



FOOD SAFETY

QUALITY AREA 2 | Version 1.0

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PURPOSE

This policy will provide guidelines for:

- effective food safety practices at Yarra Warra Preschool that comply with legislative requirements and meet best practice standards
- minimising the risk to children of scalds and burns from hot drinks.

This policy should be read in conjunction with *Nutrition, Oral Health and Active Play Policy*.

POLICY STATEMENT

Values

Yarra Warra Preschool is committed to:

- ensuring the safety of all children and adults attending the service
- taking all reasonable precautions to reduce potential hazards and harm to children attending the service
- ensuring adequate health and hygiene procedures are implemented at the service, including safe practices for handling, preparing, storing and serving food
- promoting safe practices in relation to the handling of hot drinks at the service
- educating all service users in the prevention of scalds and burns that can result from handling hot drinks
- complying with all relevant legislation and standards, including the *Food Act 1984 and the Australia New Zealand Food Standards Code*.

SCOPE

This policy applies to all individuals involved in handling, preparing, storing and serving food for consumption at Yarra Warra Preschool, and to the approved provider, persons with management or control, nominated supervisor, persons in day-to-day charge, early childhood teachers, educators, staff, students, volunteers, parents/guardians, children and others attending the programs and activities of the service.

BACKGROUND

Food safety is very important in early childhood service environments. Young 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 provided by a children's service:

- 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 and Allergic Reactions Policy and Asthma Policy*).

Organisations that provide food to children have a duty of care (*refer to Definitions*) to protect children from all hazards and harm. Employers are also required, under the *Occupational Health and Safety Act 2004*, to provide a healthy and safe working environment for employees and contractors, and to ensure that other individuals, including children, parents/guardians, visitors and the general public, are not endangered when attending the workplace. In addition, employees, visitors and contractors are responsible for complying with appropriate workplace standards and procedures that have been implemented to protect their own health and safety, and that of others.

The *Food Act 1984* aims to reduce the incidence of foodborne illness by ensuring that food manufactured, transported, sold, prepared and stored is safe, unadulterated, fit for human consumption and will not cause food poisoning. Under the Act, local councils in Victoria are required to classify every food premises in their municipality according to its food safety risk.

Early childhood services should confirm their food safety risk classification and related requirements with the local council in the area in which they operate. Sessional kindergartens supplying low risk snacks such as cut fruit, milk, bread and cereals are classified as Class 4 (low risk). Class 4 services are not required to have:

- a food safety program
- a food safety supervisor
- an annual council inspection.

Class 4 services must ensure that staff members have the skills and knowledge needed to safely handle food in their work roles. Council may also, at its discretion, inspect a premises under the *Food Act 1984* (e.g., to investigate complaints or conduct a spot check). Individual councils may also require services to complete a food safety audit or plan, especially when the service is operating a special event such as a sausage sizzle. For more information about Class 4 food premises, services should contact their local council and refer to: <https://www.health.vic.gov.au/food-safety/food-business-classifications>

RESPONSIBILITIES

	Approved provider and persons with management or control	Nominated supervisor and persons in day-to-day charge	Early childhood teacher, educators and all other staff	Families	Contractors, volunteers and students
R indicates legislation requirement, and should not be deleted					
Ensuring that the nominated supervisor, staff and volunteers at the service 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 service (<i>Regulation 77(1)(2)</i>)	R				
Contacting the local council in the service’s area of operation to determine the service’s food safety risk classification and requirements under the <i>Food Act 1984</i>	R	√			
Complying with all requirements of the service’s food safety risk classification under the <i>Food Act 1984</i> , as outlined by local council, including implementing a food safety program and employing a food safety supervisor if required (<i>refer to Background and Sources</i>)	R	√	√		√
Ensuring a record is kept of any staff that have completed their Food Handling training course (<i>refer to Sources</i>)	√	√			
Ensuring staff members (<i>refer to Background</i>) have the skills and knowledge needed to safely handle food in their work roles.	R	√	√		√
Providing parents/guardians with a copy of this policy, and with up-to-date information on the safe provision of food for their children (<i>refer to Sources</i>)	R	√			
Ensuring that the nominated supervisor and all staff are provided with a copy of this policy and are kept up to date with current legislation, standards, policies, information and resources relating to food safety	R				

