cup (250ml) soy, rice or other cereal drink with at least 100mg of added calcium per 100ml

- To meet additional energy needs, extra serves from the Five Food Groups or unsaturated spreads and oils, or discretionary choices may be needed by children who are not overweight but are taller, more active or older in their age band.
- An allowance for unsaturated spreads and oils for cooking, or nuts and seeds can be included in the following quantities: 4-5g per day for children 2-3 years of age, 7-10g per day for children 3-12 years of age, 11-15g per day for children 12-13 years of age and 14-20g per day for adolescents 14-18 years of age.

- For meal ideas and advice on how to apply the serve sizes go to:

www.eatforhealth.gov.au



WHICH FOODS SHOULD I EAT AND HOW MUCH?

The Australian Dietary Guidelines provide up-to-date advice about the amount and kinds of foods and drinks that we need regularly, for health and well-being.

By providing your child with the recommended amounts from the Five Food Groups and limiting the foods that are high in saturated fat, added sugars and added salt, they will get enough of the nutrients essential for good health, growth and development. They may have a reduced risk of chronic diseases such as heart disease, type 2 diabetes, obesity and some cancers. Your child may also feel better, look better, enjoy life more and live longer!

The amount of food your child will need from the Five Food Groups depends on their age, gender, height, weight and physical activity levels. For example, a 3-year-old boy requires 1 serve of fruit a day, but an 11-year-old boy needs 2 serves of fruit a day. A 9-year-old girl needs 4 serves of grain (cereal) foods a day, and a 14-year-old girl needs 7 serves a day. Children who are taller, more physically active or in the higher end of their age band (and not overweight or obese) may be able to have additional serves of the Five Food Groups or unsaturated spreads and oils or discretionary choices.

For further information go to www.eatforhealth.gov.au.

HOW MUCH IS A SERVE?

It's helpful to get to know the recommended serving sizes and serves per day so that your child eats and drinks the right amount of the nutritious foods they need for health – as shown in the tables above. We've given you the serve size in grams too, so you can weigh foods to get an idea of what a serve looks like.

The 'serve size' is a set amount that doesn't change. It is used along with the 'serves per day', to work out the total amount of food required from each of the Five Food Groups. 'Portion size' is the amount your child actually eats and this will depend on what their energy needs are. Some children's portion sizes are smaller than the 'serve size' and some are larger. Children may eat smaller amounts more often if they choose.

HOW MANY SERVES A DAY?

Children rarely eat exactly the same way each day and it is common to have a little more on some days than others. However, on average, the total of their portion sizes should end up being similar to the number of serves they need each day.

If your child eats portions that are smaller than the 'serve size' they will need to eat from the Food Groups more often. If your child's portion size is larger than the 'serve size', then they will need to eat from the Food Groups less often.



Australian Guide to Healthy Eating

Enjoy a wide variety of nutritious foods from these five food groups every day.

Drink plenty of water.



Use small amounts



Only sometimes and in small amounts

