

FOOD, NUTRITION & BEVERAGES POLICY & PROCEDURE

Policy Statement

As per Education and Care Services National Regulations (Regulations) our OSHC Service is committed to promoting and supporting healthy eating, safe food handling and positive attitudes towards nutrition at all times. We provide children with nutritious food and beverages consistent with the [Australian Dietary Guidelines](#) and the [Australian Guide to Healthy Eating](#), while respecting individual dietary needs, cultural practices, and family values. We aim to create a safe, inclusive and enjoyable eating environment that encourages children to make healthy choices, develop lifelong habits, and learn about food through everyday experiences.

Background

Healthy eating and safe food practices are essential to children's growth, learning, and overall wellbeing. Research shows that dietary habits developed in childhood often continue into adulthood and can reduce the risk of chronic conditions such as obesity, type 2 diabetes, and cardiovascular disease.

Our OSHC Service plays a vital role in supporting families by:

- Providing and promoting healthy food and drink options. (Reg 79)
- Modelling positive attitudes towards food and nutrition.
- Embedding healthy eating and physical activity into daily routines and programs.
- Ensuring high standards of food safety, hygiene and storage are maintained at all times.
- Maintaining, following and incorporating policies and procedures. (Reg 168 & 170)

Through strong partnerships with families, educators and health professionals, we strive to create an environment where children develop knowledge, skills, and confidence to make positive food choices that contribute to their long-term health and wellbeing.

Legislative Requirements and links to the National Quality Framework

QUALITY AREA 2: CHILDREN’S HEALTH AND SAFETY		
2.1	Health	Each child’s health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.1.3	Healthy Lifestyles	Healthy eating and physical activity are promoted and appropriate for each child

EDUCATION AND CARE SERVICES NATIONAL LAW AND NATIONAL REGULATIONS	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
S. 166A	Offence to subject child to inappropriate conduct Offence relating to inappropriate conduct
77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
160	Child enrolment records to be kept by approved provider and family day care educator
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures
173(2)(f)(i)	Prescribed information to be displayed—education and care service other than a family day care service (i) a notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the service;

Definitions of Key Terms used in the Policy

TERM	MEANING	SOURCE
ACECQA – Australian Children’s Education and Care Quality Authority	The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources, and services to support the sector to improve outcomes for children.	ACECQA
Dietary Requirements	Food and beverages provided by a service must have regard to individual children’s dietary requirements, meaning: <ul style="list-style-type: none"> • each child’s growth and development needs • any specific cultural, religious or health requirements. 	Nutrition, Food and Beverages, Dietary Requirements Policy Guidelines
Food Stafey	Safe practices for handling, preparing and storing food to minimise risks to children.	Nutrition, Food and Beverages, Dietary Requirements Policy Guidelines
Risk Minimisation Plan	Our service’s medical conditions policy must include a risk minimisation plan to be developed in consultation with families of children with a specific health care need, allergies or relevant medical condition. This is to ensure that: <ul style="list-style-type: none"> • the risks of the child’s specific health care need, allergy or relevant medical condition are assessed and minimised • practices and procedures for the safe handling, preparation, consumption and service of food are developed and implemented • practices and procedures to ensure that families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented • practices and procedures ensuring that all educators, staff and volunteers can identify the child, the child’s medical management plan and the location of the child’s medication are developed and implemented • practices and procedures ensuring that the child does not attend the service without medication prescribed by the child’s medical practitioner for that child’s specific health care need, allergy or relevant medical condition are developed and implemented. 	Nutrition, Food and Beverages, Dietary Requirements Policy Guidelines

Principles that inform the policy

- At enrolment, parents provide the Centre with details of their child’s food and drink allergies and of any cultural preferences in food. The enrolment form has provision for parents to provide the Centre with details of any special dietary requirements (e.g. allergies, culture, religion, food preferences). Parents are asked to update this information when any changes occur via the OWNA app where all enrolment information is located. A copy of all enrolment information including health information will be kept for our records. (Reg 160 & 162)

