



Health, Hygiene and Safe Food Policy and Procedures

National Quality Standard

QA2	2.1.1	Wellbeing and comfort - Each child's wellbeing and comfort is provided for, including appropriate opportunities to meet each child's need for sleep, rest and relaxation.
	2.1.2	Health practices and procedures - Effective illness and injury management and hygiene practices are promoted and implemented.
	2.1.3	Healthy eating and physical activity are promoted and appropriate for each child
	2.2.1	Supervision - At all times, reasonable precautions and adequate supervision ensure children are protected from harm and hazard.
QA3	3.1.2	Upkeep – Premises, furniture and equipment are safe, clean and well maintained

National Law

Section	167	Offence relating to protection of children from harm and hazards
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National Regulations

Regs	77	Health, hygiene and safe food practices
	78	Food and beverages
	79	Service providing food and beverages
	80	Weekly menu
	88	Infectious diseases
	103	Premises, furniture and equipment to be safe, clean and in good repair
	106	Laundry and hygiene facilities
	109	Toilet and hygiene facilities
	110	Ventilation and natural light
	112	Nappy change facilities
	168(2)(a)(i)	Education and care service must have policies and procedures in relation to health and safety, including matters relating to nutrition, food and beverages, dietary requirements
	170	Policies and procedures to be followed
	171	Policies and procedures to be kept available
	172	Notification of change to policies or procedures

Aim

Our service aims to promote and protect the health, safety and wellbeing of all of children, educators, other staff, volunteers, students and families using procedures and policies to maintain high standards of health, safety, hygiene and to provide safe food to children. We also aim to reduce the risk of infectious diseases and illnesses spreading and following the relevant laws and regulations and standards (see also *Infectious Diseases Policy*). A holistic and consistent approach to health, hygiene and safe food across the service will help us to meet this aim.

Scope

The Health, Hygiene and Safe Food Policy and Procedures applies to the approved provider, the nominated supervisor, educators, all other staff, volunteers, students and families.

Intersection with other policies

Additional Needs Policy

Enrolment Policy

Food, Nutrition and Beverage Policy

Immunisation and Disease Prevention Policy

Infectious Diseases Policy

Incident, Injury, Trauma, Illness Policy

Medical Conditions Policy

Physical Activity Promotion Policy

Record Keeping and Retention Policy

Relationships with Children Policy

Staffing Arrangements Policy

Definitions

“Category one business” - businesses engaging in high-risk food handling activities are identified as category one businesses. Under Food Standards Code, these businesses must implement three food safety management tools (food safety supervisor, food handler training and evidence), to strengthen their management of hazards known to contribute to foodborne illness. Education and care services that process and serve meals would be considered a category one business. Source: Food Standards Australia and New Zealand Standard 3.2.2A

“Category two business” - food businesses retailing unpackaged potentially hazardous food are identified as category two businesses. These businesses must implement two food safety management tools (food safety supervisor, food handler training) named in the Standard, to strengthen their management of hazards known to contribute to foodborne illness. Source: Food Standards Australia and New Zealand Standard 3.2.2A

“Food Safety Supervisor” - means a person who: (a) holds a food safety supervisor certificate that has been issued within the immediately preceding period of 5 years; and (b) has the authority and ability to manage and give direction on the safe handling of food. Source: Food Standards Australia and New Zealand Standard 3.2.2A

“Food safety supervisor certificate” - means certification as a food safety supervisor by: (a) a registered training organisation; or (b) an organisation recognised by the relevant authority under the application Act. Source: Food Standards Australia and New Zealand Standard 3.2.2A

“Food safety training course” - means training in food safety that includes training in each of the following: (a) safe handling of food; and (b) food contamination; and (c) cleaning and sanitising of food premises and equipment; and (d) personal hygiene. Source: Food Standards Australia and New Zealand Standard 3.2.2A

“Handling of food” - includes the making, manufacturing, producing, collecting, extracting, processing, storing, transporting, delivering, preparing, treating, preserving, packing, cooking, thawing, serving or displaying of food. Source: Food Standards Australia and New Zealand Standards

“Health” – the state of being free from illness or injury. Source: Oxford Dictionary

“Hygiene” – conditions or practices conducive to maintaining health and preventing disease, especially through cleanliness. Source: Oxford Dictionary

“Potentially hazardous food” - means food that has to be kept at certain temperatures to: (a) minimise the growth of any pathogenic microorganisms that may be present in the food; or (b) prevent the formation of toxins in the food. Source: Food Standards Australia and New Zealand Standards

“Process” - in relation to food, means activity conducted to prepare food for sale and includes chopping, cooking, drying, fermenting, heating, thawing and washing, or a combination of these activities. Source: Food Standards Australia and New Zealand Standards

“Ready-to-eat food” - means food that is ordinarily consumed in the same state as that in which it is sold, but does not include: (a) nuts in the shell; or (b) whole, raw fruits; or (c) vegetables that are intended for hulling, peeling or washing by the consumer.

“Serve” - means the act of setting out or presenting food to or for a person to eat that food and includes the following activities: (a) portioning food from a bulk tray or container into single serves and placing it on plates; or (b) presenting food in a bain-marie or other bulk food display unit for self-service; or (c) delivery of plated food.

Implementation

Our service is committed to implementing adequate health and hygiene practices and safe practices for food handling. This policy and procedures are in place to ensure that we provide a healthy and safe environment for the children at our service.

Specifically:

- Our staff, students and volunteers have the training, skills and knowledge to maintain hygienic practices and follow strict procedures, including for:
 - Dummies/pacifiers and bottles
 - Beds/cots and bedding equipment
 - Spaces, furniture, equipment – including toys and books
 - Toileting, nappy changing and cleaning of equipment
 - Handwashing
 - Spills such as blood, faeces, vomit, urine
 - Dental care and accidents
- Our service complies with NSW’s legal and regulatory requirements for food safety and the Australia New Zealand Food Safety Standards Code. We have:
 - Strict procedures for food safety to ensure that all people at our service do not contaminate food; have unnecessary contact with ready-to-eat food; do not spit, smoke, or use tobacco in food preparation/serving areas. Our procedures cover handwashing and food handling hygiene; cleaning and maintenance of food handling areas and equipment; and the preparation, storage, temperature control, and transport of food and drinks, including for food and drinks provided by children’s families.
 - An appointed certified food safety supervisor – Kasie Lo Surdo - who has the authority and ability to oversee and instruct staff on safe food handling
 - Staff have completed basic food handlers training
 - A culture that encourages food safety
 - Procedures to maintain clean, pest free and well-maintained areas and equipment for food storage, preparation, and service

- Our educators work with children and families to promote health and safety issues, encourage good hygiene practices, including hand washing, coughing, dental hygiene and ear care, food safety. Children are grouped in a way that allows educators to maintain a hygienic environment
- We have defined the responsibilities of everyone who has a role in ensuring the health, hygiene and safe food at the service.

Health and Hygiene Procedures

- **Appendix A** – Handwashing procedure and respiratory etiquette
- **Appendix B** – Cleaning procedure for surfaces, rooms, toys and books
- **Appendix C** – Cleaning procedure for cots, beds, bedding equipment
- **Appendix D** – Spills procedure
- **Appendix E** – Sterilisation procedure dummies/pacifiers and bottles
- **Appendix F** – Hygienic nappy change procedure
- **Appendix G** – Hygienic toileting procedure
- **Appendix H** – Dental hygiene and care and dental accidents procedure

Food safety procedures

- **Appendix I** - Food Preparation and Food Hygiene Procedure
- **Appendix J** - Food Safety and Transport Procedure
- **Appendix K** - Food Storage Procedure
- **Appendix L** - Maintenance and Cleaning of Food Handling Areas Procedure

Food safety laws

In NSW, children's services that handle food are governed by laws and regulations, including:

- [Food Act 2003 \(NSW\)](#)
- [Food Regulation 2015](#)
- [Australia New Zealand Food Standards Code](#)
- [Education and Care Services National Law and Regulations](#)

Food Standards Australia New Zealand Standards Code

The Food Standards Code applies to the whole of Australia. It sets the standards for food businesses regarding food safety and handling. The standards are enforced by local/state/territory agencies. Our service complies with the relevant Standards:

- **Standard 3.2.2 – Food safety practices and general requirements**
Our operations, policies and procedures adhere to the specific requirements of this Standard for receiving, storing, and processing food. They also meet the Standard's requirements relating to the skills and knowledge of food handlers and food safety supervisors, the health and hygiene of food handlers, and the cleaning, sanitising and maintenance of food handling areas and equipment.
- **Standard 3.2.2A - Food safety management system**
Our service meets this Standard, which requires businesses that handle unpackaged, potentially hazardous food that is ready to eat to implement 'food safety management tools', as described below.

