



OOSH NUTRITION, FOOD, BEVERAGES & DIETARY REQUIREMENTS POLICY & PROCEDURES

O20

1. Policy Information

Policy title	OOSH Nutrition, Food, Beverages & Dietary Requirements Policy & Procedures
Policy version	O20.1
Classification	OOSH
Review cycle	1 year
Last review date	March 2024
Implementation date	March 2024
Next review date	March 2025
Approval Authority	Approved Provider (Principal), DPP, OOSH Coordinator
Person/s responsible for policy	OOSH Nominated Supervisor

2. Overview

Toongabbie Christian College (the 'College') Out of School Hours (OOSH/the 'Service') prioritises children's health, safety and wellbeing. This includes safe practices for handling, preparing and storing food, as well as providing food and beverages that are nutritious and adequate in quantity and chosen based on each child's dietary and medical requirements. The Service promotes a healthy lifestyle, including healthy eating and physical activity. We support children and families' understanding about the importance of nutrition and food choices. The Service values our families and their cultures, customs and religious traditions. We work with them to ensure that the food and beverages we provide to their children reflect their preferences. We incorporate children's agency and decision-making into our educational program. We plan meal times and other food-related experiences that enable this.

[ACECQA Policy Guidelines](#)

3. Policy

3.1 As part of our commitment to children's health, safety and wellbeing, the Service role-model food safety and hygiene practices, as well as supporting healthy food and beverage choices according to each child's needs

4. Procedures

4.1 Nutrition

4.1.1 General Practices

- 4.1.1.a Ensure we post informative brochures and posters around our room and encourage our children and families to read them.
- 4.1.1.b Ensure we post our breakfast and afternoon tea menus on our announcement board.
- 4.1.1.c Ensure we keep our relevant policies and procedures up to date to ensure best practice.
- 4.1.1.d Ensure we are actively asking for new ideas for the menu.
- 4.1.1.e Food will never be given as a reward or used for bribing a child

4.1.2 Choosing the menu

- 4.1.2.a All food added to the usual menu will be in line with the Australian Dietary Guidelines.

- 4.1.2.b The Service caters for all dietary needs and ensures that all alternatives are as close to the menu as possible.
- 4.1.2.c Each afternoon, the food choice will contain carbohydrates, protein and dairy.
- 4.1.2.d The Food Safety Supervisor/Nominated Supervisor will only include food with nutritional value. At times, there will be a once off meal such as pizza, or snack such as lollies (only during Vacation Care with parent/carer consent)
- 4.1.2.e A weekly menu is displayed and accessible to family members which accurately describes the food and beverages to be provided by the service each day. The menu will be adjusted, to ensure it takes into account any changes that have occurred as part of the menu planning/serving process.
- 4.1.2.f Bi-annually, the Nominated Supervisor will email parents asking them for some afternoon tea menu suggestions. Cost, ability to cater and nutritional value will be considered. Appropriate suggestions are then added to the menu. Educators ask parents for menu suggestions when conducting parent cards.
- 4.1.2.g Educators often ask the children for some meal suggestions. The children write these down for the Food Safety Supervisor to review. Appropriate suggestions are then added to the menu.
- 4.1.2.h Food will never be given as a reward or used for bribing a child.
- 4.1.2.i Children have access to safe drinking water at all times and are offered food and beverages appropriate to each child's needs on a regular basis throughout the day.
- 4.1.2.j The food or beverages provided are nutritious and adequate in quantity and chosen based on each child's dietary requirements (accounting for their growth and development needs, as well as any specific cultural, religious or health requirements)

4.2 Meal Times

4.2.1 Before School Care

- 4.2.1.a Children wash their hands
- 4.2.1.b Children set the table for breakfast
- 4.2.1.c Children are served breakfast at 7:30am
- 4.2.1.d After breakfast, children are encouraged to pack away