- A menu of food and beverages (Reg 78) will be developed using the principles set out in the Australian Dietary Guidelines for Children and Adolescents and reviewed on a regular basis every 6 months. All amendments made will be recorded
- The menu will be on display for families and children to view at any time.
- Snack times are seen as a social event where children and staff can relax, talk about their day and experience a variety of foods. Staff will demonstrate good health and hygienic eating habits whilst with the children
- Children should be seated whilst eating and drinking to reinforce positive role modelling and to minimise spillage.
- Children and parents are encouraged to make suggestions and regularly contribute to the menu by sharing family recipes and cultural ideas.
- All family and multicultural practices will be acknowledged and addressed in the provision of food.
- The Centre maintains a list and photographs of children with special food requirements for health or medical reasons (e.g. allergies, intolerances). This information is displayed in the office area and in the kitchen area. Relief staff are informed of these dietary requirements when they begin their shift. (Reg 90)
- Education of healthy eating habits will be developed through ongoing example, specific activities, notices, posters and information sheets to parents
- The denial of food will never be used as a punishment
- The vacation care program provides opportunities to provide the children with engaging cooking activities. These experiences will be linked to the children's current interests and learning program.
- Children are encouraged to eat, but they are not required to taste new foods, to eat food they do not like or to eat more than they want.
- Meal times are relaxed, pleasant and unhurried. Educators sit and eat with the children, maintaining good personal nutrition, and talk with them on topics of interest, including, but not limited to, healthy food and nutrition.
- Staff are encouraged to attend professional development on nutrition and food safety every 12 months.
- Follow the [Australian Dietary Guidelines](#) for serving sizes and different types of food.

Food and Hygiene (Reg 77)

- All food will be prepared and stored in a hygienic manner.
- When children are involved in food preparation this should always be supervised and hygienic conditions maintained. Children will be asked to apply sanitiser to their hands and gloves worn if necessary.
- Food will be stored in tightly sealed containers away from any chemicals
- Food requiring refrigeration will be stored in the temperature controlled refrigerator
- Kitchen equipment is to be cleaned and stored appropriately
- Staff and children use the sanitiser before preparing or serving food. Gloves are worn during food preparation and serving if required.
- Surfaces are cleaned before and or after food preparation
- All perishable foods should be stored in the refrigerator and the temperature should be monitored to ensure it is less than 5 degrees C.
- The service will review and evaluate food handling and practices
- Educators seek children's opinion of the menu.
- Food poisoning is caused by bacteria, viruses, or other toxins being present in food and can cause extremely unpleasant symptoms such as diarrhoea, vomiting, stomach cramps, and fevers. ([Foodsafety.gov](https://www.foodsafety.gov), 2023). Our OSHC Service will strictly adhere to food hygiene standards to prevent the risk of food poisoning.

During warmer weather, the risk of foodborne illnesses increases. Our OSHC Service will strictly adhere to food hygiene standards to prevent the risk of food poisoning including:

- maintaining proper temperature control for perishable foods
- ensuring refrigerators are set to recommended temperature of 5 °C or below, regularly monitoring and recording temperatures to guarantee food safety
- emphasising hand hygiene for staff and children and encourage frequent handwashing before and after meals
- implementing food safety practices to minimise the risk of cross-contamination
- ensuring staff are aware of heightened increase in allergic reactions and maintain consistent allergen management
- consider the impact of the sun on food safety when eating meals outside

- use insulated containers to keep perishable food cool and avoid leaving food exposed to direct sunlight.

Before School Care

Breakfast will only be offered to children that are early arrivals between the following times:

- 7.00am – 7:45am only
- water will be available to all children at all times

Arrivals after this time are assumed breakfast has been offered at home and staff will be unable to cater after this time due to scheduled morning routines. The service has implemented a breakfast bar where children are able to serve themselves cereal for breakfast with educators supervision.

After School Care

Afternoon tea will be offered to all children participating in the After School Care program and a late afternoon snack for late departures and they will be offered between the following times:

- 3.05pm – 3.30pm (menu will be available weekly for parents perusal)
- 5:20pm – 5:40pm

Children will be encouraged to serve themselves if possible, whilst ensuring all children have equal access to food.

Vacation Care

- During Vacation Care, parents will be asked to provide their children's morning tea, afternoon tea, lunch and drinks, unless otherwise stated on the program. Breakfast will be offered only to early arrivals between the following times:- 7.30am – 8.15am only (this will include toast or cereal only)
- Water will be available to all children at all times. Children will be encouraged to bring their own drink bottles that can be refilled throughout the day if necessary.
- Any food provided by the Centre will be prepared and stored in a hygienic manner.