1) **Training for food handlers**

Anyone who handles unpackaged potentially hazardous food that is used in the preparation of ready-to-eat food to be served to children or adults at our service must have completed a food safety training course; or have adequate skills and knowledge in food safety and hygiene to do that activity correctly and keep food safe (e.g. they have extensive relevant experience in the food industry, have completed in-house education or a food safety induction course with another employer etc).

Food safety training courses those staff/students/volunteers undertake will cover, at a minimum, each of the following topics: a) safe handling of food; and b) food contamination; and c) cleaning and sanitising of food premises and equipment; and d) personal hygiene.

Our service follows best practice and schedules refresher training as required for all food handlers. Training is conducted as part of the induction process for new roles and when there are significant changes to the laws and regulations. Our service uses the [NSW Health online Food Handlers course](#) to train our food handlers and keep a record of all the food safety training our staff have undertaken.

2) **Appointing certified food safety supervisor**

Our service has one appointed **certified food safety supervisor – Kasie Lo Surdo**

The role of the food safety supervisor is to:

- oversee food handling and manage the day-to-day food handling operations at our service
- be available to advise, train and supervise any food handlers while they are handling unpackaged potentially hazardous food to be served (this means they work on-site most of the time and can be contacted by phone when they are not physically at the service). Note, for short absences (e.g. up to 30 days) we do not need to appoint another supervisor if the proper systems for food handling are in place (e.g. prior training of staff, instructions, checklists, written procedures/signage/posters)
- be responsible for ensuring that our service is handling food safely, and in accordance with the Food Safety Standards, so that food that is unsafe to eat is not served to children at our service.

The approved provider will ensure that appointed food safety supervisors have the authority and skills to manage and instruct others on the safe handling of food. The approved provider will also make sure that the food safety supervisor has obtained a Food Safety Supervisor certificate from a registered training organisation that is recognised by the NSW Food Authority. The certificate must show that the food safety supervisor has completed the required competency units for the course, and it must have been obtained within the past five years. The certificate is to be kept on the food safety supervisor's record - along with their written acceptance of their appointment to the role - and provided to authorised officers, if requested.

3) **Record keeping – substantiating food safety management**

We must maintain records that show our service is handling food safety, including safely receiving, storing, processing, displaying, and transporting potentially hazardous food, and for cleaning and sanitising. Records must be kept for at least 3 months.

Examples of records our service maintains include:

- this policy, which outlines our food handling procedures
- paper/electronic records such as cleaning and sanitising, storing, processing, receiving, transport, checklists, instructions that prove we are handling food according to the Standards

- food receipt logs
 - photos or video footage of food preparation and service
 - data from thermometer checks of refrigerators/cool rooms showing food is being stored at the correct temperature
 - records that show potentially hazardous food being delivered by suppliers is received at the right temperature (at or below 5°C, or at or above 60°C)
- **Standard 3.2.3 – Food premises and equipment**
Our cleaning and maintenance procedures, as well as the design and construction of our premises and the equipment we use, ensure that our service continues to comply with this standard, which aims to minimise opportunities for food contamination.
 - **Standard 3.3.1 – Food safety programs for food service to vulnerable persons**
Our service is externally audited once a year by our local council – [“Scores on Doors”](#)

Information sharing, training and monitoring

All educators, families and children will engage in regular discussions about health, hygiene and food safety throughout our curriculum. We will work with each child to promote health and safety issues, encourage effective hygiene, food safety and dental care, and maintain a healthy environment that is safe for each child. Regular discussions between educators and children will be integrated throughout the program at appropriate intervals.

At orientation, parents will be provided with information about how to access our policies, including the *Health, Hygiene and Safe Food Policy and Procedures*. Families are required to supply information about their child’s health care needs, including any allergies, on their child’s Enrolment Form (see *Medical Conditions Policy* for more details). We will provide support and resources to families about managing specific health needs, including food allergies, anaphylaxis, and diabetes. If educators have a concern that relates to a child’s health, hygiene or food safety, they will raise it with the child’s parents.

Information on health, hygiene, safe food and dental care principles and practices will be provided at enrolment in the enrolment pack and then included in our newsletters on a regular basis. Our food handling areas display posters, checklists and instructions that communicate our safe food handling practices and procedures. Posters reminding children and adults at our service about proper handwashing practices are displayed in bathrooms and handwashing stations.

The nominated supervisor will include the *Health, Hygiene and Safe Food Policy and Procedures* in staff inductions and ensure staff, volunteers and students receive practical training in relation to the requirements, including how to identify and manage related risks. The nominated supervisor also implements an ongoing training program tailored to each staff member’s needs and goals, which are identified through regular performance reviews.

The approved provider or nominated supervisor and food safety supervisor will monitor staff to ensure they are following this policy and procedures. They will act quickly to fix any issues and will give staff any extra support or training they need to comply. Volunteers and students are also required to comply with all service policies and guidelines.

We will keep records of all training and risk assessments we conduct, which can be accessed by staff, students, volunteers and families. We also keep records that show our service is meeting the requirements of the Food Safety Standard 3.2.2.

In any instances where children display any signs of illness or injury, staff, students and volunteers will refer to the *Incident, Injury, Trauma and Illness Policy and Procedures* and/or *Infectious Diseases Policy*.

To uphold the general health and safety of all children using the service, all educators and visitors will follow the *Tobacco, Drug and Alcohol Policy*.

Roles and responsibilities

All staff, volunteers, students and families must understand our *Health, Hygiene and Safe Food Policy* and their role and responsibilities in keeping children safe and well.

Also, see **Appendix M** – Example Job Description for Cooks

Responsibilities	Roles
Ensure our Service meets its obligations under the <i>Education and Care Services National Law and Regulations</i> , including to take every reasonable precaution to protect children from harm and hazards likely to cause injury and to ensure that children are adequately supervised at all times they are in our care.	Approved Provider Nominated Supervisor
Ensure our service meets its obligations under our state/territory food laws and the Australian New Zealand Food Safety Standards Code	Approved Provider Nominated Supervisor Food Safety Supervisor Food Handling Staff
Ensure that nominated supervisors and staff members, students and volunteers implement adequate health and hygiene practices and safe practices for preparing and storing food	Approved Provider
Ensure that our service has policies and procedures in place in relation to: health and safety, including matters relating to nutrition, food and beverages, dietary requirements, health, hygiene and food safety. These policies must address the specific areas set out in the <i>National Regulations</i> , relevant state/territory laws and the Food Standards - i.e., this <i>Health, Hygiene and Safe Food Policy and Procedures</i> needs to be in place.	Approved Provider
Take reasonable steps to ensure that nominated supervisors, staff and volunteers follow, and can easily access, the <i>Health, Hygiene and Safe Food Policy and Procedures</i> , including by: <ul style="list-style-type: none"> Providing information, training and other resources and support Providing this <i>Policy</i> at induction Clearly defining and communicating roles and responsibilities for implementing this <i>Policy</i> Communicating changes to routines and policies Monitoring and auditing of staff practices and addressing non-compliance quickly Regularly reviewing this <i>Policy</i> This <i>Policy</i> must also be available for inspection.	Approved Provider
Notify families at least 14 days before changing <i>Health, Hygiene and Safe Food Policy and Procedures</i> if the changes will: <ul style="list-style-type: none"> Affect the fees the charged or the way they are collected; or Significantly impact the service's education and care of children; or Significantly impact the family's ability to utilise the service. 	Approved Provider
Implement the <i>Health, Hygiene and Safe Food Policy and Procedures</i> and ensure that all staff members, students and volunteers have adequate health and hygiene practices and safe practices for handling, preparing and storing food	Nominated Supervisor (Ultimate responsibility) Food Safety Supervisor
Be aware of and follow the <i>Health, Hygiene and Safe Food Policy and Procedures</i> and maintain adequate health and hygiene practices and safe practices for handling, preparing and storing food	Educators and Other Staff, Volunteers, Students (including Kitchen workers) Families
Ensure our service's premises, furniture and equipment are safe, clean and in good repair.	Approved Provider (ultimate responsibility) Nominated Supervisor

