

	<h2 style="text-align: center;">Food Safety Procedure</h2>
Linked Policy Document	This procedure details actions and processes pursuant to the <i>Food Safety Policy</i>
Version No.	Version 3.0 November 2021 (approved)
Authorisation	General Manager Community Services
Expiry Date	Policy to be reviewed by 1 December 2024
Responsible Officer	Manager Families and Children
Policy Owner	Early Childhood Coordinator

1. Purpose

This procedure will provide a process to:

- ensure effective Food Safety practices at the service that comply with legislative requirements and meet best practice standards
- minimise the risk to children of Scalds and Burns from Hot Drinks.

2. Scope

This procedure applies to all individuals involved in handling, preparing, storing and serving food for consumption at Melton City Council services and programs, and to the Approved Provider, , Nominated Supervisor, , Person in day to day charge, Responsible Person educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the service.

3. Definitions

For terms that relate specifically to this procedure refer to the *Food Safety Policy*. For commonly used terms e.g. Approved Provider, Regulatory Authority etc. refer to the *Glossary of Terms*.

4. Procedure

We aim to ensure that Food Safety is adhered to at all times according to the *Food Act 1984* to provide a healthy and hygienic environment to eliminate the risk of illness associated with poor food handling and storage techniques.

4.1. In terms of food preparation

- Food cannot be adulterated (tampered with).
- Food must not be deteriorated or perished.
- Hands should be washed thoroughly before handling food.
- Wear disposable gloves when preparing food.
- Clean clothing should be worn.
- Never sneeze or cough over food.
- Tie back hair to keep it clear of food and food surfaces.
- Do not handle or prepare food if children or educators are ill.

4.2. In terms of food handling and storage

All educators undertaking or supervising food handling operations will have the skills and knowledge of Food Safety and food hygiene.

Staff will ensure that all educators are educated in the following:

- The appropriate time and temperature required to thoroughly cook an ingredient or product.
- The correct storage temperatures for both raw and cooked products.
- To check cooking, cooling and storage equipment is operating satisfactorily and is set at the right temperature.
- That hands, gloves or serving equipment used to handle raw food can be a source of food poisoning bacteria.
- That raw food can cross contaminate ready to eat food with food poisoning bacteria.
- To wash hands or equipment appropriately to reduce the chance of cross contamination.
- Good hygiene practices such as clean hands and fingernails, removing jewellery and tying back long hair.
- To observe high levels of personal hygiene including hand washing, hand drying and providing warm running water.
- Other sources of possible contamination of ready to eat food, like dirty clothes or dirty work surfaces.
- To maintain a clean work area.

5. Responsibility/Accountability

5.1. The Approved Provider, according to Regulations is responsible for the implementation of the *Food Safety Policy*. This will be achieved through the Leadership Group and their service staff:

- Nominated Supervisor, Person in day to day charge, Responsible Person staff/educators and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food, to minimise risks to children being educated and cared for by the service (National Regulations 77)
 - contacting the Council's Health department to determine the service's Food Safety risk classification and requirements under the *Food Act 1984*
 - complying with all requirements of the service's Food Safety risk classification under the *Food Act 1984*, as outlined by Council (refer to *Background* and the Department of Health website – see *Sources*)
 - providing parents/guardians with access to the *Food Safety Policy*, and with up-to-date information on the safe provision of food for their children (refer to Food Safety at Home and in the Community on the Department of Health website – see *Sources*)
 - the Nominated Supervisor, Person in day to day charge, Responsible Person and all staff/educators are provided with access to the *Food Safety Policy* and are kept up-to-date with current legislation, standards, policies, information and resources relating to Food Safety
 - staff/educators undergo training in safe food handling, as required
 - monitoring staff/educators compliance with Food Safety practices (refer to Food Safety: Keeping Food Safe on the Department of Health website – see *Sources*)
 - encouraging volunteers to complete training in safe food handling techniques (refer to Department of Health website – see *Sources*)
 - good hygiene practices are maintained at the service (refer to the *Hygiene Policy* and Food Safety: Keeping Food Safe on the Department of Health website – see *Sources*)
 - displaying hygiene guidelines/posters and Food Safety guidelines/posters in the food areas of the service for the reference of staff/educators and families involved
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in the preparation and distribution of food to (refer to the *Hygiene Policy* and *Food Safety: Keeping Food Safe* on the Department of Health website – see *Sources*)