- Where children are involved in food preparation, this should always be supervised and hygienic conditions maintained.
- Food will be stored in tightly sealed containers, away from any chemicals.
- Food requiring refrigeration will be stored in the refrigerator.
- Children should be seated whilst eating or drinking.
- The denial of food will never be used as a punishment.
- Containers are to be cleaned and stored appropriately.
- We will provide nutritious and varied food of good quality in the centre
- Children will be encouraged to develop good eating habits through good examples and education
- Parents will be encouraged to share family and multicultural values and ideas to enrich the variety and enjoyment of food by the children
- High standards of hygiene will be maintained throughout all food preparation

Food Safety

Food will be prepared in accordance with the Food Safety Program. All kitchens and food preparation areas will comply with Food Standards Australia and New Zealand ([FSANZ](#)) and any relevant local jurisdictional requirements (i.e., local council registrations and inspections). The meal preparation area is located in the Department of Education school grounds and therefore undergoes regularly yearly inspections.

All staff involved in the stages of food handling have the skills and knowledge to ensure food safety is a priority. This includes implementation of the following;

- ensure children and staff wash and dry their hands (using soap, running water, and single use disposable towels or individual hand towels) before handling food or eating meals and snacks
- ensure gloves (and food tongs) are used by all staff handling 'ready to eat' foods.
- ensure food is stored and served at safe temperatures (below 5°C or above 60°C), with consideration to the safe eating temperature requirements of children
- ensure separate cutting boards are used for raw meat and chicken, fruit and vegetables, and utensils and hands are washed before touching other foods

- discourage children from handling other children's food and utensils
- ensure food-handling staff members attend relevant training courses and pass relevant information on to the rest of the staff.

In relation to the personal hygiene for food handlers;

- clean clothing is worn by food handlers (such as an apron or appropriate jacket)
- long hair is tied back or covered with a net
- hand and wrist jewelry are not worn while preparing food (e.g. rings and bracelets)
- nails are kept short and clean and no nail polish is worn (as it can chip into food and hide dirt under the nails)
- strict hand-washing hygiene is adhered to, including washing hands each time they return to the kitchen before continuing with food preparation duties
- To uphold BEST PRACTICE gloves to be worn when handling food and tongs used
- wounds or cuts are covered with a brightly coloured, waterproof dressing (that will easily be seen if it falls off), and gloves will be worn over any dressings
- staff who are not well will not prepare or handle food.

All Educators who are required to assist with the afternoon tea preparation will have completed the relevant food safety training and a food safety supervisor will be identified.

Buying and Transporting Food

OUR OSHC SERVICE WILL:



- ensure food supplies have been ordered in a timely manner
- always check labels for the 'use by' and 'best before' dates, understanding that 'use by' dates apply to perishable foods that could potentially cause food poisoning if out of date, whilst 'best before' dates refer to food items with long shelf life, but quality could be compromised
- avoid buying food items in damaged, swollen, leaking or dented packaging
- always check eggs within cartons: Never buy dirty or cracked eggs
- never buy any food item if unsure about its quality
- ensure fresh meat, chicken, or fish products cannot leak on to other food items

- ensure chilled, frozen, and hot food items are kept out of the 'danger zone' (5 °C to 60 °C) on the trip back to the Service by:
 - not getting chilled frozen, or hot food items until the end of the shopping.
 - placing these items in an insulated shopping bag or cooler
 - immediately unpacking and storing these items upon the return to the Service
 - Immediately unpacking and storing these items upon the return to the Service.

Storing Food

OUR OSHC SERVICE WILL:

- ensure the refrigerator and freezer has a thermometer and that the refrigerator is maintained at 5 °C or below and the freezer is maintained at -18 °C or below
- ensure fridge and freezer temperatures are checked and recorded daily (See *Refrigeration Temperature Control Register*)
- store raw foods below cooked foods in the refrigerator to avoid cross contamination by foods dripping onto other foods
- ensure fresh meat is not stored in the fridge for more than 3 days (unless otherwise specified)
- ensure that all foods stored in the refrigerator are stored in strong food-safe containers with either a tight-fitting lid, or tightly applied plastic wrap or foil
- ensure that all foods not stored in their original packaging are labelled with:
 - the name of the food
 - the 'use by' date or expiry date
 - the date the food was opened or prepared
 - details of any allergens present in the food
- transfer the contents of opened cans into appropriate food safe containers
- ensure all bottles and jars are refrigerated after opening
- cool cooked food safely before refrigeration (e.g. in shallow containers) and refrigerate as soon as steam has stopped rising to minimise time in the temperature danger zone
- place 'left-over' hot food in an appropriate sealed container in the refrigerator as soon as the steam has stopped rising. Food can be cooled quickly to this point by placing in



smaller quantities in shallow containers, reducing the amount of time sitting in the 'danger zone'