<p>Ensure that the indoor environment is hygienic and comfortable (not limited to being well ventilated and free from cigarette/tobacco smoke, with adequate natural light, and appropriately heated/cooled).</p> <p>Ensure that our service continues to have adequate and appropriate laundry and hygiene facilities for dealing with soiled clothing and linen, including storage facilities. Ensure that these facilities are maintained in a way that does not pose a risk to children.</p> <p>Ensure that our service continues to have adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided for use by children being educated and cared for by the service, and that the location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children.</p> <p>Ensure that our service continues to have adequate and appropriate hygienic facilities nappy changing, including at least one properly constructed nappy changing bench and hand cleaning facilities for adults in the immediate vicinity of the nappy change.</p>	Approved Provider
<p>Ensure the appropriate Medical Management Plans, Risk Management Plans and Medical Communication Plans are in place and being followed by educators and other relevant staff, including kitchen staff and other food handlers. If a child at the service is diagnosed as at risk of anaphylaxis, ensure a notice is displayed in a prominent position (see <i>Medical Conditions Policy</i> for more detail)</p>	Approved Provider (ultimate responsibility) Nominated Supervisor
<p>Implement/follow our <i>Infectious Disease Policy</i> if there is an occurrence of an infectious disease at our service</p>	Approved Provider Nominated Supervisor Other Staff, Students, Volunteers
<p>Ensure that the policy and guidelines are appropriate in practice to our service, identify risks and hazards, and any potential improvements to make to the <i>Health, Hygiene and Safe Food Policy</i>. Report any issues to the appropriate staff member (either approved provider, nominated supervisor, or educators).</p>	Approved Provider Nominated Supervisor Food Safety Supervisor Educators and Other Staff, Students, Volunteers Families
<p>Ensure anyone who handles unpackaged potentially hazardous food that is used in the preparation of ready-to-eat food to be served to children or adults at our service has completed a food safety training course; or have adequate skills and knowledge in food safety and hygiene to do that activity correctly and keep food safe.</p> <p>Food safety training courses those staff/students/volunteer undertake must cover, at a minimum, each of the following topics: a) safe handling of food; and b) food contamination; and c) cleaning and sanitising of food premises and equipment; and d) personal hygiene. Ensure records are kept of all the food safety training staff have undertaken.</p>	Approved Provider (ultimate responsibility) Nominated Supervisor
<p>Appoint at least one certified food safety supervisor who is available to advise and supervise any food handlers while they are handling unpackaged potentially hazardous food to be served (this means they work on-site most of the time and can be contacted by phone when they are not physically at the service).</p> <p>Ensure that appointed food safety supervisors have the authority and skills to manage and instruct others on the safe handling of food.</p> <p>Ensure that the food safety supervisor has obtained a Food Safety Supervisor certificate from either a registered training organisation or an organisation recognised by the food regulator.</p> <p>Ensure that the certificate is to be kept on the food safety supervisor's record and provided to authorised officers, if requested.</p>	Approved Supervisor (ultimate responsibility) Nominated Supervisor
<p>Ensure our service is handling food safely by:</p> <ul style="list-style-type: none"> Overseeing food handling and manage the day-to-day food handling operations at our service Being responsible for ensuring that our service is handling food safely, and in accordance with the Food Safety Standards, so that food that is unsafe to eat is not served to children at our service Instructing food handlers, reviewing and updating food handling procedures, and inspecting and maintaining food handling operations, equipment and spaces. 	Food Safety Supervisor

<ul style="list-style-type: none"> Managing risks associated with food – eliminating or reducing hazards Promoting a culture of food safety at the service Maintain food safety training, skills and knowledge 	
Maintain the necessary training, skills, knowledge to handle food safety	Food handling staff, students and volunteers
Practice safe food handling according to our <i>Health, Hygiene and Safe Food Policy</i> and follow any instructions about menu preparation, including if required in a child's medical management plan	Food Safety Supervisor Food handling staff, students and volunteers
Keep abreast of our service's practices for <i>Health, Hygiene and Safe Food</i> and provide our service with the written advice in the enrolment form regarding the child's dietary requirements. Communicate to educators any changes to the child's dietary requirements	Families
Maintain relevant records about our service's safe food handling practices, in line with the requirements for Category 1 businesses under the Australia New Zealand Food Standard 3.2.2A and with relevant state/territory laws.	Approved Provider (ultimate responsibility) Food Safety Supervisor Food Handlers

Sources

Education and Care Services National Regulations 2011
Early Years Learning Framework
National Quality Standard
Food Standards Australia New Zealand
Safe Food Australia, 2nd Edition. January 2001
NSW Health
Caring for Children- Food, Nutrition and Learning Experiences 2014
Australian Guide to Healthy Eating
Australian Dietary Guidelines 2013
Infant Feeding Guidelines 2012
Staying Healthy Preventing Infectious Diseases in ECEC services (5th Edition) NHMRC
Food Safety Standards for Australia 2001
Food Standards Australia and New Zealand Act 1991 including: Standard 3.2.2 – Food Safety Practices and General Requirements; Standard 3.2.2A – Food Safety Management Tools; Standard 3.2.3 – Food Premises and Equipment
Food Standards Australia New Zealand Regulations 1994
Food Act 2003
Food Regulation 2004
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Dental Injury: Healthdirect Australia
Dental injuries – knocked out, chipped or cracked teeth: BetterHealth VIC
Use and care of dummies (pacifiers) SESI Health Service NSW
Sterilising bottles, teats and dummies Qld Health
Bottle feeding with formula: Better Health Vic Govt
Bottle Feeding (cleaning and sterilising bottles and equipment): HealthDirect Australia

Hand Washing Procedure and Respiratory Etiquette

Hand washing

Our service will provide the appropriate height basins for children to wash their hands in as well as basins height appropriate for adults. Liquid soap will be provided by all individuals to wash their hands and we will ensure any allergies to soap are identified using the Enrolment Form and catered for appropriately. Along with this, the service will provide either/and/or individual towels, paper towel or an automatic dryer for people to dry their hands. We discourage the ongoing use of antibacterial soap.

All individuals should wash their hands:

- Upon arrival to reduce the introduction of germs.
- Before handling food.
- After handling food.
- After handling raw meat, raw poultry or raw eggs.
- After cleaning up accidents in the kitchen.
- After handling rubbish and cleaning chemicals.
- After outside activities.
- After doing any dirty tasks such as cleaning or changing nappies.
- After removing gloves.
- After going to the toilet.
- Before and after nappy change procedures.
- After giving first aid.
- Before and after giving each child medication. If giving medication to more than one child between each child.
- Before going home to prevent taking germs home.
- After contact with bodily fluids (e.g. after coughing or sneezing).
- After any episodes of vomiting or diarrhoea.
- Alcohol based hand rubs (60-80% alcohol) can be used if hands are not visibly dirty where running water and soap is not available (such as on excursions) or if hand washing will prevent an educator from maintaining adequate supervision of the children

Below are instructions on how to effectively wash hands. All individuals are to follow this procedure and it should be displayed above every sink.