Ensuring students, volunteers, and casual and relief staff at the service are informed of this policy.	R	√			√
Monitoring staff compliance with food safety practices (<i>refer to Sources</i>)	R	√			
Encouraging volunteers to complete training in safe food handling techniques as required (<i>refer to Sources</i>)	R	√			√
Ensuring that good hygiene practices are maintained at the service (<i>refer to Sources and Hygiene Policy</i>)	R	√	√		√
Being aware of safe food practices and good hygiene practices (<i>refer to Source and Hygiene Policy</i>), and undergoing training if required	R	√	√		√
Displaying hygiene guidelines/posters and food safety guidelines/posters in the food areas of the service for the reference of staff and families involved in the preparation and distribution of food to children (<i>refer to Sources and Hygiene Policy</i>)	R	√			
Ensuring that this policy is referred to when undertaking risk assessments for excursions and other service events	R	√	√		√
Ensuring measures are in place to prevent cross-contamination of any food given to children with diagnosed food allergies (<i>refer to Anaphylaxis and Allergic Reactions Policy and Asthma Policy</i>)	R	√	√		√
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	R	√	√		√
Ensuring that all facilities and equipment for food preparation and storage are clean, and in good repair and working order	R	√	√		√
Ensuring that children's lunchboxes are kept indoors, away from heat sources (including direct sunlight) and refrigerated if necessary	R	√	√		√
Packing a cold item, such as a frozen water bottle, with perishable foods in a child's lunchbox, or using an insulated lunchbox or cooler				√	
Providing a calibrated thermometer in good working order, suitable for monitoring the temperature of the fridge/freezer in food preparation areas. Glass thermometers containing mercury are not recommended in or near food preparation areas	R	√			
Contacting local council to determine requirements prior to selling food at a fête, food stall or other service event. Such requirements may include completing a <i>Food Act</i> notification form and/or a statement of trade form	R	√			
Monitoring pests and vermin from the premises	R	√			
Contacting the Communicable Disease Section, DH (<i>refer to Definitions</i>) if there is an outbreak of two or more cases of gastrointestinal illness in a 48-hour period (refer to Sources)	R	√			

Informing Department of Education (DE) and parents/guardians if an outbreak of gastroenteritis or possible food poisoning occurs at the service (<i>refer to Dealing with infectious Diseases Policy</i>)	R	√			
Informing families of the availability of cold storage facilities at the service to ensure parents/guardians make suitable food choices when supplying food for their own child, or for children to share	√	√	√		
Ensuring staff, parents/guardians and others attending the service are aware of the acceptable and responsible practices for the consumption of hot drinks.	R	√	√	√	√
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 service and whenever these requirements change (<i>refer to Enrolment and Orientation Policy</i>)	√	√	√	√	√
Keeping up to date with current legislation, standards, policy, information and resources relating to food safety	√	√	√		√
Discussing food safety with children to increase awareness and assist in developing safe practices		√	√		√
Discouraging children from sharing drink bottles or cups at the service		√	√		√
Ensuring that children do not share lunches to minimise risks in relation to children with food allergies		√	√		√
Providing adequate supervision of children while they are eating (<i>refer to Supervision of Children Policy</i>)		√	√	√	√
Teaching children to wash and dry their hands (<i>refer to Hygiene Policy</i>): <ul style="list-style-type: none"> • 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 		√	√	√	√
Encouraging parents/guardians to discuss a child's nutritional requirements, food allergies or food sensitivities, and informing the nominated supervisor where necessary		√	√	√	√
Seeking input from parents/guardians on cultural values or religious expectations regarding food handling, provision and consumption		√	√	√	√
Informing the nominated supervisor or approved provider of any outbreaks of gastroenteritis or possible food poisoning at the service (<i>refer to Dealing with Infectious Diseases Policy</i>)		√	√		√
Removing hazardous food (<i>refer to Definitions</i>), including food that has fallen on the floor, and providing alternative food items		√	√		√
Documenting and implementing a food safety program (<i>refer to Definitions</i>), if required	R	√	√		

Maintaining good personal and kitchen hygiene (<i>refer to Sources and Hygiene Policy</i>)	R	√	√	√	√
Washing hands prior to participating in food preparation and cooking activities		√	√		√
Washing all fruits and vegetables thoroughly (if provided by the service)		√	√		√
Covering all wounds/cuts on hands or arms with wound strips or bandages		√	√		√
Wearing disposable gloves when handling food		√	√		√

LEGISLATION

Relevant legislation and standards include but are not limited to:

- Australia New Zealand Food Standards Code
- Child Wellbeing and Safety Act 2005
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011
- Food Act 1984 (Vic)
- National Quality Standard, Quality Area 2: Children’s Health and Safety
- Occupational Health and Safety Act 2004
- Public Health and Wellbeing Act 2008

The most current amendments to listed legislation can be found at:

- Victorian Legislation – Victorian Law Today: www.legislation.vic.gov.au
- Commonwealth Legislation – Federal Register of Legislation: www.legislation.gov.au

DEFINITIONS

The terms defined in this section relate specifically to this policy. For regularly used terms e.g., Approved provider, Nominated supervisor, Notifiable complaints, Serious incidents, Duty of care, etc. refer to the Definitions file of the Yarra Warra Preschool Policy Folder.