- not reuse disposable containers (e.g., Chinese food containers)
- store dry foods in labelled and sealed, air-tight containers if not in original packaging.
- store dry foods off the floor (minimum 30cm) in cupboards or pantry areas
- not place anything on the floor of a walk-in pantry (as containers of any type create easy access to shelves for mice and rats)
- store bulk dry foods only in food-safe and airtight containers
- use the FIFO (first in, first out) rule for all foods (dry, chilled, and frozen) to ensure rotation of stock so that older stock is used first
- store cleaning supplies and chemicals separately from food items

Preparing and Serving Food

OUR OSHC SERVICE WILL:

- ensure that all cooked food is cooked through and reaches a minimum internal temperature of 75 °C
- ensure that cooked food is served promptly, or maintained at 60 °C or above until ready to serve
- use a thermometer to ensure that hot food is maintained at above 60 °C until ready to serve.
- ensure that prepared cold food is stored in the refrigerator maintained at below 5 °C until ready to serve
- discard any potentially hazardous food left in the temperature danger zone 2 hours or more and do not reheat
- reheat cooked food (if required, for example for a child who was sleeping at lunch time) to a temperature of 70 °C (but only ever reheat once. Discard if the food is not eaten after being reheated).
- keep cooked and ready-to-eat foods separate from raw foods at all times
- defrost food safely in the refrigerator or microwave, not at room temperature
- ensure foods are defrosted in the fridge or microwave
- wash fruit and vegetables thoroughly under clean running water before preparation
- ensure unused washed fruit or vegetables are thoroughly dry before returning to storage
- discard any food that has come into contact with the floor
- ensure food that has been dropped on the floor is immediately discarded

- thoroughly clean kitchen utensils and equipment between using with different foods and/or between different tasks
- avoid cross-contamination by ensuring that separate knives and utensils are colour coded and used for different foods
- avoid cross-contamination by ensuring that colour-coded cutting boards are used (note that it doesn't matter which colour you use for which food providing signs are displayed to alert all staff). Common colours are:
 - Blue: raw fish/seafood
 - Green: fruit and vegetables
 - Red: raw meat
 - Brown: cooked meat
 - Yellow: raw poultry
 - White: bakery and dairy
- ensure that gloves are changed between handling different foods or changing tasks
- ensure that staff preparing food for children with food allergies or intolerances are proficient at reading ingredient labels
- ensure allergen-safe practices are implemented, including use of separate, clearly identifiable utensils and equipment
- ensure that food allergies and intolerances are catered for by using separate easily identifiable cutting boards, utensils, and kitchen equipment (e.g., using a colour code, or food-safe permanent marker)
- ensure that children with food allergies and/or intolerances are served their meals and snacks individually on an easily identifiable plate (e.g. different colour), and that food is securely covered with plastic wrap until received by the child to prevent possible cross-contamination
- ensure all educators and staff are aware of children who have severe allergic reactions to certain foods as per ASCIA Action Plans
- implement a two person check to ensure the '*right child gets the right meal*' for example: a checklist is developed to record children's names, their allergies, health needs
- ensure staff responsible for preparing, serving and supervising food for children with food allergies undertake the *All about Allergens for Cooks and Chefs* and *All about Allergens for Children's Education and Care (CEC)* online courses- [Food Allergy Aware Training](#)
- ensure that a notice is displayed prominently in the main entrance of the OSHC Service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the Service, and



provide details of the allergen/s (Reg. 173(2)(f)) [note: this notice should not identify the child]

- ensure that unwell staff do not handle food
- ensure left-over food is stored immediately in the fridge or thrown away
- implement a two person check to ensure the '*right child gets the right meal*' for example: a checklist is developed to record children's names, their allergies, health needs

Communicating with families

Our OSHC Service will:

