



# TABLE OF CONTENTS

Preventing Cross Contamination .....	3
Food Storage and Preparation .....	4
Temperature Control .....	5
Cooling Food .....	6
Temperature Record Keeping .....	7
Serving Food to Children .....	8
Incoming Goods .....	9
Long Day Care Services .....	10
Approved Providers .....	12
Nominated Supervisors and Responsible Persons .....	13
Educators .....	15
Cooks, Kitchen Staff, and Food Handlers .....	16
Families .....	17
Monitoring, Evaluation and Review .....	17

## POLICY AND PHILOSOPHY

The CEEC HS POL Food Safety and Nutrition Policy ensures children attending our services are provided healthy, nutritious food that is appropriate for their needs, whilst meeting food safety and hygiene practices. This procedure establishes standard procedures for:

- Food handling and preparation
- The delivery and storage of food
- Developing a nutritious food program
- Food licencing requirements and application
- Maintenance of equipment and premises
- Food Safety Program training

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# PREVENTING CROSS CONTAMINATION

## TO AVOID THE POTENTIAL FOR CROSS CONTAMINATION, SERVICES ARE REQUIRED TO:

- Use separate cutting boards for raw and cooked foods.
- Identify children with allergies and ensure food is labelled, covered and stored to avoid cross contamination from allergens prior to serving.
- Wash raw fruits and vegetables thoroughly to remove soil and contaminants before cutting.
- Clean and sanitise equipment and utensils after cutting raw meat and before preparing cooked or raw food, or food for children with allergies.
- Clean and sanitise preparation benches and sinks between different tasks and at the end of each day.
- Always wash hands with soap and water and/or change gloves after carrying out different tasks.
- Cover all food to prevent contamination.



# FOOD STORAGE AND PREPARATION

## **GOODS MUST BE STORED AND PREPARED CORRECTLY TO ASSIST WITH PROVIDING FOOD THAT IS SAFE TO CONSUME; SERVICES MUST:**

- Ensure once opened, food is removed from original packaging and placed in containers with suitable lids, marked with the product name, date opened, date of expiry/best before date and the batch number, or according to *Appendix 1: Shelf Life* and defrosting guidelines for frozen and refrigerated food.
- Store raw meats beneath and separate to cooked meats, vegetables and fruits in refrigerators.
- Store non-perishable foods in a well aired and dry environment.
- Store items within a fridge or freezer in a manner which allows air flow.
- Not use eggs collected from service or family-owned chickens.
- Use food within food containers in its entirety before cleaning and adding fresh content and are securely covered with lids.
- Use food on a first in first out basis (i.e. the newest food must be placed at the rear of the storage area and the existing items moved to the front).
- Check all foods prior to use to ensure that they are not past the use by or best before date, and dispose of food that is past the date specified.
- Monitor regularly for signs of pests, mould and rot.
- Not place any items on top of food stored in cling wrap and/or foil wrapping.
- Regularly check and clean all fridges, freezers, check seals and maintain a record ([Cleaning Daily and Weekly Record 20](#)).
- Ensure items are securely wrapped prior to freezing.
- Check that minced meat is brown or grey inside when cooked.
- Check that poultry juices run clear when cooked.
- Check that fish flakes with a fork when cooked.

# TEMPERATURE CONTROL

## **SERVICES MUST REFER TO APPENDIX 3 SAFE TEMPERATURES - WHERE IS THE DANGER ZONE, AND ENSURE:**

- Food is heated, or reheated to 75 degrees Celsius before serving.
- High-risk food, such as meats and seafood, are cooked to an internal temperature of at least 75 degrees Celsius for more than two (2) minutes.
- When reheating food the time taken to heat the entire food to 75 degrees Celsius or above should not be more than 2 hours.
- Food is only reheated once.
- Food temperatures are kept out of the danger zone (under 5 degrees Celsius over 60 degrees Celsius) by planning time, menu, cooking and storage in advance.
- A probe thermometer is used to check and record the temperature and is recorded on [Food Temperature Control Record 6](#).

- Probe thermometers are rinsed under water to remove food scraps and other matter, and then wiped with an alcohol wipe before being inserted into food.
- Soups, sauces and gravies boil for at least 5 minutes unless otherwise specified by the manufacturer.

## **WHEN THAWING FOODS, SERVICES MUST:**

- Label products with the date and time removed from the freezer for defrosting.
- Place foods defrosting in a refrigerator in a drip tray container and store below cooked, ready to eat and raw foods.
- Refer to Appendix 1: Shelf Life and Defrosting Guidelines for Frozen and Refrigerated Food. A microwave can be used; however, food thawed must not be cooked during the thawing process.
- Never thaw food at room temperature.

