



NUTRITION AND SAFE FOOD PRACTICE POLICY ELC OSHC FDC

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| Business Division Owner | Education Youth and Leisure (EYL) | | |
| Document Owner | Executive Manager EYL | | |
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VERSION CONTROL

| Version | Description of Revision | Date Effective | Owner |
|---------|---|----------------|----------------|
| v1.0 | | 29/03/2019 | YMCA Australia |
| V2.0 | | 22/06/2018 | EM |
| V3.0 | <p>Review and update combining ACECQA suggestions, and YMCA Australia Nutrition Policy</p> <p>Inclusion of updated food safety regulations (8 December 2023) to include three tools:</p> <ul style="list-style-type: none"> • food safety supervisor, • food handler training and • substantiation of critical food safety controls. • Update Service Delivery to Education Youth and Leisure <p>Renamed from <i>NUTRITION, FOOD AND BEVERAGES PROCEDURE SD-ELCOSH-04-01-PROD</i> to <i>NUTRITION AND SAFE FOOD PRACTICE POLICY EYL-ELCOSH-04-01-POL</i></p> <p>Retires and replaces Nutrition Food and Beverages Dietary Requirements YMCA of Australia Policy SD-ELCOSH-04-02-POL</p> <p>Retires Nutrition Food and Beverages Dietary Requirement Procedure v4.0 SD-ELCOSH-04-19-PROD</p> <p>Retires Food Safety and Hygiene Procedure SD-ELCOSH-04-01 v3.0</p> | October 2023 | EM EYL |

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1 PURPOSE

At the Y WA, we promote the health and wellbeing of children by providing positive learning experiences during meal and snack times, helping to develop good nutritional habits in a happy, social environment.

The Y WA recognises the importance of offering food that is nutritious, culturally diverse, and suited to the needs of children. We practice and teach food safety and hygiene, and we support healthy food and drink choices that suit each child's unique needs.

Y WA minimises risks to children being educated and cared for by implementing operating procedures that clarify the responsibilities of food handlers and supervisors, ensuring that food prepared at the service is stored, prepared, handled, and served safely and hygienically.

2 SCOPE

This policy applies to all educators, Y People and volunteers.

The Education and Care Services National Regulations require us to have clear policies and procedures about nutrition, food, beverages, and dietary needs.

3 DEFINITIONS

| Term | Definition |
|----------------------|---|
| ACECQA | Australian Children's Education and Care Quality Authority |
| 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. |
| Food Handler | Anyone who works in a food business and handles food or surfaces that are likely to come into contact with food such as cutlery and plates. |
| Food safety | Safe practices for handling, preparing and storing food to minimise risks to children. |

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| Food Safety Supervisor | A person holding a Food Safety Supervisor certificate that has been issued within the immediately preceding period of 5 years; and who has the authority and ability to manage and give direction on the safe handling of food. |
| Educators | Any person Y WA employs, or engages – including paid employees, volunteers, Board Directors, contractors, consultants and student placements. |
| Healthy Eating | <p>Eating a wide variety of foods from the five food groups each day;</p> <ul style="list-style-type: none"> • Fruit, • vegetables and legumes/beans, • grain (cereal) foods, mostly wholegrain, • milk, yoghurt, cheese and/or alternatives, and • lean meat, poultry, fish, eggs, tofu, seeds and legumes/beans. <p>Eating in a way</p> <ul style="list-style-type: none"> • that is socially, culturally and developmentally appropriate, • having regular meals and snacks, and <p>eating food to satisfy hunger, appetite and energy needs.</p> |
| Safeguarding | Taking all action necessary to ensure Children and Young People can feel safe and be safe. This includes in their homes, their communities and when in organisations, regardless of their age, sexuality, gender, ability, religion, political beliefs or socio-economic background. Safeguarding also means that when they do feel unsafe, measures are taken to restore their safety. |