- Wash hands using running water and soap.
- Rub hands vigorously.
- Wash hands all over ensuring that the back of the hands, wrists, between fingers and under the fingernails are cleaned.
- Rinse hands thoroughly.
- Turn off the tap using a clean piece of paper towel.
- Dry hands thoroughly with clean towel/paper towel or an automatic dryer.
- This should take about as long as singing "Happy Birthday" twice.

Respiratory Etiquette

- Children and adults are encouraged to sneeze or cough into their inner elbow or a tissue
- Used tissues should be disposed of immediately into a pedal bin and hands should be washed and dried
- Children should be taught to blow their own nose if they are developmentally ready. Children and educators should wash and dry hands after blowing noses. Alcohol based hand sanitiser can be used as alternative.

Appendix B

Cleaning procedure for surfaces, rooms, toys and books

Surfaces and rooms

- Surfaces will be cleaned with detergent after each activity and all surfaces that have frequent contact (e.g. doorknobs, taps, tables) will be cleaned thoroughly daily
- Other surfaces will be washed once a week and when visibly dirty
- All floors will be washed each day
- Areas contaminated with potentially infectious material (such as blood, vomit, body fluids from an unwell person) will be disinfected after washing (see Spills Procedure at Appendix x)
- Table surfaces and highchairs will be cleaned and disinfected before and after meals
- Bathrooms – taps, handles, toilets, and knobs - to be cleaned daily and immediately following spills or when visibly dirty

Toys and books

- Mouthed toys/object will be washed daily using warm water and soap, and let to dry in the sun
- Toys will be rotated to allow for washing
- Individual toy bags will be used for babies
- Books will be cleaned by wiping with moist cloth and drying
- Toy storage areas will be cleaned weekly
- If a toy or book was being used by an unwell child, it should be removed from the room immediately and set aside for washing at the end of the day.

Carpets, rugs, mats and curtains

- Carpets and mats will be steam cleaned at least every 6 months and vacuumed daily
- Curtains should be cleaned if they are visibly dirty and washed every 6 months

Kitchen/food handling areas

- See maintenance and cleaning of food handling areas procedure (Appendix L)

Sponge, Cloth and Mop Colour Coded System

YELLOW – DISHES

PINK – BENCHES AND TABLES

BLUE – PAINT CLEAN UP

GREEN – BATHROOM

Our mop coded system is:

BLUE MOP AND BUCKET – ALL FLOORS EXCEPT BATHROOM OR BODILY FLUID CLEANUPS

RED MOP AND BUCKET – BATHROOMS AND BODILY FLUID CLEANUPS

Appendix C

Cleaning procedure for cots, beds/stretchers, bedding equipment

Each child will have their own bed linen which will be supplied and washed by the family weekly and OR Each child will have their own bed linen provided by the service. When used by one child it must be washed before it is used by another child.

To ensure sleeping environments are hygienic, staff will:

- Clean cots, beds/stretchers and mattress covers with detergent and warm water:
 - every day or at end of week if used by same child and
 - if visibly dirty during the day
- Make sure each child has their own bed linen
- Wash linen and mattress covers, or return them home, on child's last day for the week.
- If poo/urine/vomit etc gets on the cot/stretcher/mattress/linen
 1. wash hands and put on gloves
 2. clean the child
 3. remove gloves
 4. dress the child
 5. wash child's hands
 6. educators wash hands
 7. put on gloves
 8. remove most of the soiling in the cot/bed with paper towels
 9. place paper towels in garbage bin
 10. put linen in a plastic-lined, lidded laundry bin. Throw liner out after linen is washed and place new liner in bin
 11. clean cot or mattress thoroughly with detergent and water
 12. use disinfectant after detergent if surface is or could be contaminated with infectious material.
 13. air dry if possible
 14. remove gloves and wash hands
 15. put clean linen in cot

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Appendix D

Spills procedure

Educators and staff will use a spill kit to immediately clean up spills of blood, urine, vomit and faeces.

Spill kits will contain:

- disposable gloves
- paper towel
- disposable cloths or sponge
- detergent
- disposable scraper and pan to scoop
- bleach solutions which will be prepared to manufacturer's instructions daily. Any bleach solution which is not used after 24 hours will be discarded.

Blood

To clean up a spot of blood educators and staff will:

- wear gloves
- wipe up blood immediately with a damp cloth, tissue or paper towel
- place the cloth, tissue or paper towel in a plastic bag, seal and put in the rubbish bin
- remove gloves and put them in the rubbish bin
- wash surface with detergent and warm water
- disinfect the surface after cleaning it with detergent and warm water if the spill is known or suspected to be infectious
- wash hands with soap and water

To clean up a small blood spill educators and staff will:

- wear gloves
- place paper towel over the spill and allow the blood to soak in
- carefully lift the paper towel and place it in a plastic bag, seal and put in the rubbish bin
- remove gloves and put them in the rubbish bin
- clean the area with warm water and detergent using a disposable cloth or sponge and place the cloth in the rubbish bin
- wipe the area with diluted bleach and allow to dry
- wash hands with soap and water

To clean up a large blood spill educator will:

- wear gloves
- cover the area with an absorbent agent (e.g. sand) and allow the blood to soak in
- use a disposable scraper and pan to scoop up the absorbent material and any unabsorbed blood or body fluids
- place the absorbent agent, the scraper and the pan into a plastic bag or alternative, seal and put in the rubbish bin
- remove gloves and put them in the rubbish bin
- mop the area with warm water and detergent and wash the mop after use
- wipe the area with diluted bleach and allow to dry
- wash hands with soap and water

Faeces, vomit and urine

To clean up faeces, vomit and urine, educators and staff will:

- wear gloves
- place paper towel over the spill and allow the spill to soak in
- carefully remove the paper towel and any solid matter, place in a plastic bag, seal and put in the rubbish bin
- clean the surface with warm water and detergent, and allow to dry
- disinfect the surface after cleaning it with detergent and warm water if the spill is known or suspected to be infectious (e.g. diarrhoea or vomit from a child with gastroenteritis)
- wash hands thoroughly with soap and warm running water.

Nasal discharge

When cleaning children's noses, educators and staff will:

- wash hands after every nose wipe or use an alcohol base hand sanitiser to clean hands. If wearing gloves, educators and staff will do this after removing gloves
- dispose of dirty tissues immediately in a hands-free/pedal bin

Sponge, Cloth and Mop Colour Coded System

YELLOW – DISHES

PINK – BENCHES AND TABLES

BLUE – PAINT CLEAN UP

GREEN – BATHROOM

Our mop coded system is:

BLUE MOP AND BUCKET – ALL FLOORS EXCEPT BATHROOM OR BODILY FLUID CLEANUPS

RED MOP AND BUCKET – BATHROOMS AND BODILY FLUID CLEANUPS

Appendix E

Sterilisation procedure for dummies/pacifiers and bottles

Procedure for the sterilisation of dummies/pacifiers and sterilisation of bottles

Where a baby does not have a clean spare dummy educators will sterilise a dirty dummy before use by simmering it in boiling water for at least 5 minutes. Dummies will not be sterilised using a microwave. Educators will ensure the dummy is cool before use. The dummy will be air-dried and stored in a sealed container if it is not being used immediately. Educators will advise parents to discard the dummy if the baby has an infection. For children over 12 months old dummies can be cleaned by washing with warm, soapy water and rinsing well.

Sterilisation of Bottles

Educators will use bottles supplied by parents from their home. If we need to re-use a bottle, we will sterilise using the following procedure. The bottles, teats etc. will be washed in warm, soapy water using a clean bottlebrush to thoroughly remove all traces of milk. The bottles will be rinsed and then sterilised by one of the following methods:

Boiling

Educators will

- Place all equipment in a large pot and cover with tap water (make sure your water meets the Australian Drinking Water Guidelines if you are not using town water).
- Make sure there are no air bubbles trapped inside the bottles.
- Put the saucepan lid on and bring to the boil.
- Allow five minutes of rapid boiling.
- Turn off heat and allow to cool.
- Make sure they wash their hands thoroughly with soap and water before handling the equipment.
- Store the sterilised equipment in a clean container in the fridge and re-boil after 24 hours if it has not been used before then.

