

CEEC HS POL FOOD SAFETY AND NUTRITION POLICY

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Applicable to	CATHOLIC EARLY EDCARE
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Policy Sponsor	HEALTH AND SAFETY
Related policy documents	Archdiocese Of Brisbane Health And Safety Policy CEEC HS PRO Food Safety Procedure CEEC HS PRO Nutrition Procedure
Related legislation	Education And Care Services National Law (Queensland) Act 2010 Education And Care Services Regulations 2011 Education And Care Services National Amendment Regulations 2017 Guide To The National Quality Framework Food Act 2006 - QLD Food Act 2003 - NSW Australia New Zealand Food Standards Code

PURPOSE

Catholic Early EdCare (CEEC), a Directorate of Centacare under the Corporation of Trustees of the Roman Catholic Archdiocese of Brisbane is committed to achieving and maintaining the highest practical standards of workplace health and safety for its workers, visitors and children in the care of Catholic Early EdCare.

This policy has been developed to outline Catholic Early EdCare's commitment to provide adequate nutritious food to children and adopt health and hygiene practices in relation to the safe handling, preparation, storage and provision of food.

SCOPE

This policy applies to all staff members, students and volunteers.

1. POLICY STATEMENT

- 1.1 Catholic Early EdCare recognises the importance of providing nutrition that is consistent with national dietary guidelines as per the Australian National Dietary Guidelines.
- 1.2 Catholic Early EdCare will comply with the NSW Food Act 2003 and the QLD Food Act 2006 and Australia New Zealand Food Standards Code.

- 1.3 Services that provide meals on more than 12 occasions per annum will be required to hold a food license issued by their relevant local authority and adopt the Catholic Early EdCare Food Safety program.
- 1.4 Services who hold a food licence are required to display the licence on site at all times.
- 1.5 Catholic Early EdCare will comply with the following Education and Care Services Regulations–
- Regulation 77 Health, hygiene and safe food practices
 - Regulation 78 Food and beverages
 - Regulation 79 Service providing food and beverages
 - Regulation 80 Weekly menu
- 1.6 Catholic Early EdCare Services are required to –
- Provide information to families to support their understanding and awareness of food hygiene, nutrition and dental health
 - Respond to individual children’s known food allergies and/or food intolerances
 - Encourage the development of positive eating habits amongst children
 - Implement Catholic Early EdCare Food Safety program for children identified as a vulnerable age group (children under 4 year of age)
 - Provide staff members with current and appropriate training and instruction in relation to nutrition, food handling, preparation and storage procedures
 - Facilitate the health and hygiene of people who handle food
 - Provide hand washing facilities
 - Advise food handlers of their health and hygiene responsibilities
 - Maintain the highest standard of cleanliness including but not limited to sanitising, waste management, cleaning, pest control where food is stored, handled and prepared
 - Ensure all equipment, utensils and appliances utilised for the storage, preparation, handling and consumption of food is maintained, fit for purpose and utilised in accordance with operating instructions or manufacturers guidelines
 - Implement appropriate control measures to minimize as far as reasonably practical the potential for contamination of foods from the use of chemical/cleaning products in proximity to any food preparation, serving and eating activities
 - Not use food as a punishment or reward for children
 - Services will ensure all children have ready access to clean and safe drinking water at all times

SUPPORTING DOCUMENTS

N/A

COMPLIANCE

Breaches of this policy will be dealt with under Centacare’s misconduct provisions, as stated in the Employment Guidelines Code of Conduct.

IMPLEMENTATION

Centacare will place this policy on the Archdiocesan Intranet (AI). Directors and managers are responsible for ensuring that the appropriate communication of policies and supporting documents to staff has occurred. All staff are responsible for understanding and complying with this policy. Contact the Policy Sponsor for further interpretation of this policy.

DEFINITIONS

Staff Member	<p>In relation to an education and care service, means any individual (other than a volunteer)employed, appointed or engaged to work in or as part of an education and care service, whether as an</p> <ul style="list-style-type: none"> ▪ Educator ▪ Director/Coordinator ▪ Nominated Supervisor; ▪ Or otherwise.
Educator	<p>Educator means an individual who provides education and care for children as part of an education and care service.</p>

2. RECORD KEEPING

- 2.1 Catholic Early EdCare will maintain all records as required by AOB and Centacare policies and procedures relating to record keeping
- 2.2 All Catholic Early EdCare Services are required to maintain all records in their Service folder on the L:\ drive.
- 2.3 All Catholic Early EdCare Services will adhere to Division 3 – Information and record keeping requirements, Education and Care Services National Regulations; specifically Subdivision 4 – Confidentiality and Storage of Records (181, 182, 183, 184).
- 2.4 Catholic Early EdCare will ensure all privacy provisions are implemented in relation to record keeping in accordance with the Archdiocese of Brisbane (AOB) privacy statement and AOB privacy policy available on the AI portal this extends to storing records in a secure and confidential manner.
- 2.5 Service records will be maintained (stored and preserved) in conditions suitable to the length of time they need to be kept and made available for use. This applies regardless of the format of the records or the media they are stored on.
- 2.6 Catholic Early EdCare will coordinate the removal, archiving and disposal of records as required.