



Food Safety Policy for Pre-Schools

Policy Statement

The centre will minimise transmission of food borne illness in children and staff by utilising food hygiene and safe food handling practices. The aim of this food safety policy is to ensure all children in care at pre-school receive safe food. To minimise transmission of food borne illness in children, the staff, children and children's families must each play a part.

Pre-school staff responsibilities

Management and staff understand that there is a duty of care to implement and adhere to the services' Food Safety Policy.

1. The food safety policy is given to parents at the earliest opportunity.
2. Wash hands before and after handling food or utensils (using soap, warm running water and disposable towel).
3. Wash hands and clean nails after:
 - ⇒ Arriving at and leaving from work
 - ⇒ Using the toilet
 - ⇒ Having contact with unclean equipment and work surfaces, soiled clothing and dish cloths
 - ⇒ Toileting children
 - ⇒ Wiping children's noses or their own noses
 - ⇒ Removing disposable gloves
 - ⇒ Disposing of food waste
4. Disposable gloves will be worn or food tongs used by any staff directly preparing ready to eat foods.
5. Ensure high risk foods are stored at 5⁰c or below by monitoring food temperature (daily) using a probe thermometer inserted into the food.
6. Children or staff suffering from gastro enteritis or other contagious conditions should stay home until recovered.
7. Ensure there is a safe and hygienic area designated for food preparation and storage.
8. Have food preparation equipment that includes a stove or microwave oven, sink, refrigerator, suitable waste disposal, and a hot water supply.
9. Ensure all preparation and storage areas are separate from toileting areas.
10. Ensure safe food handling training is part of new staff orientation and updated.
11. Discuss food handling and hygiene with children when serving, preparing and eating food.
12. Ensure staff clean and sanitise the food preparation and serving areas, and food preparation equipment at the end of every eating session. For cleaning and sanitising food contact surfaces and utensils, use neutral detergent and water to remove visible contamination such as food

waste, dirt and grease, then sanitise using either heat or chemical sanitisers that are suitable for food contact surfaces. Chemical sanitisers must be used according to supplier or manufacturer's instructions. Cloths and other items used for food related cleaning tasks and food preparation should not be used for other cleaning purposes.

13. Maintain the food preparation areas free of animals, pests and vermin

14. Ensure use of a microwave oven is appropriate and safe by:

- ⇒ Using only microwave safe dishes, utensils and wrap,
- ⇒ Being careful when removing covering (plastic wrap or lids) from micro-waved food or liquids as escaping steam or boiling liquid can cause serious burns.
- ⇒ Discarding leftover food that has been cooked and reheated
- ⇒ Mixing foods at intervals to ensure they are cooked through evenly
- ⇒ When re-heating foods such as casseroles stir occasionally to ensure even heating to avoid hot spots.
- ⇒ Cleaning the microwave daily.

Preschool children's responsibilities

1. Children will wash and dry their hands before and after handling food or utensils, and before eating (using soap, warm running water and disposable towel).
2. Discourage children from sharing food or handling other children's food and utensils.
3. Cover mouths when coughing or sneezing.

Family's Responsibilities

1. Discuss with their children the importance of washing hands before eating and after handling food or utensils (using soap, warm running water and disposable towels).
2. Parents are encouraged to keep food cool while transporting it to the centre.
3. Parents wash and sanitise children's lunch boxes and water bottles after each use
4. Children's food is kept at 5°C or lower if stored at home prior to attending preschool
5. Use only microwave safe dishes, utensils and wrap if food is to be heated in the microwave.
6. Relevant information such as this policy is read by parents
7. Keep children with contagious diseases such as gastroenteritis at home.

Date: _____ Date of Next Review: _____

Useful references for families and preschools

<http://www.nhmrc.gov.au/PUBLICATIONS/synopses/dietsyn.htm>

This policy will assist pre-schools in complying with parts of the NSW Children's Services Regulation 2004, and parts of the Australian NCAC Quality Practices Guide (see below).

NSW Children's Services Regulation:

Part 3 licence conditions-Division 1-Facilities (33) Food preparation facilities.

Part 6 License conditions-operational requirements Division 1-General (67) child health

NCAC Quality Practices Guide - Quality Area 6

Principle 6.2: Staff implement effective and current food safety and hygiene practices

Principle 6.3: Staff encourage children to follow simple rules of hygiene