4 PRINCIPLES

1. **Prioritise Health and Safety:** We prioritise children's health, safety, and wellbeing by providing nutritious food and beverages in adequate quantities. Y People, volunteers, and students will implement adequate health and hygiene practices (See the *Y WA Hygiene and Infection Control Blood Spills Policy ELCOSHCFDC*).
2. **Positive Mealtime Experiences:** We plan mealtimes and other food-related experiences that offer a positive eating environment and a nutritious, varied menu for children.
3. **Support Healthy Choices:** We create a supportive environment for healthy food choices and educate children about food and healthy eating.
4. **Child Agency:** We incorporate children's agency and decision-making into our educational program.
5. **Behaviour Management:** The provision or denial of food is never used as a form of punishment. Children will be encouraged to sit during all meal times.
6. **Educator Involvement:** We encourage educators to learn about and role model healthy eating, including safe practices for handling, preparing, and storing food.
7. **Adherence to Policy:** All decision-making should align with the principles of the Y WA Nutrition, Food and Beverages, Dietary Requirements Policy.
8. **Consider Dietary Needs:** We consider each child's specific dietary and health requirements, including medical needs.
9. **Celebrate Diversity:** We acknowledge and celebrate the social and cultural significance of food, valuing the cultures, customs, and religious traditions of our children and families. We collaborate with families to ensure the food and beverages we provide reflect their preferences.
10. **Promote Healthy Lifestyles:** We communicate and promote a healthy lifestyle, including healthy eating and physical activity, within the community.
11. **Parental Involvement:** We encourage parents to actively support their children's health and wellbeing by participating in our healthy eating approach to nutrition.

12. **Food Safety Standards:** We operate in compliance with Western Australian and National food safety handling standards, including ANZSFH and [Food Safety Management Tools Guide.pdf \(health.wa.gov.au\)](https://www.health.wa.gov.au/food-safety-management-tools-guide)

5 ROLES AND RESPONSIBILITIES

| Role Title | Responsibilities |
|--|--|
| General Manager Childrens Services | Responsible for <ul style="list-style-type: none"> • the development, monitoring, and review of the policy and related systems, ensuring content meets all legislated requirements. • facilitating policy awareness to all responsible persons on the appropriate implementation and use of the policy. |
| Responsible Person/ Y WA nominated supervisor | Responsible for <ul style="list-style-type: none"> • facilitating policy awareness to all educators on the appropriate implementation and use of the policy • seeking feedback and facilitating consultation with service users as appropriate. • addressing any instance of non-compliance with this policy and implementing strategies to help prevent non-compliance with this policy. • ensuring suitable resources and support systems to enable compliance with this policy. • providing leadership and advice on the continuous improvement of the policy. • Working with the Food SS person to decide menus and circulate to families. • Maintaining records or evidence to substantiate that specific activities are properly managed. |

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| | <ul style="list-style-type: none"> Consulting with Parents/Guardians to share family and multicultural values and experiences to enrich the variety and enjoyment of food planned to meet each child's nutritional needs. |
| All food handlers (employees, volunteers & students) | <p>Should complete free online food safety training programs (approx. 1 hour), courses from vocational training providers, or business-developed training.</p> <p>Responsible for</p> <ul style="list-style-type: none"> Telling their supervisor if they may have contaminated food. Telling their supervisor if they are carrying a disease that might be transmitted through food. Meeting the requirements outlined in this Policy. Raising concerns or complaints in accordance with this Policy. |
| Food Safety Supervisor | Must complete the Food Safety Supervisor course (6-8 hours) and a refresher every 5 years. |

6 TRAINING AND ROLES

Induction training and ongoing training and information sharing will assist managers, coordinators, educators, and other staff in fulfilling their roles effectively. Relevant training documentation will be made available to staff and visitors.

6.1 Food Safety Supervisor

Y WA must appoint a trained Food Safety Supervisor at each Centre. The Food Safety Supervisor must

- Be reasonably available. This means being onsite for majority of the time to oversee the prescribed activities, and when not onsite being otherwise contactable and having procedures in place.
- Complete the Food Safety Supervisor course (6-8 hours).
- A Food Safety Supervisor Certificate issued within the preceding 5 years

- Authority and ability to manage and direct safe food handling
- Skills to ensure food safety and prevent contamination
- A refresher every 5 years.