- provide a copy of the *Nutrition and Food Safety Policy and Dealing with Medical Conditions* to all families upon orientation at the Service (Reg 91).
- provide opportunities for families to contribute to the review and development of the policy
- request that details of any food allergies or intolerances, medical conditions or specific dietary requirements be provided to the OSHC Service and work in partnership with families to develop an appropriate response so that children's individual dietary needs are met
- display menus for families to view easily (at least two weeks at a time) that is based on *Australian Dietary Guidelines*
- communicate regularly with families about food and nutrition related experiences within the Service and provide up to date information to assist families to provide healthy food choices at home.
- communicate regularly with families and provide information and advice on appropriate food and drink to be included in children's lunchboxes- especially during Vacation Care. This information may be provided to families in a variety of ways including factsheets, newsletters, during orientation, information sessions and informal discussion.
- discuss discretionary choices- (food and beverages not required for a balanced diet) with families and where necessary, implement agreed strategies to support alternatives while maintaining children's dignity and wellbeing.
- provide current information and guidance to support families in providing healthy food choices at home



Where Food is Brought From Home:

Our OSHC Service will:

- provide information to families on the types of foods and drinks recommended for children and that are suitable for children's lunchboxes and after school snacks
- provide information to families on how to read the *Nutritional Information Panel* on food and drink labels
- provide space in a refrigerator to keep lunchboxes or insulated lunch bags to be stored
- ensure insulated lunchboxes are unzipped to allow cool air to circulate
- encourage children to eat the more nutritious foods provided such as sandwiches, fruit, cheese and yoghurt, before eating any less nutritious food provided
- strongly discourage the provision of highly processed snack foods high in fat, salt, and/or sugar, and low in essential nutrients in children's lunchboxes. Examples of these foods include sweet biscuits, some muesli bars, breakfast bars and fruit filled bars, and chips.
- food items that should not be brought to the OSHC service include confectionary (lollies, sweets, chocolate, jelly), deep fried foods (chicken nuggets, fish fingers) and sugary drinks (cordial, energy drinks).

Creating a Positive Learning Environment

Our OSHC Service will:

- ensure that educators sit with the children at meal and snack times to role-model healthy food and drink choices and actively engage children in conversations about the food and drink provided
- choose water as a preferred drink- consider serving it chilled or with ice in summer; add lemon, mint leaves or other fruits such as oranges for flavour
- endeavour to recognise, nurture and celebrate the dietary differences of children from culturally and linguistically diverse backgrounds
- choose foods from the five food groups
- create a relaxed and unhurried mealtime environment that supports children to eat, communicate and enjoy social interactions

- encourage children to try different foods without coercion or pressure ~~but do not force them to eat~~
- ensure food is not used as a reward, bribe or withhold food for disciplinary purposes, recognising that such practices may constitute inappropriate conduct
- respect each child's appetite and cues for hunger and satiety and not pressure or insist that a child eat
- role-model and discuss safe food handling with children

OSHC Service Program

Our OSHC Service will:

- foster awareness and understanding of healthy food and drink choices through including in the children's program a range of learning experiences encouraging children's healthy eating
- encourage children to participate in a variety of 'hands-on' food preparation experiences
- provide opportunities for children to engage in discovery learning and discussion about healthy food and drink choices
- embed the importance of healthy eating and physical activity in everyday activities and experiences

Cooking with Children

Cooking experiences support children to develop knowledge and skills and positive attitudes towards healthy eating. These experiences provide opportunities to explore new foods, share cultural practices and build practical life skills.

Educators will actively supervise children and ensure all cooking experiences are conducted safely, with appropriate hygiene practices and risk minimisation strategies in place.

Food Safety Standards for NSW

Changes to the Food Standards Code include new food safety requirements under the Food Safety Standard 3.2.2A. The requirements comprise of 3 key elements including:

- Food Safety Supervisor
- Food Handler Training
- Record Keeping

See [Safe Food Australia](#) (guide to the food safety standards in the Food Standards Code) or email information@foodstandards.gov.au. Food regulators also have information to help food businesses in their jurisdiction understand the requirements of this standard. See the web links below:

- [New South Wales](#)

Administration of First Aid During Rest Time

If a child becomes unresponsive, not breathing, or their face/body appears blue:

1. Educators must perform **immediate First Aid**, call an ambulance (000), and begin resuscitation following the **DRSABCD protocol**.
2. Follow the Service's **Administration of First Aid Policy and Procedure**.
3. The Nominated Supervisor will complete an **Incident, Injury, Trauma and Illness Record** in full. (Reg 87.)
4. The Nominated Supervisor will notify the parent/guardian immediately and inform the **Regulatory Authority within 24 hours** if a serious incident has occurred. (Reg 176)

