



## Policy Statement

*NBCA services will comply with all required legislation and guiding practices in relation to food safety.*

### Implementation

- Each service will appoint a Food Safety Supervisor with relevant and current qualifications. Additional kitchen/staff may be required to obtain qualifications in food safety. The Food Business License will be displayed within the service, and renewed as required.
- The kitchen-cleaning schedule must be implemented as per the cleaning roster.
- Food can only be **heated once** as per strict guidelines set by Nutrition Australia and the FSANZ 2009 (Food Safety Standards).
- Products containing peanuts or tree nuts will not be provided at the service.
- Allergy lists are displayed to ensure children do not come into contact with any food they are allergic to, and updated as required. Staff and educators will be aware of children's food allergies, intolerances and special dietary requirements.
- Staff must be aware of the difference between cleaning and sanitising and use appropriate cleaning products to ensure cleaning and sanitising are carried out effectively.
- NBCA services will adhere to individual Food Safety/HACCP Plans.
- Food or drink is not encouraged to be brought into the service by families.
- Educators, staff and children will take care to prevent their hair contaminating food.
- The chef and/or cook, staff and any other members of the community will not be permitted to enter the kitchen, if unwell.
- All utensils and surfaces used for food storage, preparation or consumption will be cleaned thoroughly and/or cleaned in the dishwasher after use.
- Food preparation and storage will be carried out in a hygienic manner ensuring perishables are stored in a refrigerator or air-tight containers away from heat and sunlight.
- The kitchen shall be maintained in a clean and hygienic condition.
- After washing hands, a barrier will be evident in the process of handling food i.e: gloves **or** tongs.
- Educators will prevent children as much as possible from sharing utensils, food that has been handled by another child or any food or utensils that have dropped on the floor.
- Where children are on special diets, the food safety supervisor, director or the responsible person in charge of the service will consult with the family in relation to food preferences and the provision of a list of suitable foods.
- Families of infants who require formula as part of their daily dietary intake are required to provide pre-measured containers of formula and bottles of pre-measured water labelled clearly with their child's name. Formula cannot be brought into the service already made up.
- Breast milk must be clearly labelled with the child's name.



- Food safety will be discussed with children as part of the program. Cooking activities implemented with children will reflect a wide variety of cultures and cooked to a minimum temperature of 75 degrees Celsius. Educators will carry out all practical measures to minimise the risk of choking.

## Food Storage

- Kitchen staff will determine the storage location of food once delivered i.e. on the shelf, refrigerator or freezer.
- Any food stored on the shelf, must be stored in a closed container once the original packaging has been opened.
- All food stored in the refrigerator or freezer must be covered and placed on the shelf, with consideration to the type of food, e.g. refrigerated meat must be stored on the lowest shelf, to prevent contamination from any possible spillage and be placed on a tray.
- Opened food stored in the refrigerator, will have a date marked on it that food item is to be used prior to opening another item, e.g. milk and yoghurt.
- Food collected from the kitchen must be transported using a designated trolley, and the food to remain covered until served. Any food served into bowls must be covered and the two (2) hour rule applies. Food in the rooms (teething rusks, biscuits etc.) must be stored in the cupboard or on the shelf in an airtight container. Staff are responsible for checking use by dates and disposing of food, as required.
- At the conclusion of lunch, any uneaten food must be covered and return to the kitchen immediately.

## Food Deliveries

- Food deliveries are to be directed to the kitchen.
- In the absence of the chef/cook, a staff member is to sign for the delivery.
- If the delivery includes cold or frozen products, the temperature of the delivery vehicle is either recorded on the invoice by the supplier or recorded by a staff member once they have asked the supplier.
- Take the temperature of all cold and frozen foods and record on invoice or delivery docket. Pack all frozen and cold foods away immediately.
- Cross check items to ensure all recorded items have been delivered. If any items are missing, please record and notify the supplier.
- Place invoices into Admin tray.
- Pack away all items in a timely manner.

## Temperatures

Temperatures maintained with the use of a probe thermometer.

<b>75°C</b>	<b>Cooking temperature</b>
<b>60°C</b>	<b>Safe hot food holding zone</b>
<b>5°C – 60°C</b>	<b>DANGER ZONE for high risk foods</b>
<b>0°C – 5°C</b>	<b>Safe cold food storage (Refrigerator temperature)</b>
<b>-18°C</b>	<b>Safe frozen food storage (Freezer temperature)</b>



## The 2 hour / 4 hour Guide

The 2 hour / 4 hour guide states the following:

- If potentially hazardous food has been out of temperature control for two (2) hours or less then it may be used immediately or be placed in the refrigerator.
- If potentially hazardous food has been out of the temperature control for over two (2) hours but less than four (4) hours it must be used immediately or discarded. It cannot be refrigerated.
- Once potentially hazardous food has been out of temperature control for four (4) hours it must be discarded. It cannot be used for any other purpose.

## Cross Contamination

- Colour coded chopping boards will be used to minimise the contamination of food.
  - Grey/White:** Bakery and dairy
  - Brown:** Cooked Meats
  - Red:** Raw meats
  - Yellow:** Raw poultry and chicken
  - Green:** Fruit and vegetables
  - Blue:** Fish and seafood
- All necessary precautions will be taken to avoid the contamination of allergens to those who are vulnerable.

## Defrosting

There are only two (2) methods of defrosting used at the service.

1. Defrosting is to be preferably done by placing the frozen food on the bottom shelf of the refrigerator overnight.
2. The second option for defrosting is to be done in the microwave, but once defrosted; it is to be used immediately.

## Children's Cooking Activities

- Children will be supported to learn basic hygiene practices.
- Children will be:
  - Made aware of heat and utensil safety.
  - Discouraged to participate if they have recently been ill.
  - Encouraged to tie up any long hair.
  - Assisted to wash their hands before starting.
  - Supervised closely if electrical equipment is used.
- The types of food prepared will be limited to:
  - Kitchen supplies supplied by the service.
  - Cooked food (to destroy any germs in the cooking process).
  - Cold food preparations that are made are consumed by the same child, immediately.



## Policy Links

### Policies:

- Handwashing
- Health, Hygiene and Infection Control
- Medical Conditions
- Nutrition and Meal Times

NQS: 2.2

Regulations: 77 – 80 and 168

### Sources:

- ACT Health [www.health.act.gov.au](http://www.health.act.gov.au)
- Food Standards Australia New Zealand
- National Quality Framework
- Nutrition Australia
- Staying Healthy: Preventing infectious diseases in early childhood education and care services (5<sup>th</sup> Edition) 2013

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