Sterilising chemicals

Educators will carefully follow the manufacturer's instructions to ensure correct strength and:

- Mix the chemicals with water in a big plastic or glass bowl
- Place all equipment in the solution ensuring all surfaces are covered– for example, by squirting solution through teats and getting rid of any air bubbles.
- Soak the equipment for at least one hour and change the solution every 24 hours.
- Scrub the container with warm soapy water and rinse thoroughly before refilling with new solution.
- Remove the equipment and shake off excess solution, but do not rinse.
- Use only glass or plastic, as metal will rust when left in the solution.

Microwave steam sterilisers

Educators will:

- Read the instructions carefully.
- Check the microwave power needed to sterilise the equipment properly because not all microwave ovens are the same.
- Do not use metal inside these sterilisers.

Appendix F

Hygienic Nappy Change Procedure

The procedure for nappy changing will be displayed in the nappy change area.

The service accepts enrolments of children who have not yet been toilet trained.

Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs. Children who are in nappies will have this detail recorded in the register recorded electronically for parents and staff on the Xplor HOME app.

Nappy changing and toileting will only be carried out by educators following the nappy changing procedure. At times it may be necessary for a student to carry out the nappy change procedure as part of practical education requirements, and a trained educator must always be present to monitor this situation and ensure the procedure is being followed adequately. If a parent is present and helping their child (toileting in the bathroom), it is required that an educator accompany any other children needing to use the bathroom at the same time.

Additionally, the service will follow hygienic nappy change practices at all times using the following procedure -

- Nappy changing will be done only in the nappy change area which will be properly stocked with paper towels or towels, plastic bags, fresh nappies, clean clothes, rubbish bin with sealed lid lined with plastic. Always prepare change area first: put on gloves, place paper towel, wipes and bag to dispose of nappy.
- Nappy changes occur frequently and as needed throughout the day. At all times one hand must be kept on the child to prevent them falling from the change table.
- Assist the child up to the nappy change table.
- Remove the dirty nappy: remove excess faeces with paper towel and place in toilet. Flush toilet. Clean and dry the child's bottom using wipes, wiping from front to back. Remove paper towel from the change table.
- Seal the soiled nappy, paper towel and wipes into plastic bag (use two if soiled) and place into lined pedal bin. Place any soiled clothing into a bag and seal for washing. Remove gloves before touching any clean clothing or the clean nappy. Remove gloves by peeling them back from your wrists, turning them inside out as you go. Place gloves in bin.
- Dress the child and wash and dry the child's hands, take the child away from change area. Wash your hands.
- Clean the nappy change surface after each use. Put on clean gloves and clean surface with neutral detergent and warm water. Wipe dry with paper towel. Dispose of gloves and paper towel in bin. Wash your hands. Disinfect after the last nappy change in a series of nappy changes.
- After each nappy change the child's and educator's hands will be washed and the change table cleaned.
- At the end of each day the nappy change area will be disinfected.
- The laundry area includes a washing machine and trough with hot and cold-water supply for the laundering of soiled cloths, and linen.

Hygienic Toileting Procedure

The procedure for toileting will be displayed in the toileting area.

The service accepts enrolments of children who have not yet been toilet trained.

Toileting occurs at any time of the day and is specific to individual needs. Educators will communicate with parents/guardians to develop consistency with their child's toileting habits. Educators must be aware of and consider any special requirements related to culture, religion or privacy needs.

At times it may be necessary for a student to assist children in the area of toileting as part of practical education requirements, and a trained educator must always be present to monitor this situation and ensure the procedure is being followed adequately. If a parent is present and helping their child (toileting in the bathroom), it is required that an educator accompany any other children needing to use the bathroom at the same time.

Additionally, the service will follow hygienic toileting practices at all times using the following procedure -

- Educators will at all times encourage the child to be independent in their toileting habits and provide assistance as and when needed.
- It is better to use the toilet when toilet training for effective hygiene and infection control factors.
- The service will ensure that toilets and hand washing facilities are easily accessible to children.
- Children will be encouraged to flush toilets and wash hands after use.

Disposable gloves should be used for any of these stages in the toileting procedure:

- Help child to remove clothing if needed.
- Help child onto toilet if needed.
- Help the child to wipe themselves, encouraging them to wipe front to back.
- Encourage the child to flush the toilet themselves.
- Encourage the child to wash and dry hands on single sheet of paper towel, and then to leave the bathroom.

If the child has soiled or wet their clothing:

- Remove any wet/soiled clothing and seal in a bag for washing. It must be double bagged.
- Clean and dry the child.
- Remove your gloves and wash hands, do not touch the child's clean clothing.
- Put on new gloves and dress the child, wash and dry the child's hands. Have them leave the bathroom.
- Clean any spills following procedure for cleaning spills of body fluids.
- Remove and dispose of gloves, wash and dry your hands.
- The laundry area includes a washing machine and trough with hot and cold-water supply for the laundering of soiled cloths, and linen.

Appendix H

Dental hygiene and care and dental accidents procedure

Dental Hygiene and Care

- The service will arrange for dental health professionals to attend the service to discuss good dental health practices and guidelines with educators, children and family members.
- Educators should actively seek to be positive role models for children and families in attendance at the service.
- Educators form positive relationships with family members and children to discuss and encourage good dental health practices and ensure the continuity of care of each child. Information should be made available to family members and educators in their home language.
- The service integrates educative information and guidelines on good dental health practices into the daily routine. This should include information on tooth brushing, tooth friend snacks and drinks and going to the dentist and/or dental health professionals.
- The service will actively encourage good dental health practices including eating and drinking habits, tooth brushing and going to the dentist and/or dental health professionals.
- Children will be encouraged to drink water to quench their thirst and remain hydrated.
- Children will be encouraged to rinse their mouths with water to remove food debris after every meal or snack. Educators will supervise such practices. For babies, their gums should be cleaned gently with a damp cloth to remove plaque and milk.
- Family members should be informed without undue delay any incident or suspected injury or issue with their child's dental health which may include teeth and gums, gum swelling, infection in the mouth, or problems, pain or discomfort the child has with chewing, eating or swallowing food or drink.
- Educators will be aware of dental first aid and receive appropriate professional development opportunities where appropriate.

Dental Accidents

If a dental accident occurs at the service, it will be managed as an emergency and injury forms will be completed.

For baby teeth:

- Do not try and replace the tooth in child's mouth
- If unsure whether the tooth is an adult or baby tooth, store tooth in milk, sterile saline or child's saliva as outlined below (enough to cover the whole tooth.)
- Seek dental advice as soon as possible (i.e. immediately) and ensure staff or the parent takes the tooth/tooth fragment to the dentist with the child.

For permanent teeth:

- If tooth is dirty, gently rinse the tooth/tooth fragments in clean milk, or if unavailable, sterile saline or child/adult's saliva (e.g. get them to spit into cup) for a few seconds to remove excess dirt and blood. Do not rinse with water.
- Handle the tooth by its crown (the white enamel top part of the tooth), not its root and be careful not to rub off the endothelial fragments on the root of the tooth as these are needed for the tooth to take if replaced by the dentist.
- If child/adult can be relied on not to swallow their tooth, replace tooth back into the socket. (Ensure the tooth is replaced the correct way round, in its original position, using the other teeth next to it as a guide). Hold the tooth in place by gently biting on a clean handkerchief or gauze pad.
- If unable to reinsert the tooth, get the child/adult to hold the tooth inside the mouth next to the cheek or place the tooth in clean milk, sterile saline, or wrap in plastic wrap with some of the person's saliva if

these unavailable. Do not store in water. Do not transport the tooth in a tissue or cloth as this will dry the tooth out.