Food, Nutrition and Beverages Procedures

Menu Development and Review (Reg 80)

Kitchen staff, educators and management will ensure:

1. The Service menu is based on the Australian Guide to Healthy Eating and the Dietary Guidelines for Children and Adolescents.
2. The menu and nutritional information are displayed for families at all times (see Menu Record).
3. Consultation with health professionals (e.g., dietitians, National Allergy Strategy) occurs when required.
4. Children, families, and educators have the opportunity to provide feedback via the Nutritional Practice Survey Form.
5. The Service menu is reviewed regularly using the Menu Evaluation Form; children's feedback may also be included.
6. Menu reviews are guided by the Menu Planning Checklist or Vegetarian Menu Planning Checklist.
7. Any amendments to the menu are recorded using the Menu Amendment Notification Form, and families are informed.

Ordering and Deliveries

Kitchen staff will:

1. Order food supplies in a timely manner.
2. Complete the Food Delivery Register when receiving supplies.
3. Ensure all food comes from approved suppliers listed on the Food Supplier Register.
4. Check food deliveries against order records.
5. Record temperatures of perishable items (below 5°C for cold, above 60°C for hot).
6. Confirm food is clean, intact, and free of pest activity.
7. Check use-by and best-before dates.
8. Store food immediately to keep items out of the danger zone (5°C–60°C).
9. Rotate stock using FIFO (First In, First Out).

Food Storage

Kitchen staff will:

1. Store dry goods in cupboards, off the ground, away from chemicals.
2. Keep storage areas clean, ventilated, pest-free, and out of direct sunlight.
3. Seal opened packages in airtight containers; refrigerate/freezer perishable items.
4. Label stored foods with:
 - Name of the food
 - Use-by or best-before date
 - Date opened
 - Allergen details
5. Maintain fridges/freezers in good working order at $\leq 5^{\circ}\text{C}$ (fridge) and -17°C (freezer).
Record daily temps in the Refrigeration Temperature Control Register.
6. Keep raw and cooked foods separate (cooked above raw in fridges).
7. Use food-safe containers/wraps.
8. Store raw meat for no longer than 3 days.
9. Defrost food in the fridge or microwave.
10. Cool leftovers from 60°C to 21°C within 2 hours, then refrigerate to $\leq 5^{\circ}\text{C}$ within 4 hours.
11. Follow the 2-hour/4-hour rule for food out of temperature control.

Food Cooking, Cooling and Preparation

Kitchen staff and educators will:

1. Prepare food trolleys for meal times.
2. Calibrate food thermometers every 6 months (record in Food Safety Program).
3. Record cooking/cooling temperatures on the Daily Kitchen Checklist.
4. Cook food to a minimum of 75°C .
5. Keep hot food above 60°C until serving.
6. Reheat food to at least 60°C (steaming hot).
7. Wash fruit/vegetables under clean running water.
8. Discard food that has touched the floor.
9. Use colour-coded chopping boards and utensils:
 - Blue: raw fish/seafood

- Green: fruit/veg
- Red: raw meat
- Brown: cooked meat
- Yellow: raw poultry
- White: bakery/dairy

10. Prepare different foods in separate areas to avoid cross-contamination.
11. Use separate knives/utensils for raw and cooked foods.
12. Use different coloured cloths for cleaning specific kitchen areas.

Dietary Requirements (allergies, intolerances, cultural/religious, medical)



Kitchen staff and educators will:

1. Consult with families regarding children's individual dietary requirements during enrolment.
2. Inform all staff of children with allergies, intolerances, cultural/religious food requirements, and medical conditions.
3. Use separate utensils/equipment for children with special dietary needs (e.g., colour-coded or clearly labelled).
4. Follow each child's risk minimisation plan and medical management plan.
5. Display medical management plans in kitchen areas with family consent.
6. Display dietary information that does not require a medical plan (with family consent).
7. Maintain Dietary Requirement ID Cards and a Dietary Requirements Register.
8. Ensure staff complete anaphylaxis/allergy training and refresh annually or when a new child with these conditions enrolls.

Food Hygiene

Kitchen staff and educators handling food will:

1. Maintain strict personal hygiene:
 - Do not handle food when unwell
 - Tie back hair, keep nails short, minimal jewellery
 - Cover cuts with blue food-safe waterproof plasters
2. Wash hands frequently and follow the Hand Washing Procedure.