4.2.2 After School Care

- 4.2.2.a Children wash their hands
- 4.2.2.b Children line up and serve themselves (or are served depending on the food)
- 4.2.2.c Children must sit on the designated mats in O2 to eat their afternoon tea. An educator will wipe down the mats after everyone is finished eating.
- 4.2.2.d Children must sit at a designated table in O1 to eat their late snack. The table is wiped down by an educator prior to and after eating.
- 4.2.2.e Once children are finished, they may come up for seconds, or put their bowl in the water tub.
- 4.2.2.f The children will rinse their bowl and put it into the dirty dishes tub.
- 4.2.2.g Children will wash their hands afterwards.
- 4.2.2.h For children who are attending after school activities (eg music tuition), food is set aside for them and they are instructed by the educator upon return to wash their hands and where to eat their food.

4.2.3 Food from home

- 4.2.3.a During Vacation Care, families provide their children with morning tea and lunch (unless otherwise specified). On the program, an example of a healthy, Australian Dietary Guideline approved lunchbox is shown.

4.2.4 Medical Requirements

- 4.2.4.a Keep a list of all children's allergies or food restrictions near the food preparation area to ensure both staff preparing and distributing food are aware of these requirements. This Medical Quick List is reviewed termly, prior to Vacation Care, upon new enrolments (as required) and when there are changes to children's medical information.
- 4.2.4.b Children with allergies or food restrictions have their own crockery and cutlery.
- 4.2.4.c The degrees of restrictions are as follows:
 - 4.2.4.c.i Anaphylaxis requires complete avoidance of target food including touching or being in close proximity. Where possible, target foods will be avoided on the days the child is attending. .
 - 4.2.4.c.ii Allergy requires complete avoidance of target food.
 - 4.2.4.c.iii Coeliac Disease requires complete avoidance of wheat, barley, rye and oats even though a noticeable reaction may not occur.
 - 4.2.4.c.iv Intolerance requires avoidance of target food to varying degrees. Consult with a parent/carer.
 - 4.2.4.c.v For other Food Avoidance, follow parent/carer instructions.
- 4.2.4.d Educators will:
 - 4.2.4.d.i be aware of each child's dietary needs and requirements and ensure food being served does not contain allergens.
 - 4.2.4.d.ii ensure that children with allergies or food restrictions are given their set crockery and cutlery. The educator will change gloves to serve these children and will check beforehand the ingredient list of available food in order to direct the child to select safe foods.
 - 4.2.4.d.iii take careful note of food labels when preparing food and serving children with dietary restrictions to ensure the food is suitable, completing a 2 person check where possible.
 - 4.2.4.d.iv be responsible for reading and understanding the medical/allergies list prior to the start of each shift as well as ensuring any arrangements to manage the condition that are in place.

4.2.5 General Practices

- 4.2.5.a Educators will:
 - 4.2.5.a.i Role model the correct food handling procedures ie washing hands before preparing food and eating.
 - 4.2.5.a.ii Ensure that freshwater is readily available for the children to access easily on their own.
 - 4.2.5.a.iii Check and record the fridge and freezer temperatures twice per day.

4.3 Enrolment

- 4.3.1 Child enrolment records must include any special considerations for the child, such as cultural or religious dietary restrictions, as well as any health related dietary restrictions, along with the associated medical management plans. The Nominated Supervisor will complete Risk Minimisation and Communication Plans for these children, in conjunction with the parents and the information contained in the medical management plans, as per the College's *OOSH Enrolment Policy & Procedures*.