- Seek dental advice as soon as possible and ensure you or the family takes the child to the dentist with the tooth/tooth fragments within 30 minutes, as the root endothelial layer begins to deteriorate after 30 minutes.
- If the tooth has been in contact with dirt or soil, advise the family that tetanus prophylaxis may be required and advise them to consult with both their dentist and doctor.

Appendix I

Food Preparation and Food Hygiene Procedure

Our service will follow appropriate food preparation hygiene techniques to meet the requirements of the *Food Standards Australia New Zealand Code*, including:

- Wash hands before and after food preparation.
- Cleaning food preparation area before, during and after use.
- Use a clean and sanitised chopping board and knife.
- Use colour-coded chopping boards to prevent cross contamination of raw food.
- Ensuring that individuals preparing food know, follow and adhere to the appropriate hygiene procedures. This includes:
 - Washing their hands according to our service's procedure
 - Avoiding unnecessary contact with ready-to-eat foods (e.g. salads, cooked meats)
 - Keeping their personal hygiene at a high level. For example, tying their hair back or keeping it under a net
 - Not wearing jewellery (wedding band excluded)
 - Covering cuts with a blue or other highly visible coloured band-aid and gloves
 - Keeping fingernails trimmed and clean and always wearing gloves if they are wearing nail polish, nail decorations or artificial nails or have long fingernails
 - Not changing nappies before preparing food
 - Storing personal belongings away before handling food
 - Wearing clean cloths and apron over clothes.
 - Removing apron when leaving the kitchen or food preparation area.
 - Not eating over unprotected food.
 - Not sneezing, blowing or coughing unprotected food.
 - Not spitting in food handling areas.
 - Not smoking or using tobacco or similar in food handling areas.
 - Not preparing food with an infectious illness or skin, eye, ear or nose infection (see 'Health of Food Handlers' below for more information)
- Avoiding the contamination of one work area to another by using colour-coded wash cloths and having specific cleaning implements (for example gloves and scourers) for a specific area.
- Avoiding the contamination of one work area to another by using the colour-coded wash cloths system and restricting the movement of contaminated items (such as gloves and cleaning implements) from one area to another.
- Clean children's dining tables with soap and water and dry before serving food.
- Ensuring food is always served in a hygienic way using tongs and gloves.
- Clean children's dining tables with soap and water and dry after mealtimes.
- Each child will be provided with their own clean drinking and eating utensils at each mealtime. These utensils will be washed after each use. Educators will actively encourage and monitor children, so they do not to use drinking or eating utensils which have been used by another child or dropped on the floor.
- Providing families with current and relevant information about food preparation and hygiene.
- Showing and discussing with children the need for food hygiene in both planned and spontaneous experiences.
- Ensure kitchen, sink, walls, cupboards are thoroughly clean at all times.
- Clean fridge weekly.
- Clean oven monthly.
- Clean cupboard interiors bi-monthly or more frequently if necessary.
- Cover all food with cling wrap or foil when needed.

- Ensure all foods are stored in the correct manner.

Health of food handlers

Our service has a legal responsibility to ensure that food handlers who are suffering from or are a carrier of a food borne disease do not engage in any food handling activities.

If a food handler has any of the following symptoms, they must immediately inform the food safety supervisor; seek medical attention and not return to food handling duties until they have been symptom free for 48 hours:

- diarrhea
- vomiting
- sore throat with fever
- fever
- jaundice

If a food handler has been diagnosed with any of the following diseases, they must not touch food or food contact surfaces and they cannot return to food handling duties until they have a medical certificate clearing them:

- Hepatitis A
- Norovirus
- Typhoid fever
- Shigellosis
- Staphylococcal or Streptococcal disease

Sponge, Cloth and Mop Colour Coded System

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Our mop coded system is:

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Food Safety and Transport Procedures

Food Safety

We will, to the best of our ability, educate and promote safe food handling and hygiene in the children and families by:

- Provide food safety information from Safe Food Australia and our state/territory's regulator
- Encouraging parents to continue our healthy eating message in their homes. This information will be provided upon enrolment and as new information becomes available.
- Encouraging educators to present themselves as role models. This means maintaining good personal nutrition and eating with the children at mealtimes.
- Providing nutrition and food safety training opportunities for all educators including an awareness of other cultures food habits.

Temperature Control

The bacteria that commonly cause food poisoning grow rapidly between 5°C and 60°C, this is commonly referred to as the "temperature danger zone". The time potentially hazardous food can be safely held is known as the 2-hour/4-hour rule:

0-2 hours – Eat it, use it or keep it at or below 5 °C, or at or above 60 °C.

2-4 hours – Eat it or use it

More than 4 hours – Throw it away

Cooking temperature – Potentially hazardous foods such as meat, poultry, eggs, seafood, cooked rice and pasta, must be cooked to an internal temperature above 75 °C. Once these foods have been cooked this internal temperature, they can be reheated once to a temperature above 60 °C.

- Use a thermometer to make sure fridge is below 5°C. Don't overload refrigerators, as this reduces cooling efficiency.
- Fridges and freezers need to be cleaned regularly and fridge door seals checked to be in good repair.
- The operating temperature of the fridge and freezer need to be checked regularly and a record kept of this.

Perishable food

- All perishable food for children brought from home will be immediately placed in the refrigerator provided in the service. Children's food will be removed from insulated containers before placing in the refrigerator.
- Don't leave perishable foods in the temperature danger zone for longer than 2 hours.
- Keep cold food in a fridge/freezer, below 5°C until you are ready to cook or serve, e.g. if you are serving salads keep them in the fridge until ready to serve.
- Keep hot food in an oven or on a stove, above 60°C until you are ready to serve
- Only take refrigerated ingredients such as milk, cheese, eggs out of the fridge as you need them, so they stay cool. Return them to the fridge as soon as you have finished using them.

Cooking potentially hazardous foods

- Test internal food temperature with a probe thermometer and document the temperature reached. Clean thermometers after use. Use the following as a guide to know that food is cooked thoroughly:
 - Minced meat dishes must be cooked all the way through until steaming hot in the centre with no pink.

- Meat cuts surfaces must be fully cooked, but the centre may remain slightly pink (e.g. Steak, lamb chops)
- Chicken must be cooked all the way through until steaming hot in the centre with no pink in the centre. Juices in the thickest part (leg/thigh) should run clear
- Cook eggs until white is firm and yolk begins to thicken. Cook egg dishes all the way through until they are firm or set in the middle
- Fish must be cooked all the way through until the flakes separate easily with a fork
- Liquid dishes must be boiled or simmer until bubbling rapidly and steaming (e.g. soups, stews)

Storing and reheating leftovers

- Refrigerate leftovers as soon as possible. Throw away any leftovers that have been out of the fridge for more than 2 hours
- Store food once it has sufficiently cooled down (e.g. 20-30 minutes). Foods cool quicker in smaller, shallow containers. Cool liquid foods more quickly by stirring occasionally to release the steam.
- Keep food covered during cooling to protect it from contamination. If a food becomes contaminated, throw it away.
- Leave space around food containers that are cooling in the fridge – do not stack and do not overcrowd
- Only store the cooked and cooled food in the fridge for 48 hours. Freeze within 48 hours of cooking.
- If reheating leftovers:
 - Preheat equipment such as ovens/grills
 - Reheat to steaming hot (temperature must reach over 60°C)
 - Stir or turn food during reheating to make sure it heats evenly
 - Follow reheating instructions from the manufacturer or supplier
 - Do not add raw food or mix in new batches of food into already reheated food
 - Allow to cool for a short period before serving to children.
 - Only reheat once
 - Note, re-heating food is not always recommended.