# COOLING FOOD

## SERVICES MUST:

- Ensure cooked food intended for later consumption must be cooled as per 2 Hour/4 Hour guideline:
  - From 60 degrees Celsius to 21 degrees Celsius in a maximum of two hours.
  - From 21 degrees Celsius to 5 degrees Celsius within a further maximum period of four hours.
- Dispose of food if these times are not met and ensure the food is not consumed.
- Complete [4 Hour 2 Hour Guide Record 8](#) contained with the Food Safety Program.
- Consume or refrigerate food if it does not exceed the 2 hours out of temperature control period.
- Consume or discard food that has been out of temperature control for longer than 2 hours but less than 4 hours.
- Discard food that has been out of temperature control for longer than 4 hours.
- For further guidance refer to the [Catholic Early EdCare Food Safety Program](#).



# TEMPERATURE RECORD KEEPING

## SERVICES MUST:

- Record food temperatures upon delivery ([Incoming Goods Record 3](#)).
- Record temperature readings for all fridges and freezers twice daily ([Fridge/Freezer Temperature Record 7](#)).
- Use probe or infrared thermometers to measure the temperature of food and record readings ([Food Temperature Control Record 6](#)).
- Calibrate thermometers at least once a month by:
  - Place or point the thermometer in/at an ice bath and the thermometer should read as zero degree Celsius; or
  - Place or point the thermometer in/at a suitable container and carefully fill with boiled water from a kettle/boiler when no children are present, and the thermometer should read 100 degree Celsius.
- Record the calibration results of the thermometer ([Thermometer Calibration Record 10](#)).



# SERVING FOOD TO CHILDREN

## SERVICES MUST:

- Ensure children and staff wash hands before eating or serving food.
- Use gloves, tongs and spoons for serving food.
- Ensure food is served onto a dish, bowl or napkin.
- Discard chipped or cracked crockery.
- Discard all uneaten food served to children's plates, and not serve again later.
- Ensure children do not share bowls, utensils or eat from each other's plates or cups.
- Ensure food dropped on the floor should not be eaten.
- Allow children to choose what and how much they eat from the options available ([follow Australian Dietary Guidelines](#)).
- Encourage children to taste all the foods offered at each meal.
- Allow children to engage in self-serving at mealtimes in line with their abilities.
- When serving hot liquids (e.g. soups) service staff will undertake risk minimisation measures to ensure that the food is at a safe temperature when children eat including:
  - Decanting the food into smaller containers in order to assist it to cool faster.
  - Serving other elements of the meal (such as breads or vegetables) prior to serving the element containing hot liquid.
  - Serving smaller amounts of the food, meaning that it reaches a cooler internal temperature quicker.
  - Ensuring that the temperature of hot liquid foods (e.g. soup) are taken before serving to children.

# INCOMING GOODS

## UPON DELIVERY OF FOOD, SERVICES MUST:

- Check and record (CEEC HS FORM Incoming Goods Record 3) the temperature by use of a thermometer to ensure that it falls within the acceptable range as per Appendix 3: Safe Temperatures: Where is the Danger Zone.
- Store Incoming goods in the relevant areas as soon as possible these include refrigerators, freezers and dry storage.
- Complete visual checks of food upon delivery and reject products when concerns are noted regarding any of the following:
  - Use by date – foods past this date are not to be accepted
  - Best before date
  - Packaging – damaged/deteriorated/perished products are not to be accepted
  - Incorrect or inappropriate labelling
  - Pest contamination, or
  - Foreign objects

# LONG DAY CARE SERVICES

## LONG DAY CARE SERVICES MUST:

- Adopt, adhere to and ensure compliance with the Catholic Early EdCare Food Safety Program.
- Ensure all staff members and volunteers are aware of the Food Safety Program content and complete the online training program annually.
- Have and use a commercial dishwasher with a sanitising rinse function.
- Maintain a current food licence and display on site at all times.
- Be audited annually by their approved local authority, or approved food safety auditor.



# ROLES AND **RESPONSIBILITIES**

## APPROVED PROVIDERS

(Including Leadership and Management Teams)

- Ensure all obligations under the Education and Care Services National Law and National Regulations relating to food and nutrition are met.
- Ensure adequate health and hygiene practices, safe premises, equipment and practices for handling, preparing and storing food, in line with Australian food safety standards and any jurisdictional requirements.
- Take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the food and nutrition policy and procedures, and CEEC Food Safety Program.
- Ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators and staff, and available for inspection.
- Notify families at least 14 days before changing the policy or procedures if the changes will:
  - Affect the fees charged or the way they are collected;
  - significantly impact the service's education and care of children; or
  - significantly impact the family's ability to utilise the service

