

**Hygiene & Food Safety Policy**

**Scope**

This policy applies to all staff, parent/guardians, volunteers, students and any other person dealing with food, toileting or potential biological hazards at the service.

**Background and Relevant Legislation**

The Children’s Services Regulations 1998. Amended 1st July 2012

The Children’s Services Act 1996. Amended 1st July 2012

The Food Act 1994. Amended 1st July 2010

**Values**

This service is committed to the provision of:

* A clean and hygienic environment
* Food that is safe to eat
* An environment where the use of toxic products and other potentially dangerous products is minimised, without jeopardising hygiene.

**Purpose**

This policy will set out the practices and procedures to be followed in order to ensure that the environment is clean and hygienic and the food provided at the service is safe for people to eat.

**Procedures**

In the following procedures relating to food safety and kitchen practices, staff will comply with and both promote and monitor compliance with the procedures set out in the policy.

**Food Safety**

Staff, parent/guardians and any other person involved with the service will:

* Practise good personal hygiene before and during the preparation, serving or eating of food
* Maintain hot food at over 60 degrees Celsius
* Maintain cold food at below 5 degrees Celsius
* Prevent the cross contamination between raw and cooked food (especially with meat) by storing these separately, and using separate utensils when preparing and serving food
* Serve food in a separate bowl or cup for each child
* Not re-use leftovers.

(See Kitchen Procedures folder for more detailed information on food safety and kitchen regulations)

## Kitchen Practices

Staff and any other person involved in the service will:

* Keep the kitchen clean and tidy at all times
* Restrict the food preparation areas for that purpose only
* Comply with the cleaning schedule displayed in the kitchen.

## Children and Eating

Staff will:

* Comply with the dietary requirements of any child attending the service
* Encourage and direct children to wash their hands before they eat or drink
* Teach children to turn away and cover their mouth when they cough or sneeze and then to wash their hands
* Ensure tables are wiped with appropriate cleaning materials prior to children using them for food consumption
* Make sure children are sitting while they eat and drink
* Wash all dropped utensils prior to re-using
* Discourage children from sharing utensils and sharing food they have begun to eat
* Promptly clean up any food or drink that is dropped indoors or outdoors.

## Children’s Contact with one another

Staff will educate and encourage children in good personal hygienic practices such as:

* Washing their hands after blowing and wiping their nose
* Not touching each other where they are cut or bleeding
* Disposing of used tissues promptly and appropriately and not lending them to other children
* Using their own equipment for personal care e.g. brushes, combs, hats etc.

Staff will:

* Wash centre hats at the end of each day if centre hats are used by any children during the day
* Encourage parent/guardian to keep children who are unwell at home to prevent the spread of infection to other children
* Contact the parent/guardian of a child to collect their child if he/she becomes ill at the service
* Notify parent/guardians of the occurrence of an infectious disease at the service through a notice on the door at the service
* Remind parents to wash any Meruka clothes before returning them if their child has been changed into them during the day.

##### Toileting of children

Staff will encourage children to:

* Manage their own toileting
* Wash their hands after using the toilet
* Flush the toilet after use
* Tell the staff if they have had a toileting accident.

Staff will change nappies as required, ensuring they use gloves and wipe over the changing mat with disinfectant after each child.

##### Indoor and outdoor environment

Staff with the assistance of parent/guardians and any other person involved in the service will:

* Keep the indoor and outdoor environments as clean and hygienic as possible at all times
* Promptly remove blood, urine, faeces, either indoors or outdoors, using the appropriate cleaning procedures
* Cover the sandpit at the end of each day, to prevent contamination by animals
* Remove any animal faeces promptly and dispose of it in an appropriate manner
* Dispose of any dead creatures found on the premises in an appropriate manner
* Dispose of any syringes found on the premises in an appropriate manner using protective gloves.

The Committee will:

* Monitor the sand, tanbark, paths and grassed areas, to ensure these are maintained in a safe manner
* Arrange for the service to be cleaned regularly including floors and other surfaces
* Arrange for steam cleaning of the centre to occur quarterly.

### Healthy Eating

The centre is responsible for providing Breakfast, Morning Tea, Lunch, Afternoon Tea and late snack for the children. The lunch and afternoon tea menu is displayed in the foyer near the kitchen area each week.

* Meals will be prepared with an emphasis on fresh and unprocessed foods.
* Sugar, salt, fat, preservatives and food colourings will be kept to a minimum.
* Parents are requested not to bring any food into the centre.
* Children's eating habits will be monitored with special attention given to babies under 18 months. Introduction of new foods will be carried out with care after consultation with parents.
* For children's birthdays the centre will provide cakes made on the premises.
* Cows, Soy and Lactose-free milks will be provided for all children during the course of the day (up to three times a day). The family must supply formula.
* Water is encouraged throughout the day.

As outlined in policy the Sun Smart Policy, parents are requested to supply a refillable drink bottle, clearly named for each individual child. This will help prevent cross infection and illnesses amongst the children.

A basket will be supplied in each of the children’s rooms for daily storage, and we ask that the drink bottle be taken home each day, washed out and packed back into your child’s bag the next time they attend Meruka. This basket will be cleaned at the end of each day.

**Referenced National Quality Standards**

* **Quality Area 2** – **Children’s Health and Safety**
  + **2.1** Each Child’s health is promoted.
  + **2.2** Healthy eating and physical activity are embedded in the program for children.
  + **2.3** Each child is protected.
* **Quality Area 5 – Relationships with Children**
  + **5.1** Respectful & equitable relationships are developed & maintained with each child.
  + **5.2** Each child is supported to build and maintain sensitive and responsive relationships with other children and adults.
* **Quality Area 6 – Collaborative Partnerships with Families & Communities**
  + **6.2** Families are supported in their parenting role and their values and beliefs about child rearing are respected.
  + **6.3** The service collaborates with other organizations and service providers to enhance children’s learning and wellbeing.