

DALMAIN PRIMARY SCHOOL
HEALTHY FOOD AND DRINK POLICY
(including CANTEEN)
2020

Role of the School Canteen

The canteen will comply with the requirements of the WA Government's policy and standards for healthy food and drink choices.

The role of this school canteen is to provide a food service to students and staff that meets their nutritional needs, promotes healthy food, is part of a whole school approach and is affordable and financially sustainable.

The canteen must reinforce nutrition messages being taught in the classroom by modelling healthy food and drink choices that are tasty, interesting and affordable. It has the potential to influence food choices by students at school and in the wider community, helping students to make healthy choices throughout their adult lives.

Policy and Standards for Food and Drink Choices in this School

The WA Government policy applies to all operators of WA School Canteen sites including P&C Associations, external contractors and local caterers/shops that provide a food service to the school. This policy also applies to all areas in the school where the Principal is directly responsible for the supply of food and drinks – eg; Classroom rewards, school camps and excursions.

The Dietary Guidelines for Children and Adolescents in Australia will continue to be used to set minimum nutrient standards for food sold in canteens. All products are measured against criteria for each food type using the National Federation of Canteens in Schools (FOCiS) nutrient criteria to determine if products are able to be registered in the 'Buyers' Guide'. All processed food and drink sold in school canteens must meet a minimum nutrient standard.

Each school is required to have a written school canteen policy.

Role of the Canteen Committee

The school is to have a Canteen Committee with representation from the whole school community, including parents and staff. The Committee is to participate in the decision making process for the canteen menu, pricing, purchasing and maintenance of equipment etc.

Menu Planning

- The canteen menu needs to be consistent with the policy and standards for healthy food and drink choices in school settings.
- It is recommended that menus change according to the summer and winter seasons.
- The menu will have available every day a wide range of foods that should make up the majority of a healthy diet (60% GREEN)
- Available sometimes and avoiding large serving sizes of foods that should be eaten in moderation (40% AMBER)
- No food will be available that does not meet the minimum specified nutrient criteria (RED)
- A wide variety of food will be available, taking into consideration a multicultural society.

Links with the Curriculum

School classrooms and the canteen are well placed to support healthy eating and lifestyle. Keeping this in mind, close contact during the year must be made so healthy promotions can be made between the two.

The school newsletter should include at least one newsletter communication per term on healthy eating and the school's canteen policy.

Food Safety and Hygiene

Safe food means that it is prepared, cooked, transported and served in such a way as to retain nutrients and to minimise bacterial contamination and growth.

NOTE: Compliance with the *Health Act 1911 (WA)* and the *Health (Food Hygiene) Regulations 1993 (WA)* is mandatory. Each canteen needs to comply with the requirements of its food premises classification according to the *Health (Food Hygiene) Regulations 1993 (WA)*. The *Food Bill 2005* will enact the Australian New Zealand Food Standards Code (Food Safety Standards).

- All staff (paid or volunteer) have completed the 'traffic light' training, Food Safe Handler Training Program or its equivalent.
- All canteen staff and volunteers are required to wear hats/tie back hair, aprons, which will be provided by the canteen.
- Only food prepared in a commercial kitchen will be sold through the canteen. No food baked by parents in their homes will be accepted for sale through the canteen.

Occupational Health and Safety

The canteen is a workplace and will comply with the current *Occupational Health and Safety Act and Regulations*. The Department of Education has a number of policies and procedures related to health and safety. Some of the requirements include;

- All canteen staff and volunteers to be made aware of evacuation procedures in case of fire or other emergencies.

- All canteen staff and volunteers to wear enclosed footwear. Shoes with heels, open sandals are not acceptable.
- Students and teachers are not permitted to enter the canteen premises during normal trading hours unless it is part of a supervised school curriculum activity.
- Only canteen workers and those rostered for duty may enter the canteen premises during normal canteen opening hours.

Children are not permitted in the canteen during opening hours.

Canteen Management Issues

1: EMPLOYMENT

- The Canteen Manager shall be appointed by and if necessary, dismissed by the Executive of the P&C Association in consultation with the Canteen Committee and the school Principal.
- The canteen will comply with equal opportunity guidelines for employment.
- The Canteen Manager shall be employed in accordance with the current legal requirements pertaining to minimum conditions, or a salary negotiated and approved under an enterprise agreement (minimum award conditions must apply, including superannuation)
- Refer to the Policy Document for the Canteen Manager's duty statement.

2: SKILLS and KNOWLEDGE

- Canteen Supervisor to undertake training and achieved competencies in nutrition, food safety and hygiene and canteen management.
- P&C representative to have access to information when required – books, video etc.

3: PRICING POLICY/PROFITS

- The canteen should be a financially viable business enterprise.
- The average mark-up on healthy (GREEN) food items shall be lower than that applied to (AMBER) products.
- The canteen will endeavour to provide a financial contribution towards resources for all students in the school. The amount of money contributed will be dependent on the financial needs of the canteen eg; for maintenance of facilities and equipment, new equipment, professional development and training etc.

4: CANTEEN EQUIPMENT

- The Canteen Committee shall provide essential, safe equipment and ensure that it is well maintained, in good repair and used according to the appliance directions.
- The Canteen Committee shall report to the Principal any structural defects within the canteen.
- The canteen committee shall report to the Principal any need for insect and pest control.

5: GIFTS/CONESIONS

- All discounts, allowances, complimentary articles, gifts concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the canteen shall remain the property of the canteen and be properly recorded and later accounted for at the time of stocktaking. Public school canteens must comply with the Department of Education policies, including the *Financial Management in School* policy.

Distribution of the Policy/General Policy Issues

- A current copy of the Department of Education Policy and Standards for Healthy Food and Drink Choices and the School Based Policy will be on permanent display in the school canteen.