## NOMINATED SUPERVISORS AND RESPONSIBLE PERSONS

- Review enrolment records and identify any children with specific dietary requirements.
- Work with families to develop Risk Minimisation Plans for children with medical conditions that can be impacted by food and ensure the information is visible to all educators, and staff are familiar with and implement plans and Risk Assessments.
- Ensure systems for ongoing communication are developed and maintained between families, educators, staff and cooks, so that all are aware of children's nutrition and any special dietary requirements.
- Maintain records of all children with known food allergies and intolerances and disseminate to all Staff via the use of [Food Allergies and Intolerances Record 13](#) (Food Licensed premises) or Food Allergies and Intolerances Record 13B (unlicensed premises) available on AI.
- Act to control the spread of infectious diseases or contamination of food.
- Provide appropriate training and instruction in relation to nutrition, food handling, preparation and storage procedures, and display relevant and current procedures in food preparation areas and playrooms.
- Ensure procedures are part of induction training, and regularly reviewed at team meetings.
- Mentor and cascade knowledge and understanding to colleagues in the Food Safety Procedure and the Catholic Early EdCare Food Safety Program.
- Participate in any annual food audits by local representatives, or CEEC representatives.
- Not disclose any medical information to anyone, with the exception of the business proprietor or a food enforcement officer, without the food handlers' consent. This information is only used for any purpose to protect food from contamination.

- Display a copy of [Appendix 2 Hand Washing](#) in all areas.
- Ensure adequate and safe hand washing facilities are available and maintained at all times.
- Ensure all equipment, utensils and appliances used for the storage, preparation, handling and consumption of food is maintained, fit for purpose and used in accordance with operating instructions or manufacturers guidelines.
- Implement appropriate control measures to minimise the potential for contamination of foods from the use of chemical/ cleaning products in proximity to any food preparation, serving and eating activities.
- Supply all food handlers with disposable gloves (latex and/or vinyl), and primary food handlers with aprons and head wear.
- Encourage the highest standard of cleanliness including, but not limited to, sanitising, waste management, cleaning, pest control where food is stored, handled and prepared.
- Use an approved licensed pest control provider to perform regular inspections of all kitchens and food areas for signs of pests as required, and include bulk waste storage areas (e.g. Industrial bins) when pest control treatment occurs.
- Ensure completion of the [Cleaning Daily and Weekly Record 20](#).
- Provide information to families to support their understanding and awareness of food hygiene, nutrition and dental health.
- Display menu for children and families.

## EDUCATORS

- Handle, prepare and store food using safe practices, in line with Australian food safety standards Catholic Early EdCare Food Safety Program (LDC Only) and any jurisdictional requirements.
- Ensure safeguards are in place to prevent children being provided the wrong food or breast milk.
- Follow Appendix 2 Hand Washing.
- Not use food as a punishment or reward for children.
- Use checklists to record food and fridge temperatures and cleaning schedules.
- Model and encourage the development of positive eating habits amongst children.
- Annually review the Food Safety Program and provide feedback (LDC Only).



## COOKS, KITCHEN STAFF, AND FOOD HANDLERS

- Implement food safety and nutrition policy and procedures and ensure all action plans are carried out in line with said documents.
- Handle, prepare and store food using safe practices, in line with Australian food safety standards, jurisdictional requirements and implement strategies to prevent cross contamination of allergens during meal preparation.
- Follow [Appendix 2 Hand Washing](#), wear gloves and ensure all cuts are covered with kitchen band aids (Blue in colour).
- Consider the food danger zone when preparing meals and heating or reheating food.
- Inform their supervisor about conditions that may result in food being unsafe or unsuitable for people to eat, if they continue to handle food with such a condition.
- Inform their supervisor if they know or suspect they have made food unsafe or unsuitable to eat (e.g. jewellery worn by a food handler may have fallen into food).
- Wear clean outer clothing.
- Maintain communication systems with management, educators, staff and families to ensure all changes are actioned with food preparation and provision of food.
- Turn their heads to sneeze or cough and not eat over unprotected food or surfaces likely to come into contact with food.
- Undertake temperature checks at time of delivery, and before serving.
- When handwashing dishes follow Appendix 4 Washing Dishes by Hand.

## FAMILIES

- Inform Service Leader of changes in dietary requirements.
- Name all food containers.
- Seek direction from the Service Leader if unsure of your service's food storage routine.
- Upon arrival place food in designated area and if bottle complete [Bottle Receipt Record 9](#).
- Inform service of any known allergies to food and complete all required documents such as Medical Management Forms and Risk Minimisation forms as required by the medical conditions policy and procedure.
- For children beginning solid foods, inform Service Leader of foods that have been tried at home, as no new foods will be introduced at the service.
- Prepare food and transport from home following [food safety protocols](#).

## MONITORING, EVALUATION AND REVIEW

- Centacare will place this policy on the Archdiocesan Intranet (AI). Service Leaders 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.
- Summary information about fees and related procedures will be included in the CEEC information handbooks.
- Educators and families will be invited to participate in the review of this procedure.
- Changes to this document will be shared with families and educators.
- Ongoing training opportunities for Service Leaders and Responsible Persons in Charge will be provided using a range of learning platforms. Videos of some Xplor processes are available on [AI](#).
- Contact the Policy Sponsor for further interpretation of this policy.