- *Food Safety Policy* is referred to when undertaking risk assessments for excursions and other service events
- measures are in place to prevent cross-contamination of any food given to children with diagnosed Food Allergies (refer to *Anaphylaxis Policy* and *Asthma Policy*)
- identifying potential hazards that may reasonably be expected to occur at each stage of the food-handling and preparation cycle and developing procedures to minimise these hazards. Stages of the cycle include ordering, delivery, storage, thawing, preparation, cooking, cooling, handling post-cooking, reheating and serving
- all facilities and equipment for food preparation and storage are clean, in good repair and working order
- removing pests and vermin from the premises
- informing the Department of Education & Training (DET), Department of Health and parents/guardians if an outbreak of gastroenteritis or possible food poisoning occurs at the service
- staff/educators, parents/guardians and others attending the service are aware of the acceptable and responsible practices for the consumption of Hot Drinks

5.2. Nominated Supervisors, Person in day to day charge, Responsible Person, educators and all other staff are responsible for:

- keeping up-to-date with current legislation, standards, policy, information and resources relating to Food Safety
 - being aware of safe food practices and good hygiene practices and undergoing training if required (refer to the *Hygiene Policy* and *Food Safety: Keeping Food Safe* on the Department of Health website – see *Sources*)
 - referring to the *Food Safety Policy* when undertaking risk assessments for excursions and other service events
 - informing students, volunteers, casual and relief staff at the service about the *Food Safety Policy*
 - informing families of the availability of storage facilities at the service to ensure parents/guardians make suitable food choices when supplying food for their own child. E.g. fridge, freezer, oven
 - ensuring that children's lunchboxes are kept indoors, away from heat sources (including direct sunlight)
 - discussing Food Safety with children to increase awareness and assist in developing safe practices
 - ensuring children do not share drink bottles or cups at the service
 - ensuring that children do not share foods to minimise risks in relation to children with Food Allergies
 - providing adequate supervision of children while they are eating (refer to *Supervision of Children Policy*)
 - Promoting hand hygiene (refer to *Hygiene Policy*):
 - before touching or eating food
 - after touching raw chicken or raw meat
 - after using the toilet
 - after blowing their nose, coughing or sneezing
 - after playing with an animal/pet
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- seeking input from parents/guardians on cultural values or religious expectations regarding food handling, provision and consumption
- informing the Nominated Supervisor, Person in day to day charge, Responsible Person of any outbreaks of gastroenteritis or possible food poisoning at the service
- maintaining good personal and kitchen hygiene (refer to the *Hygiene Policy* and *Food Safety: Keeping Food Safe* on the Department of Health website – see *Sources*)
- covering all open wounds/cuts on hands or arms with appropriate wound coverings
- washing hands prior to participating in food preparation and cooking activities or wearing disposable gloves when handling food
- complying with the guidelines in relation to the consumption of Hot Drinks at the service
- informing parents/guardians and visitors to the service about the guidelines in relation to the consumption of Hot Drinks at the service if necessary

5.3. Parents/guardians are responsible for:

- Refer to staff in relation to food safety and Hygiene practices at the service
- providing details of specific nutritional requirements (including Food Allergies) on their child's enrolment form, and discussing these with the Nominated Supervisor, , Person in day to day charge, Responsible Person and/or other relevant staff/educators prior to the child commencing at the service and whenever these requirements change.
- Provide as requested hygienic and nutritious food, drink and snacks with the appropriate storage. eg- insulated lunch box

5.4. Volunteers and students, while at the service, are responsible for following the *Food Safety Policy* and its procedures.

6. References, Sources, Links to Legislation and Other Documents

6.1. Please refer to Reference and Sources page located on the Melton City Council Website.

<http://www.melton.vic.gov.au/Services/People/Children/Childrens-Services-policies-and-procedures/Sources-and-References>

6.1. Related service policies:

- *Administration of First Aid Policy*
 - *Anaphylaxis Policy*
 - *Asthma Policy*
 - MCC Child Safe Policy, Procedure and Code of Conduct
 - *Dealing with Medical Conditions Policy*
 - *Diabetes Policy*
 - *Excursions and Service Events Policy*
 - *Hygiene Policy*
 - *Incident, Injury, Trauma and Illness Policy*
 - *Interactions with Children Policy*
 - *Nutrition and Active Play Policy*
 - *Occupational Health and Safety Policy*
 - *Staffing Policy.*
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