Thawing/defrosting food

- Frozen food must be thawed thoroughly before cooking. Check that food for ice crystals in the centre of the thickest part of the food using a skewer or finger.
- Never defrost foods on the bench top.
- Use thawed food quickly and thaw once only. Throw away unused thawed food.
 - Thawing in fridge (recommended):
 - Plan ahead to allow enough time to thaw food at a safe temperature (e.g. overnight for small portions but 1-2 days for whole chicken)
 - Thaw on a tray or covered container on the bottom shelf of the fridge
 - Thawing under running water:
 - Thaw food in a container with a lid under running water at 21 °C or below
 - Do not leave for more than 4 hours
 - If food is still frozen after 4 hours, continue to thaw in the fridge
 - If water temperature goes above 21 °C, throw the food away
 - Thawing in the microwave:
 - Thaw on a plate/bowl and use the defrost or a low setting
 - Turn food occasionally so it thaws evenly
 - If the thawed food is not used within 30 minutes, throw it away

Purees

- Keep cooked pureed food separately from raw foods
- Make sure blenders/processors are clean before using – pull blender apart and clean, sanitise and dry each part individually after every use

- Try to puree foods just before serving and freeze/throw away any leftover pureed food
- Reheat puree that has been frozen to a minimum core temperature of 75 °C.
- Use cut fruit and vegetables in the day they are prepared and serve immediately after preparing if possible. If not serving within 2 hours, cover and store in the fridge until ready to serve (that day).

Fruit and vegetables

- Wash fruit, vegetables and salad ingredients thoroughly in clean, drinking-quality water just before preparing and serving.
- Peel, trim or remove the skin or outer leaves, if applicable, Removed bruised or damaged bits. Be especially careful when preparing rough skin fruit (such as strawberries or rock melon – these have been linked to foodborne illnesses) and make sure to thoroughly wash the skin of these fruits.

Raw egg products

- Eggs can contain salmonella and there is a risk of illness when they are eaten raw or lightly-cooked
- Check eggs are fresh and have not past their used by dates, are clean, free from dirt/feathers and have no visible cracks
- Check eggs have been stamped with the producer's unique identifier
- Store eggs in the fridge
- Wash your hands before and after handling eggs
- Don't use cracked or dirty eggs
- Cook thoroughly
- If making batters with eggs such as pikelets and pancakes, make sure the batter is cooked all the way through
- Don't let children lick bowls or mixing spoons
- Our service does not serve foods that contain raw/lightly cooked eggs and only uses commercially prepared mayonnaise and other sauces that contain egg products

Honey

- Do not serve honey to children who are under one in any form, even cooked, as they may acquire infant botulism
- Honey is safe for children who are over one year old

Food Allergens

- Follow our *Medical Conditions Policy*, which provides details on managing food allergies. Always follow medical management plans in place.
- Inspect food labels for the presence of allergens and request allergen information from supplier if food is unlabelled
- Use separate utensils and areas for storage, preparation and service of allergen-free food
- Separate allergen and allergen free food and store in sealed containers
- Make sure that utensils, equipment and work benches are cleaned and sanitised before preparing allergen free food

Breast milk, infant formula and other milk

- Follow our procedure for sterilising bottles and equipment if our service is preparing formula
- Parents who supply breast milk/prepared formula in bottles should:
 - Only use clean and sterilised bottles
 - BREAST MILK - Cool bottles of breast milk in their fridge at home before transporting to the service, clearly label the bottles with the date the bottle was made up and transport breast milk to the service in a cooler bag AND
 - FORMULA - Supply the measured quantity of cooled, boiled water and the measured quantity of powdered formula in a separate container AND/OR

- Supply empty, clean and sterilised bottles with instructions for our service to make up the formula
- clearly label bottles and containers with the child's name
- Service is to:
 - Place prepared bottles with boiled water only in designated bottle area with containers of formula powder.
 - Store any breast milk in the fridge for 48 hours only and at room temperature for 4 hours only
 - Store any prepared formula for 24 hours and at room temperature for 2 hours only
 - Store bottles in the back of the fridge and not in the door
 - When preparing formula, our staff will:
 - Wash and dry their hands thoroughly
 - Make sure all equipment has been cleaned and sterilised
 - Use a dedicated formula preparation area
 - Prepare formula bottles individually, and as close to feeding time as possible
 - Follow the manufacturer's instructions and measure out the formula using the scoop that comes with the tin
 - Only use cooled boiled water – not tap water
 - Reseal the tin of formula and store in the fridge
 - Thaw partially frozen breast milk under running cold water
 - Warm bottles by standing upright in warm water for no longer than 15 minutes, occasionally shaking or swirling the liquid so it warms evenly (recommended) or a specific electric bottle warmer and follow manufacturers instructions.
 - Test the temperature of the milk before serving
 - Throw away left over milk/formula immediately
 - Return bottles and teats to parents for cleaning, if applicable

Bottle Warmers

Our service will use bottle warmers that have a thermostat control to heat Infant Formula/Cow's Milk/Breast Milk.

- The service will use the bottle warmer as per the manufacturer's instructions.
- Educators will ensure that bottle warmers are inaccessible to children at all times.
- Bottles will be warmed for less than 10 minutes.

Cooking with Children

We sometimes include cooking experiences in our service's programming for the children. When these experiences are carried out, educators that are supervising will be vigilant to ensure food preparation remains a hygienic and safe experience. The relevant points from the above food preparation procedure will be followed during the children's cooking experiences.

Examples of the types of activities children will participate in during cooking experiences include:

- Helping choose what to cook.
- Measuring and weighing ingredients.
- Stirring or mixing ingredients.
- Washing salad, vegetables or fruit.
- Setting the tables.

To ensure food safety:

- Follow all our usual procedures for food safety
- Ensure children wash and dry hands before and after cooking
- Don't let children lick bowls or utensils (e.g. when making cakes, muffins, pikelets etc)

- Make sure food with eggs has been cooked all the way through to the middle before children taste them
- Only take refrigerated ingredients such as milk, cheese, eggs out of the fridge as you need them, so they stay cool. Return them to the fridge as soon as you have finished using them

Taking food on excursion

If we are providing food for children to eat on an excursion, we will:

- Not take perishable foods if they won't be eaten within four hours
- Preferably choose food that doesn't need to be kept cold (e.g. sandwiches with vegemite or jam, crackers, muffins, UHT milk, whole fruit)
- Chill any perishable food thoroughly before an excursion
- Pack chilled food in an esky or cooler bags with ice bricks/frozen drinks
- Pack hot foods in an insulated container (e.g. foam box/thermos)
- Keep raw foods separate from cooked or ready-to-eat foods
- Wash and dry hands before handling food. Pack hand sanitiser if you know hand washing facilities aren't available.
- Keep transport time to a minimum and keep to the rules about the 'temperature danger zone' – try to serve and eat food within two hours of being prepared
- Don't open insulated bags/containers until you are just about to serve the food

Birthday Cakes

To prevent germs spreading when a child blows out birthday candles, birthday cakes must be:

- separate cupcakes for all children including one with candles for the birthday child or
- a separate cupcake with candles for the birthday child and a large cake that can be cut and shared

Play Dough

To reduce the risk of spreading infections, educators will:

- make a new batch of play dough each day if there are contagious diseases or make a new batch each week if there are no contagious diseases
- store the remaining play dough in an airtight container away from children
- ensure children and educators wash their hands before and after using play dough

Purchasing food

- Food must be purchased from reputable and trusted suppliers/shops only
- Only purchase food that is in good condition (e.g. packaged food must be clean, intact and undamaged, fresh produce is clean, fresh and undamaged, cold food must be at 5 °C or below, hot food at 60 °C or above, frozen food must be hard frozen)
- Check food has not expired

Food Transport

Protecting food from contamination will be achieved by:

- Using containers with lids or by applying plastic film over each container. These materials will be suitable for food contact to ensure that they do not contain any chemicals that could leach into the food.
- Aluminium foil, plastic film and clean paper may be used, and food will be completely covered.
- Food already in packaging may not need additional coverage. However, if additional coverage is required the above will apply.
- Previously used materials and newspaper will not be used.