Communicable Disease Section: Responsibility for communication and advice in relation to infectious diseases on behalf of the Secretary of the Victorian DH.

Department of Health: The State Government department responsible for the health and wellbeing of Victorians, and with oversight of the administration of the *Food Act 1984*.

Food allergies: Some foods and food ingredients, or their components, can cause severe allergic reactions including anaphylaxis (*refer to Anaphylaxis and Allergic Reactions Policy*). Less common symptoms of food allergy include infantile colic, 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

Food handler: A person who directly engages in the handling of food, or who handles surfaces likely to be into contact with food (such as crockery, utensils, cooking equipment and surfaces) for a food business. Therefore, anyone who is working or volunteering in a food business, even at ad hoc times, is considered a food handler. Businesses need to ensure all food handlers have adequate skills and knowledge in food safety and hygiene in line with the work that they do.

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

Food safety program: A written plan that details what an individual business does to ensure that the food it sells or handles is safe for human consumption. A food safety program is an important tool for businesses that handle, process or sell potentially hazardous foods, as it helps to maintain safe food handling practices and protect public health. It should identify potential hazards in all aspects of food handling, describe how such hazards can be controlled/monitored, and define appropriate corrective action to be taken when a hazard is found to be under-managed. A food safety program must also include the requirements for appropriate record keeping. Class 4 services are not required to have a food safety program (*refer to Background*).

Food safety supervisor (FSS): A person who:

- can recognise, prevent and alleviate food handling hazards at a premises
- has a Statement of Attainment from a Registered Training Organisation (RTO) that confirms competency in the required food safety standards
- has the ability and authority to supervise other individuals who handle food at the premises to ensure safe food handling at all times.

In Victoria, an exemption will apply for FSSs who received their certification prior to 8 December 2023 and will give them five years from 8 December 2023 to re-certify; that is, they must re-certify by 8 December 2028. For anyone first certifying as an FSS from 8 December 2023 onwards, their qualification is valid for five years.

Class 4 food premises do not need a food safety supervisor (*refer to Background*). However, they must ensure that staff members have the skills and knowledge needed to safely handle food in their work roles.

Food Standards Australia New Zealand (FSANZ): A bi-national Government agency with the responsibility to develop and administer the [Australia New Zealand Food Standards Code](#) (the Code), which details standards and requirements in areas such as food additives, food safety, labelling and genetically modified (GM) foods. Enforcement and interpretation of the Code is the responsibility of State/Territory departments and food agencies within Australia and New Zealand.

Hazardous food: Food containing dangerous biological, chemical or physical agents, or food in a condition that has the potential to cause adverse health effects in humans.

High-risk foods: Bacteria that has the potential to cause food-poisoning can grow and multiply on some foods more easily than others. High-risk foods include meat, seafood, poultry, eggs, dairy products, small goods, cooked rice/pasta and prepared salads (such as coleslaw, pasta salads, rice salads and fruit salads). Food that is contained in packages, cans or jars can become high-risk once opened, and should be handled and stored appropriately.

Hot drink: Any container holding a liquid that has been heated or boiled, and that remains above room temperature (25°C) for any period of time.

Scalds: Burns by hot fluids, steam and other hot vapours.

RELATED POLICIES

- Administration of First Aid
- Anaphylaxis and Allergic Reactions
- Asthma Management
- Child Safe Environment and Wellbeing
- Dealing with Medical Conditions
- Dealing with Infectious Diseases
- Diabetes
- Excursions and Service Events
- Hygiene
- Incident, Injury, Trauma and Illness
- Interactions with Children
- Nutrition, Oral Health and Active Play
- Occupational Health and Safety
- Staffing
- Supervision of Children

SOURCES

- Department of Health Services (2019), A guide to the management and control of gastroenteritis outbreaks in children’s centres. Victorian Government, Melbourne:
<https://www2.health.vic.gov.au/about/publications/researchandreports/A-guide-to-the-management-and-control-of-gastroenteritis-outbreaks-in-childrens-centres>
- Australia New Zealand Food Standards Code: <https://www.foodstandards.gov.au/code/Pages/default.aspx>
- Department of Health – Food Safety. Contact the Department of Health if your inquiry relates to general food compliance issues (and you don’t know where to start) or you are looking for publications on food safety or information on legislation.
- Telephone: 1300 364 352 (free call within Australia)
Email: foodsafety@health.vic.gov.au
Website: <https://www.health.vic.gov.au/public-health/food-safety>
- Keeping food safe: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-how-to-keep-it-safe>
- Introducing Standard 3.2.2A: Food safety management tools - <https://www.health.vic.gov.au/food-safety/introducing-standard-322a-food-safety-management-tools>
- Food safety library: <https://www2.health.vic.gov.au/public-health/food-safety/publications-guides-resources>
- DoFoodSafely – a free online food safety program: <http://dofoodsafely.health.vic.gov.au/>
- The Royal Children’s Hospital Melbourne – Kids Health Info: <https://www.rch.org.au/kidsinfo/>
- Kidsafe Australia: telephone (03) 9036 2306 or email: info@kidsafevic.com.au. For a fact sheet on scalds and burns, visit their website: www.kidsafevic.com.au/images/stories/pdfs/Burns_Scalds.pdf