Food safety supervisors require more advanced training, usually covered in Food Safety Level 2 or specific Food Safety Supervisor courses covering e.g.,

- Understanding relevant laws and regulations.
- Hazard Analysis and Critical Control Points (HACCP):
- Advanced Food Safety Practices: Managing food safety protocols and procedures.
- Supervision and training responsibilities for supervising food handlers and ensuring ongoing training and compliance.

6.2 Food Handlers

Food handlers must complete allergens training before starting their role.

All staff employed as food handlers must have up-to-date certification and training in Food Safety Level 1 or on-the-job training covering:

- safe food handling,
- food contamination,
- cleaning and sanitizing of food premises and equipment, and
- personal hygiene.

6.3 Educators

Must actively seek to participate in professional development opportunities to refresh their knowledge of children's dietary needs, food handling, and hygiene practices, including in-service training, reading material, and relevant websites.

6.4 Staff meetings

Food Safety and Handling will be a standing agenda item for staff meetings. Educators will receive professional development opportunities to refresh their knowledge of children's dietary needs, food handling, and hygiene practices, including in-service training, reading material, and relevant websites.

Staff are required to review and evaluate safe food handling practices regularly at staff meetings.

7 RECORD KEEPING

Y WA services actively monitors and manages key food safety risks related to food temperature control, food processing, and cleaning and sanitizing. The date (and time, if appropriate) of food or activity should be recorded for prescribed activities each day. Records are kept for at least 3 months.

8 COMMUNICATION

Parents of enrolled children will be informed of their child's food intake daily. Parents of older children will be informed upon request.

A weekly menu, accurately describing the food and beverages provided each day, is displayed in a place accessible and visible to parents.

Parents may also be informed about daily menus through regular communication channels.

9 MANAGING SPECIFIC NEEDS

All YMCA WA programs/services are allergy-aware. Children with medically diagnosed food allergies must have an individual action plan upon enrolment, detailing the allergy and treatment for exposure. Refer to the Managing Medical Conditions Procedure for allergy management.

Families must provide a list of suitable foods and their child's food preferences for special dietary requirements. Suitable meal alternatives will be discussed between families, the centre Nominated Supervisor, and the Food Coordinator.

Children being educated and cared for by the service:

- Have access to safe drinking water at all times (water bottles provided by families), and the centre provides cups for meal times.
- Are offered food and beverages appropriate to their needs, including specific dietary, medical, and allergy considerations, on a regular basis throughout the day.
- Have their specific cultural or religious dietary requirements met.

10 SPECIAL OCCASIONS

Special occasions such as birthdays, Christmas celebrations, and end-of-term parties are very important in a child's life. The service focuses on the occasion itself and making these events as enjoyable as possible, rather than the treat or cake.

11 NUTRITION AND MENUS

The Y WA ensures that the food and beverages offered to children are nutritious and adequate in quantity, considering each child's growth and development needs considering dietary, cultural, religious, and health requirements.

12 WEEKLY MENU CREATION

- The menu is varied and changes regularly.
- Fresh, seasonally available produce free from preservatives and additives is used whenever possible.
- Meals are appetising and varied in colour, texture, and taste. Meal and planned experiences provide opportunities to discuss this variety.
- Input is sought from children, parents, the Food Coordinator, the Nominated Supervisor, and educators when creating the menu.

13 MEAL/SNACK TIME PRACTICES

Snack and meal times are treated as social occasions. Educators will sit with the children and interact with them to encourage good eating habits and an appreciation of various foods.

- Age-appropriate and developmentally suitable furniture and utensils are provided to encourage children to be positively involved in and enjoy mealtimes.
- Children are encouraged to try new foods but are never forced to eat. Other options are offered to children who dislike what is on the menu for that particular meal.
- Children are encouraged to be independent, helping themselves where appropriate and assisting in meal preparation, serving, pouring drinks, and cleaning up.

