

Food Safety Policy

Date: 1995, Revised 10/08/2005, Reviewed 20/12/07, Revised 16/09/08, Revised 14/09/12, Revised 23/06/16, Revised 15/6/2020

Signed By Management Committee _____ **Date** _____

Background:

Effective food safety practices:

- Reflect the Food Safety Standards for Australia in relation to safety practices, premises and equipment standards;
- Reinforce consistent food safety practices in the service;
- Reduce the risk of potential food-borne illnesses;
- Identify potentially hazardous foods;
- Are regularly reviewed; and
- Comply with legislative requirements whilst maintaining a flexible approach to meet best practice

University Preschool & Childcare Centre has a duty of care outlined in the *Food Standards Australia New Zealand Act 1991* and other relevant state or territory legislation to ensure that all persons are provided with a high level of food safety knowledge and/or practices during the hours of the service's operation.

It is understood by Educators, children and families that there is a shared responsibility between the service and its stakeholders to implement the food preparation, storage & serving procedure as a high priority.

Management and Educators understand that there is a duty of care to implement and adhere to the service's Food preparation, storage & serving procedure and ensure a level of protection to all persons who access the service's facilities and programs.

Aim:

To ensure that all food served at the Centre is prepared and stored in a safe and hygienic manner and complies with a high level of Workplace Health and Safety (WHS) as defined by relevant legislative requirements.

Related Documents

Hygiene Policy
Food Safety Plan

Implementation:

Perishable foods are to be refrigerated on arrival at the centre and stored at a temperature less than 5 degrees and more than 0 degrees Celsius. Fridge temperature checks ensuring the fridges are less than 5 degrees, will occur daily and be documented by staff.

Frozen foods brought into the centre are to be stored at a temperature between -18 and -15 degrees Celsius.

All foods brought from home are to be individually labelled and stored in sealed containers in the fridge below 5 degrees and more than 0 degrees Celsius.

All use by dates will be checked before food is prepared for children. Any out-of-date foods will be disposed of by staff.

Separate equipment will be used for storing raw and cooked food.

Serving utensils, cutlery, crockery and bottles will be cleaned in a dishwasher after every use.

All table and servery areas are to be sanitarily prepared before the preparation or serving of foods on them.

Special care should be given when preparing, handling and serving food to children with allergies, as to avoid contamination from residues, spills etc.

Staff will wash and dry their hands thoroughly before and after preparing and handling food. Sensor activated hand washing stations are installed in each kitchen for this purpose.

Staff will wear disposable gloves when handling food if there are cuts or abrasions on the hands.

Staff will wash their hands and wear disposable gloves or use tongs when serving food.

All fruit will be washed thoroughly even if the skin is to be removed.

All foods that contact unclean surfaces are to be discarded.

All foods are to be served within twenty minutes of being at room temperature (5 to 60 degrees Celsius).

All foods that have been cooked at home and brought into the centre for reheating before serving, are to be heated to a temperature that will kill off bacteria, 60 degrees Celsius and above.

The temperature of all reheated foods will be checked by an adult before being given to a child to ensure they are served at an appropriate temperature. The following procedure will be followed to ensure that this happens:

- * After heating, food will be
 - i. Left for 1 minute to finish heating
 - ii. Stirred to ensure an even temperature throughout
 - iii. Temperature checked using a food probe

To ensure the safety of children, students will not re-heat food unless guided and instructed by the Room leader.

Perishable foods that have been heated are to be discarded if not eaten.

Food will be kept covered until used. Leftover food will be discarded.

All crockery and cutlery is to be washed at temperatures above 55 degrees Celsius and rinsed at temperatures above 75 degrees Celsius. Use of a dish washer should ensure this.

Kitchen bins are to be covered, cleaned and disinfected daily to control odour causing bacteria.

Children's hands are to be washed before and after they eat.

Children are to be taught to turn their head away from food and either cover mouth when sneezing/coughing and then wash their hands, or sneeze/cough into their elbows.

Milk Formula and Expressed Breast Milk

Bottles of formula/EBM (expressed breast milk) will be warmed in a jug of warm water and NEVER in the microwave.

Bottles will only be heated once and leftover milk will be discarded.

Breast milk will be stored in the refrigerator for no more than forty eight hours or in the freezer compartment for up to three months as recommended by the Australian Breastfeeding Association. Each container of expressed breast milk (EBM) will be labelled with the child's name and date when expressed then placed in another centre container with the child's full name visible on the outside of the container.

All Bottles of Formula/EBM will be named with the child's name.

Care will be taken to ensure breast milk and formula is only given to the named child with two staff verifying that the correctly named EBM/Formula is offered to the child.

Frozen milk (EBM) will be defrosted in the refrigerator or under cold running water. It will never be defrosted in boiling water, reheated or refrozen.

No relief staff will be asked to prepare babies EBM/Formula and foods.

References:

Australian Government Com Law, Australia New Zealand Food Standards (Australia Only) – Standard 3.2.1 - Food Safety Programs (Australia Only), Standard 3.2.2 - Food Safety Practices and General Requirements (Australia Only), Standard 3.2.3 - Food Premises and Equipment, Standard 3.3.1 Food Safety Programs for Food Service to Vulnerable persons, Retrieved from, <http://www.foodstandards.gov.au/code/Pages/Food-Standards-Code-from-1-March-2016.aspx> accessed on 15/06/2020

Australian Breast Feeding Association, *Expressing and Storing Breastmilk*, retrieved from, <https://www.breastfeeding.asn.au/bf-info/breastfeeding-and-work/expressing-and-storing-breastmilk> , accessed on 15/06/2020

Australian Children's Education & Care Quality Authority (Oct 2011) *Guide to the National Quality Standard*

Australian Government Department of Education, Employment and Workplace relations (2009) *Belonging, Being & Becoming, the Early Years Learning Framework for Australia*

Policy Review Date: June 2023