4.4 Food Safety

- 4.4.1 Handling, Preparing and Storing
 - 4.4.1.a All staff that handle food are required to complete the 'Food Safe Handling Course'.
 - 4.4.1.b Our Food Safety Supervisor has completed the required units of competency to be appointed as a Food Safety Supervisor under the Food Act 2003 (NSW)

- 4.4.1.c Hand hygiene refers to both the washing of hands with soap and water and drying with paper towels.
- 4.4.1.d Hand hygiene should be performed on the following occasions:
 - 4.4.1.d.i when beginning food preparation work in the kitchen
 - 4.4.1.d.ii after touching rubbish or a bin
 - 4.4.1.d.iii after touching raw food such as chicken or eggs
 - 4.4.1.d.iv after wearing washing up gloves
 - 4.4.1.d.v after touching dirty dishes
 - 4.4.1.d.vi after changing tasks
 - 4.4.1.d.vii before touching ready-to-eat-food. It is best to use gloves or utensils
 - 4.4.1.d.viii before and after putting on gloves
 - 4.4.1.d.ix before and after eating
 - 4.4.1.d.x when finishing food preparation work in the kitchen.
 - 4.4.1.d.xi after wiping counter tops or cleaning other surfaces with chemicals
 - 4.4.1.d.xii after sneezing, coughing, blowing nose or touching face/hair
 - 4.4.1.d.xiii after using the restroom
- 4.4.1.e Hair that is long enough to be tied back should be secured behind the head so that it does not hang over the shoulders.
- 4.4.1.f Fingernails should be shorter than the fingers. Nail polish or false nails are not permitted.
- 4.4.1.g Any cuts on the hands and lower arm should be covered with a dressing. For cuts on the hand, a glove should be worn over the dressing.
- 4.4.1.h Covered in shoes should always be worn in the kitchen and loose clothing that could catch on equipment should not be worn. Long sleeves should be rolled back to expose the wrists.
- 4.4.1.i Staff should not handle food if they are suffering from a contagious disease, (including colds) and ensure they are recovered before recommencing food handling duties.
- 4.4.1.j Children's cooking activities are encouraged. Children involved in food preparation will be supervised by staff and hygiene standards maintained.
 - 4.4.1.j.i Cooking activities will be organised in order to not use any allergens of children who are enrolled for the session.
- 4.4.1.k Educators are all responsible for ensuring food service and storage areas are in a clean and hygienic state.
- 4.4.1.l All perishable foods are stored in the refrigerator and the temperature of the refrigerator is monitored to ensure it is less than 5° Celsius
- 4.4.1.m All opened foods are stored in an airtight container and labeled with the type of food, any content that may be an allergen for the children, date of open, Best Before/Use by date/Date to be discarded and initialed by the educator who opened the item.

4.4.2 Knife Storage

- 4.4.2.a All knives are stored in a lockable toolbox at the top of the pantry.
- 4.4.2.b The key is only accessible to educators and is stored in the kitchen on the chemicals cupboard.

5. References

- [ACECQA Nutrition, Food, Beverages & Dietary Requirements Policy Guidelines](#)
- Prepared in consultation with Becklyn

6. Considerations

Education and Care Services National Regulations	National Quality Standard	Other service policies/documentation	Other
R77, R78, R79, R80, R90, R91, R160, R162, R168, R170, R171, R172, R173	QA 2.1, QA 2.3.2, QA 2.3.3, QA 4.2.2, QA 5.1.3, QA 5.2.3, QA 6.1, QA 6.2, QA 7.1.2, QA 7.1.3, QA 7.3.2, QA 7.3.5	<ul style="list-style-type: none"> • OOSH Providing a Child Safe Environment Policy & Procedures • OOSH Enrolments & Orientation Policy & Procedures • OOSH Dealing with Medical Conditions Policy & Procedures • OOSH Staff Induction Policy & Procedures • Food Safety & Handling Policy & Procedures 	<ul style="list-style-type: none"> • The Australian Guide to Healthy Eating, The Department of Health, • Australian Government 2013 • Food Regulation 2015 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2017 • Australian Children's Education & Care Quality Authority (2014) • Guide to the Education and Care Services National Law and the Education and Care Services • Eat Smart, Play Smart 2016 • Nutrition Australia • Australia and New Zealand Food Standards Code • Australian Dietary Guidelines • Eat for Health, NSW • Food Act 2003