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3. Wear clean, appropriate clothing.
 4. Inform management if unwell or if contamination is suspected.
 5. Use utensils instead of bare hands where possible.
 6. Sanitise all equipment/utensils via dishwasher.
 7. Wash aprons, cloths, and towels daily (separate for different tasks).
 8. Clean and sanitise kitchen equipment safely (unplug electrical appliances first).
 9. Supervise children in handwashing before cooking experiences.
 10. Support children to use utensils and avoid unnecessary food handling.

Kitchen Cleaning

Kitchen staff and educators will:

1. Clean/sanitise kitchen and prep areas using the Daily Kitchen Checklist and Kitchen Cleaning Checklist.
2. Use cleaning chemicals as per manufacturer's instructions and Safety Data Sheets.
3. Store cleaning chemicals safely and use only approved products.
4. Check and restock PPE, soap, paper towel, tissues, gloves, and sanitiser.

Pest Control

Kitchen staff will:

1. Ensure pets/animals are not in kitchen areas.
2. Inspect all food deliveries for pest contamination.
3. Store food in sealed containers.
4. Empty, clean, and sanitise bins regularly; replace liners daily.
5. Monitor pest control baits and record inspections.
6. Report and record pest activity on the Daily Kitchen Checklist or Food Safety Program, and notify the Nominated Supervisor for action.

The Approved Provider/Management/Nominated Supervisor Will:

- Ensure educators and staff are aware of their responsibilities and obligations under the Education and Care Services National Law and Education and Care Services National Regulations in relation to this policy and relevant procedures to ensure awareness of safe food handling practices while promoting healthy eating

- Ensure new staff and educators are aware of food practices and procedures as outlined in this policy during induction and orientation
- Require staff responsible for preparing, serving and supervising food for children with food allergies undertake the *All about Allergens for Cooks and Chefs* and *All about Allergens for Children's Education and Care (CEC)* online courses- [Food Allergy Aware Training](#)
- A notice is displayed prominently in the main entrance of the OSHC Service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the Service, and provide details of the allergen/s (Reg. 173(2)(f)) [note: this notice should not identify the child]
- Ensure water is readily available for children to drink
- Ensure enrolment forms include information relating to child's food preferences, allergies, intolerances, cultural or religious considerations or medical conditions which involve food or food practices
- Consult with families on enrolment to develop individual management plans, including completing *Medical Risk Minimisation Plans* for children with medical conditions involving food allergies, food intolerances and special dietary requirements as per *Medical Conditions Policy*
- Ensure children's individual dietary requirements as per enrolment information or medical condition plans are communicated to all staff and food handlers
- Ensure any changes to children's individual dietary requirements are recorded and communicated to all staff and food handlers
- Appoint a Food Safety Supervisor to oversee food handlers and ensure they hold a valid Food Safety Supervisor certificate and training.
- Require all staff handling food attend basic safe food handling training, including and appropriate Food Safety and Food Hygiene Certificate
- Comply with Food Safety Standard 3.2.2A requirements
- Maintain an up-to-date *Food Safety Certificate Register* to provide evidence of safe food handling training for all food handlers
- Keep records relating to receiving, storage, processing, displaying and transportation of food. These records must be kept for a period of 3 months
- Display the weekly menu in an accessible and prominent area for parents to view and ensure the weekly menu is accurate and describes the food and beverages provided each day of the week
- Review the menu on a regular basis, every 6 months. Amendments made to the *Service Menu Record* will be recorded.

- Encourage and provide opportunities for staff and educators to undertake regular professional development to maintain and enhance their knowledge about childhood nutrition and food safety practices
- Notify parents/guardians as soon as practicable but within 24 hours if their child is involved in a serious incident/situation at the OSHC Service. Details of the incident/situation are to be recorded on the *Incident, Injury, Trauma and Illness Record*.
- Notify the regulatory authority of any serious incident or complaints alleging the safety, health or wellbeing of children has been compromised within 24 hours of the incident or the time that the person becomes aware of the incident or complaint
- Conduct a review of practices following a serious incident, such as a food poisoning outbreak, including an assessment of areas for improvement.