Temperature control for transport

- When potentially hazardous foods are being transported, they will be kept at or below 5 degrees Celsius for cold food, or above 60 degrees Celsius for hot food.
- If the journey is short, insulated containers may be used to keep the food cold/hot. If the journey is longer, ice bricks or heat packs will be used to maintain temperature requirements.
- Only pre-heated or pre-cooled good will be placed in insulated containers, which will have a lid to maintain temperatures.
- Insulated containers will be kept clean and in good working conditions at all times, will only be used for food and will be kept away from other items such as chemicals or fuel.
- Insulated containers will be filled as quickly as possible and closed as soon as they have been filled and kept closed until immediately before the food is needed or is placed in other temperature-controlled equipment at the destination.

The following will be considered when transporting food:

- Containers of cool food will be placed in the coolest part of the vehicle.
- If the inside of the vehicle is air-conditioned, cold food may be transported better here rather than in the boot.
- Vehicle will be kept clean and maintained at hygienic standards.
- When food is being packed in the vehicle, cold foods will be collected last and immediately placed in insulated containers for transporting.
- Upon arrival at the destination, educators will immediately unload any hot or cold food and place it in an appropriate temperature-controlled environment.
- All food will be served within two hours of it being cooked.

Food Storage Procedure

In order to implement safe food storage practices to the highest possible standard, staff will access, and amend their practices to, the latest known information. This information will be passed onto families.

Staff will then implement these standards in the service by inspecting food items when first brought into the service to ensure they are in good order - for example, not in damaged packing, within their used by date period and at a correct temperature. Staff will then see that they are appropriately stored as per the following:

- All foods (dry, cold and frozen) will be used by the FIFO rule (first in, first out). This will allow a rotation of food to make sure older stock is used first.
- Store dry foods in sealed, air-tight containers.
- Store according to the manufacturer's instructions.
- Store food – including play dough ingredients - on shelving off the floor, separately from chemicals.
- Any food removed from its original container must be stored in a container that is labelled with the product's name, the used by date, ingredients and the date it was opened.
- Ensure the food storage area is well cleaned, ventilated, dry, pest free and not in direct sunlight.
- Prevent pests by cleaning spills as quickly as possible and removing garbage/waste frequently.
- If pest activity is observed, notify the nominated supervisor who will contact the pest controller.
- Throw away any food that has been exposed to chemicals, or that is old, damaged, unlabelled or past its expiry date.

For cold storage, the following applies:

- All foods are wrapped, covered, dated (used by date and date it entered the service) and labelled
- Foods are stored at the correct temperature depending on the product. Cold foods need to be stored at less than 5 degrees (C) and frozen foods at minus 18 degrees (C).
- Store foods on shelves.
- Store raw and cooked foods separately from other food. NEVER store raw foods on top of cooked foods or fruit and vegetable as juices may drip down and contaminate.
- Store food once it has sufficiently cooled down. Foods cool quicker in smaller, shallow containers.
- Leave space around food containers that are cooling in the fridge – do not stack and do not overcrowd
- Only store the cooked and cooled food in the fridge for 48 hours. Freeze within 48 hours of cooking.
- Fridges and freezers need to be cleaned regularly.
- The operating temperature of the fridge and freezer need to be checked regularly and a record kept of this.
- Avoid overloading fridges and freezers
- Remove food from insulated lunch bags in fridges to allow cool air to circulate.

Maintenance and Cleaning of Food Handling Areas

Maintenance

- Check for issues daily and report to the nominated supervisor who must arrange for any repairs to be undertaken as soon as possible. Document all maintenance
- Conduct a 12-monthly internal audit and maintenance checklist
- Benches, chopping boards, knives, utensils, bowls, plates, containers, pots, blenders, tins, trays, saucepans, frying pans etc must be designed, constructed and maintained in a way that minimises contaminated food
- Fridges, freezers, stoves, ovens, grills, mixers, grinders etc must be kept clean and in good working order. Any service reports must be maintained
- Equipment should only be used according to its instructions
- Throw away any chipped, broken or cracked eating or drinking utensils and repair/replace any equipment or utensils that are damaged or have loose parts
- Repair any damage to food handling areas such as damp/chipped plaster, broken tiles, holes in cupboards, walls, windows
- Clean extractor fans and filters regularly

Daily cleaning

- Clean surfaces and equipment throughout food handling
- Wipe up spills immediately
- Wash surfaces/equipment thoroughly with hot water and detergent between tasks
- Wash equipment and utensils with hot water and detergent until clean. Rinse with clean water. Air dry or dry with a clean tea towel
- Dishwasher should be used on hottest cycle and cleaned regularly
- Wipe clean and sanitise bench tops
- Sweep and mop floors with a detergent solution. Air dry
- Bins must be kept clean and stored in a way that does not attract pests or cause bad odours
- Clean and sanitise used aprons, tea towels and reusable cloths
- Keep separate handwashing area clean
- All cleaning chemicals must be suitable to be used with food and only used following the manufacturer's instructions. Keep stored out of reach of children and away from food
- Use paper towels if possible. Use to dry hands and wipe up spills. Dispose of immediately
- Dishcloths must be replaced or sanitised daily. If they have come into contact with raw meat, they must be sanitised with hot water or chemicals or thrown away.
- Do not use tea towels that are intended to be used for drying dishes for mopping up spills or drying hands
- Clean and sanitise oven mitts regularly
- At the end of the day:
 - Clean and sanitise the kitchen, eating area, all food contact surfaces and food handling equipment, where appropriate
 - Use a checklist to record and to make sure nothing is overlooked

Example Job Description for Cooks

Responsible to: Owner/Operator and Nominated Supervisor

AIMS OF THE POSITION

- Provide and prepare a variety of well-balanced nutritional meals
- Ensure a high standard of cleanliness of the kitchen and equipment
- Handle food safely
- Identify and manage risks and prevent or correct them
- Promote a culture of food safety
- To be an active team member of the service

RESPONSIBILITIES OF APPOINTED CERTIFIED FOOD SAFETY SUPERVISORS

- Oversee food handling and manage the day-to-day food handling operations at our service
- Be available to advise, train and supervise any food handlers while they are handling unpackaged potentially hazardous food to be served
- Ensure that our service is handling food safely, and in accordance with the Food Safety Standards, so that food that is unsafe to eat is not served to children at our service
- Manage food safety risks and prevent and/or correct them
- Promote a culture of food safety
- Maintain training, skills and knowledge and share these with food handlers at our service
- Inspect food handling operations, equipment and spaces
- Regularly review and update the service's procedures

DUTIES OF THE POSITION

- Adhere to Australia New Zealand Food Safety Standards.
- Plan a weekly menu.
- Provide a diet for the children which has reduced sugar, no added salt, low fat, high fibre, and is free from artificial colours and preservatives.
- Ensure any special diets are adequately catered for e.g. vegetarian, diabetic, dairy intolerance etc. An alternative must be prepared.
- Make a shopping list from weekly menu.
- Rotate stock each week.
- To prepare fresh fruit and vegetables that are not already prepared.
- To follow the menu.
- Prepare lunch and afternoon tea for both rooms. To deliver to both rooms.
- To prepare afternoon tea for After School Care.
- Wash and wipe dishes.
- Assist with social functions e.g. Easter, Christmas, Eid al-Adha, etc.
- Reduce wastage of food.
- Be responsible for maintain food handling areas are cleaned and sanitised in line our with our Food Preparation and Food Hygiene Procedure.
- Always follow our service's policies and procedures for Health, Hygiene and Safe Food

PERSONAL

- Maintain personal hygiene in the food preparation.
- Wear disposable gloves or use tongs when handling food.
- Attend all staff meetings as an active staff person.

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- To interact positively with children, educators and visitors.
- Sign attendance book daily.
- WORK AT ALL TIMES TOWARDS THE SERVICE PHILOSOPHY AND ABIDE BY THE POLICIES OF THE SERVICE.

I undertake to fulfil the specification of this job description, abide by the policies of this service and to follow the instructions of the Nominated Supervisor and Owner/Operator.

Full Name _____

Signed _____

Date _____
