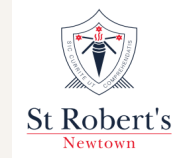


# Food Safety Policy



St Robert's is a school which operates with the consent of the Catholic Archbishop of Melbourne and is owned, operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS), where formation and education are based on the principles of Catholic doctrine, and where the teachers are outstanding in true doctrine and uprightness of life.

## Purpose

St Robert's is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students of the School.

It is the intention of St Robert's to provide clear guidelines to all students regarding the safe handling of food at school.

This policy will provide guidelines for: effective food preparation safety practices at St Robert's that comply with legislative requirements and meet best practice standards, and minimising the risk to children of scalds and burns from hot drinks.

St Robert's School is committed to: ensuring the safety of all children and adults attending the School, taking all reasonable precautions to reduce potential hazards and harm to children attending the School, ensuring adequate health and hygiene procedures are implemented at the School, including safe practices for handling, preparing, storing and serving food, promoting safe practices in relation to the handling of hot drinks at the School, educating all School users in the prevention of scalds and burns that can result from handling hot.

## Application

Food safety is very important in School environments. Children are often more susceptible to the effects of foodborne illness than other members of the community. Foodborne illness (including gastrointestinal illness) can be caused by bacteria, parasites, viruses, chemicals or foreign objects that are present in food. Food prepared by a child's School:

- must be fit for human consumption,
- must not be adulterated or contaminated,
- must not have deteriorated or perished

Safe food practices can also assist in reducing the risk of a severe allergic reaction (e.g. anaphylaxis) by preventing cross-contamination of any food given to children with diagnosed food allergies (refer to Anaphylaxis Management Policy and Asthma Management Policy).

## Basic principles- SCOPE

This policy applies to all individuals involved in handling, preparing, storing and serving food for consumption at St Robert's School, and to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the School.

1. Principal
2. Nominated Supervisor (Kitchen Garden Teacher)
3. Teachers
4. Parents/Guardians

## Procedures

### DEFINITIONS

Duty of care: A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

Food allergies: Some foods and food ingredients, or their components, can cause severe allergic reactions including anaphylaxis (refer to Anaphylaxis Management Policy). Less common symptoms of food allergy include reflux of stomach contents, eczema, chronic diarrhoea and failure to thrive in infants. Food allergies are often caused by peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy and wheat. For more information on food allergies, visit [www.allergyfacts.org.au](http://www.allergyfacts.org.au)

Food safety: (In relation to this policy) ensuring food provided by the School is fit for human consumption.

### PROCEDURES

1. Principal or Nominated Supervisor (Kitchen Garden teacher), is responsible for:

1.1 ensuring that the Principal, Nominated Supervisor, staff and volunteers at the School 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 School (Regulation 77(1));

1.2 complying with all requirements of the School's food safety risk classification under the Food Act 1984, as outlined by local council

1.3 ensuring that staff undergo training in safe food handling, as required;

1.4 monitoring staff compliance with food safety practices (refer to Sources: Department of Health – Food Safety: Keeping food safe);

1.5 encouraging volunteers to complete training in safe food handling techniques

1.6 ensuring that good hygiene practices are maintained at the School;

1.7 ensuring measures are in place to prevent cross-contamination of any food given to children with diagnosed food allergies (refer to Anaphylaxis Management Policy);

1.8 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;

1.9 ensuring that all facilities and equipment for food preparation and storage are clean, and in good repair and working order;

1.10 removing pests and vermin from the premises;

1.11 keeping up-to-date with current legislation, standards, policy, information and resources relating to food safety;

1.12 ensuring parents/guardians provide details of their child's specific nutritional requirements (including allergies) on the enrolment form, and discussing these prior to the child commencing at the School and whenever these requirements change;

### 2. THE NOMINATED SUPERVISOR (Kitchen Garden Teacher) is responsible for:

2.1 ensuring that staff and volunteers at the School 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 School (Regulation 77(2));

2.2 ensuring this policy is referred to when undertaking risk assessments for excursions and other School events;

2.3 ensuring students, volunteers, and casual and relief staff at the School are informed of this policy.

### 3. TEACHERS are responsible for:

3.1 keeping up-to-date with current legislation, standards, policy, information and resources

relating to food safety;

3.2 being aware of safe food practices and good hygiene practices

3.3 referring to this policy when undertaking risk assessments for excursions and other School events;

3.4 informing students, volunteers, and casual and relief staff at the School about this policy

3.5 ensuring that children's lunchboxes are kept indoors, away from heat sources (including direct sunlight)

3.6 discussing food safety with children to increase awareness and assist in developing safe practices;

3.7 discouraging children from sharing drink bottles or cups at the School

3.8 ensuring that children do not share lunches to minimise risks in relation to children with food allergies;

3.9 providing adequate supervision of children while they are eating

- teaching children to wash and dry their hands
- before touching or eating food
- after touching chicken or raw meat
- after using the toilet
- after blowing their nose, coughing or sneezing
- after playing with an animal/pet

3.10 encouraging parents/guardians to discuss a child's nutritional requirements, food allergies or food sensitivities, and informing the School where necessary;

3.11 seeking input from parents/guardians on cultural values or religious expectations regarding food handling, provision and consumption;

3.12 informing the Nominated Supervisor or Business Manager of any outbreaks of gastroenteritis or possible food poisoning at the School;

3.13 removing hazardous food including food that has fallen on the floor, and providing alternative food items;

3.14 maintaining good personal and kitchen hygiene;

3.15 covering all wounds/cuts on hands or arms with wound strips or bandages;

3.16 wearing disposable gloves when handling food;

#### **4. PARENTS/GUARDIANS are responsible for:**

4.1 providing details of specific nutritional requirements (including allergies) on their child's enrolment form, and discussing these with the Business Manager/Nominated Supervisor prior to the child commencing at the School and whenever these requirements change.

Volunteers and students, while at the School, are responsible for following this policy and its procedures.