Educators/Food Handlers Will:

- Ensure children remain seated while eating and drinking
- Be aware of children with food allergies, food intolerances, and special dietary requirements and consult with families and management to ensure individual management plans and risk minimisation plans are developed and implemented, in accordance with the *Medical Conditions Policy*
- Actively supervise children during mealtimes to ensure safety and wellbeing
- Participate in regular professional development to maintain and enhance knowledge about childhood nutrition and food safety practices
- Participate in safe food handling training as required, including completion of an appropriate Food Safety and Food Hygiene Certificate
- Keep records relating to the safe handling of food, where required
- Consult with children, families, educators and relevant health professionals (e.g. dietitians) when reviewing the OSHC Service *Menu Record*
- Follow current the [Australian Dietary Guidelines](#) for serving sizes and different types of food
- Display current nutritional information for families and provide regular updates
- Ensure the weekly menu is displayed in an accessible and prominent area for parents to view
- Ensure the weekly menu is accurate and describes the food and beverages provided each day of the week
- Present food in an appealing and appropriate manner
- Ensure food is not used as a form of punishment, reward or bribe



- Ensure children are not force fed, coerced or pressured to eat food they do not want or choose to eat, recognising that such practices may constitute inappropriate conduct and pose a risk to children’s safety, wellbeing and dignity
- Promote healthy eating habits through intentional teaching and inclusion of nutrition in the educational program
- Communicate with families about their child’s food intake and discuss any concerns respectfully
- Encourage children to brush their teeth after breakfast at the OSHC Service, if possible, to promote good dental health
- Ensure pets or animals are not present in the kitchen or food preparation areas.

Monitoring Evaluation and Review

At Fun 4 U, we proactively monitor updates from ACECQA and Childcare Centre Desktop to ensure our Food, Nutrition and Beverages Policy and Procedure remains current and compliant. The policy is reviewed at least annually, in consultation with families, staff, educators, and management, to reflect best practices and evolving regulatory requirements. In addition to this, our policies are made readily available to families on our Facebook page and next to our sign in and out register we have a poster with a QR code that links to all of our policies. (Reg 171 & 172)

Links to other policies/ resources

Related Polices	Child Care Centre Desktop Polices
Administration of First Aid Policy Administration of Medication Policy Child Protection Policy Enrolment Policy Excursions and incursions Policy Interactions with Children, Families and Staff Policy Governance and Management Policy Providing a Child Safe Environment Policy Supervision Policy	Administration of First Aid Policy Anaphylaxis Management Policy Child Safe Environment Policy Dealing with Infectious Diseases Policy Enrolment Policy Excursions / Incursions Policy Family Communication Policy Governance Policy Health and Safety Policy Incident, Injury, Trauma and Illness Policy Medical Conditions Policy Multicultural Policy

Sources

- Australian Breast-Feeding Association Guidelines: <https://www.breastfeeding.asn.au/>
- Australian Children’s Education & Care Quality Authority. (2026). [Guide to the National Quality Framework](#)
- Australian Children’s Education & Care Quality Authority. (2026). [Nutrition, food and beverages, dietary requirements Policy Guidelines](#).
- Australian Government Department of Education. (2022). [Belonging, Being and Becoming: The Early Years Learning Framework for Australia](#). V2.0.
- Australian Government Department of Health *Eat for Health-* [The Australian Dietary Guidelines](#)
- *Food Act 2003*
- [Children \(Education and Care Services\) National Law \(NSW\)](#)
- [Education and Care Services National Law Act 2010](#)
- [Education and Care Services National Regulations 2011](#)
- [Education and Care Services National Regulations \(NSW\) \(2025\)](#)
- Food Authority NSW. (2025). [Food safety requirements for children’s services in NSW](#).
- Food Safety Standards (Australia only). (2025). [Food Safety Standards \(Chapter 3\)](#)
- *Food Standards Australia New Zealand (FSANZ). (2026)*
- Food Standards Australia New Zealand. (2025). [Safe Food Australia – A guide to the food safety standard \(4th Ed.\)](#)
- National Health and Medical Research Council. Department of Health and Ageing. [Eat for Health. Infant Feeding Guidelines. \(2013\)](#)
- NSW Government. (2026). [Munch and Move](#)
- The Department of Health. Get Up & Grow: [Healthy Eating and Physical Activity for Early Childhood – Staff/Carers Book](#)
- [The Australian Dietary Guidelines | Australian Government Department of Health, Disability and Ageing](#)

Record of services’ compliance (Reg 167)

Date Created: April 2015

Date Reviewed by Fun 4 U: 31/5/2026

Childcare Centre Desktop Policy Update: May 2026

This Policy Follows ACEQA: [Nutrition, Food and Beverages, Dietary Requirements Policy Guidelines](#)