- Meals are served at tables or highchairs, or as picnics on occasion. When eating outside, an appropriate clean and shaded area is selected. During picnics, appropriate utensils and plates are provided, and sun protection measures are implemented according to the *Sun Protection Procedure*.
- Educators encourage children to reduce waste by recycling.

14 CHILDREN AND COOKING

Children's cooking activities should be part of a planned program experience with a completed risk assessment and relevant to the curriculum.

15 INFANT BOTTLES AND BREAST MILK

15.1 Breast Milk

Mothers are encouraged to provide expressed breast milk or visit the centre to feed their babies. Staff must complete the food receipt log.

Breast milk will be prepared according to the Safe food Practice Procedure.

15.2 Formula

Pre-prepared formula, that is formula that has already been mixed-up, will not be accepted. Parents can supply formula in its original packaging to the educator.

16 FAILURE TO COMPLY WITH THIS POLICY

Breaches of this policy will be treated seriously and will result in disciplinary action including termination.

17 FEEDBACK

Feedback on this policy must be directed to the document owner, EM CYL.

The document owner is responsible for maintaining the currency of this document.

18 RELATED Y WA POLICIES AND PROCEDURES

| Document ID | Document Title |
|----------------------|---------------------------------------|
| SD-ELCOSH-02-07-PROD | Enrolment Procedure |
| SD-ELCOSH-02-09-PROD | Orientation for families and children |
| SD-ELCOSH-04-23-PROD | First Aid Procedure |
| PC-014-PROD | Staff induction checklist |

| | |
|----------------------|---|
| SD-ELCOSH-05-12-PROD | Interactions with Children (including Guiding Children's Behaviour) Procedure |
| | Safeguarding Children Policy |
| | NUTRITION AND SAFE FOOD PRACTICE PROCEDURE ELCOSHCFDC |
| SD-ELCOSH-04-16-PROD | Supervision of Children Procedure |

19 RELATED LEGISLATION AND REGULATIONS

| Legislation/Standard |
|--|
| <u>Education and Care Services National Law (WA) Act 2012</u> |
| <u>Education and Care Services National Quality Standard</u> |
| <u>Education and Care Services National Regulations 2012</u> |
| <u>Food Safety Standards (Chapter 3) (foodstandards.gov.au)</u> |
| <u>Food Safety Management Tools Guide.pdf (health.wa.gov.au)</u> |
| <u>Guide to the National Quality Standards</u> |
| <u>National Health and Medical Research Council (2010) <i>Staying Healthy in Child Care, 5th Edition</i></u> |
| <u>Safe Food Australia 2023 – Updated guide to the food safety standards</u> |
| <u>Standard 3.2.2A Food Safety Management Tools.pdf (foodstandards.gov.au)</u> |
| <u>WA Food Act 2008</u> |

20 INDUSTRY REQUIREMENTS / SUPPORTING DOCUMENTS

| Documents |
|--|
| <u>Australian Dietary Guidelines 2018</u> |
| <u>Dietary Guidelines for Children and Adolescents in Australia</u> |
| <u>Eat Smart, Play Smart.</u> |
| <u>Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood</u> |
| <u>Infant Feeding Guidelines 2012</u> |
| <u>(NHMRC) – Staying Healthy in Child Care</u> |

[Nutrition Australia Guidelines](#)

[PANOSH Physical Activity and Nutrition Outside School Hours Resources](#)

21 CONSIDERATIONS

| Regulation | Requirement |
|------------------------------------|--|
| 77 | Health, hygiene and safe food practices |
| 78 | Food and beverages |
| 879 | 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 |
| Food Standards Code (FSANZ) | |
| Clause 5, VI | Child-care centres that prepare and serve food to comply with specific food safety management tools |
| 3.2.2A | Y WA ECLs are classified as Category 1 businesses (defined in clause 6). |
| Clause 8 | Must implement three food safety management tools: |
| Clause 10 | All food handlers must complete a food safety training course or possess appropriate skills and knowledge. |
| Clause 11: | A food safety supervisor must be appointed and reasonably available. |
| Clause 12: | Maintain records or evidence to substantiate that specific activities are properly managed. |