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the approved provider will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- monitor the implementation, compliance, complaints and incidents in relation to this policy
- monitor and investigate any issues related to food safety, such as reports of gastroenteritis or food poisoning
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service’s policy review cycle, or as required
- notifying all stakeholders affected by this policy at least 14 days before making any significant changes to this policy or its procedures, unless a lesser period is necessary due to risk (*Regulation 172 (2)*).

ATTACHMENTS

- Attachment 1. Information for committee of management relating to food preparation and selling for fundraising and social activities

AUTHORISATION

This policy was adopted by the Committee of Management of Yarra Warra Preschool Inc on 17 July 2024

REVIEW DATE: July 2024

Version No.	Changes	Date
0.1	Adapted from Policywork ELAA Added Logo and Yarra Warra Preschool Details in header and footer, changed reference to Yarra Warra Preschool in Definitions section from PolicyWorks ELAA Inserted Service Name where indicated Re-formatted original document for easier reading	



	Removal of references to Class 1 services as Yarra Warra Preschool is a Class 4 service Removal of Attachment 1 to consider staff are not allocated child-free breaks during sessions Creation of Attachment 2 from information from LGA's websites for Committee of Management fundraising and social activities	

ATTACHMENT 1. INFORMATION FOR COMMITTEE OF MANAGEMENT RELATING TO FOOD PREPARATION AND SELLING FOR FUNDRAISING AND SOCIAL ACTIVITIES

Yarra Warra Preschool is located in Nillumbik Shire Council and borders Manningham Council. Social events or fundraising activities may be conducted in both areas and the Committee of Management and Fundraising Sub-committees are to be aware of requirements for food trading for both LGA'S

Stretrader is an online system used to manage the statewide registration of temporary and mobile food stalls and vans (temporary food premises) operating throughout Victoria.

Stretrader provides a central registration for mobile and temporary food premises and simplifies the application process when trading in any Victorian municipality or across multiple municipalities.

Who uses Stretrader?

- Temporary food business - this includes community groups or businesses that conduct the activity within stalls, tents or other temporary structures at markets, festivals, fetes and other short-term events

Stretrader registration

You can complete your Stretrader registration online

- Create your login and the system will guide you through the process until you are ready to lodge the forms with council
- Once you lodge your registration through Stretrader, your principal council (the location at which you routinely prepare or store food or equipment) will contact you directly regarding any requirements and fees. Your submission will be assessed, to ensure your premises complies with the *Food Act 1984*. You should allow 21 days for the registration and notification to be processed.
- Once an application to register or notify is accepted by your principal council, your food business or community group can trade anywhere in Victoria, provided a Statement of Trade has been lodged with the Council in which you will be trading

Statements of Trade can be continually lodged and managed through Stretrader by accessing your account. A Statement of Trade must be lodged before each event and there is no fee to lodge a Statement of Trade.

Registering your food business with Stretrader satisfies the requirement of the Food Act, and means you do not need to complete a separate application with Council.

Visit the [Stretrader website here](#).

The set-up of your temporary food premises must be appropriate for the activities you will be conducting. This includes everything related to the handling and preparation of food for sale (eg. cooking, displaying, serving, etc.) through to cleaning and sanitising. You must consider every necessary detail such as:

- the storage of food,
- packaging materials,
- cleaning chemicals, and
- access for deliveries and collection of equipment and garbage.

For more information regarding setting up for an event, please refer to [Temporary Food Premises Guidelines](#)

Many community groups in Victoria hold sausage sizzles and cake stalls to raise funds for their group or to donate to charity.

To sell food to the public in Victoria, you will require a Food Act registration from a municipal council, and a Statement of Trade needs to be lodged with the council in whose area you will be trading. Resources to assist with safe Food Handling:

[Cake-stalls-in-Victoria.pdf](#)

[sausage-sizzle-fact-sheet.pdf](#)

[Community group food fundraisers \(health.vic.gov.au\)](#)