

CASTLETOWN PRIMARY SCHOOL CANTEEN CANTEEN POLICY UPDATED SEPTEMBER 2019



Our school is committed to providing healthier food and drinks for the school community and complying with the five element of the Department of Education's Healthy Food and Drink (HFD) policy. The Australian Dietary Guidelines and the Australian Guide to Health Eating establish the basis for a healthy eating approach. A key message of the guidelines is to enjoy a wide variety of nutritious foods every day.

Castletown Primary School's Health Food and Drink policy:

- Is underpinned by the Australian Dietary Guidelines, the Australian Guide to Healthy Eating and the Health Promoting Schools Framework.
- Is compliant with the Department of Education's *Healthy Food and Drink* policy.
- Applies to all operators of a canteen/foodservice including Parents and Citizens' Associations, schools and school boards, external contractors and local caterers/shops that provide a food service to the school.

Role of Castletown Primary School's Canteen

Our canteen will:

- Comply with the Department of Education's *Healthy Food and Drink* policy.
- Provide a food service to students and staff that meets their nutritional needs, promotes health food, is part of a whole school approach, and is affordable and financially sustainable.
- Reinforce nutrition messages being taught in the classroom by modelling healthier food and drink choices that are tasty, interesting and affordable. This can support students to make informed decisions about their health and wellbeing by influencing food choices by students at school and in the wider community, and help to equip students with the knowledge to continue to make healthy choices throughout their adult lives.

Castletown Primary School's Canteen Committee

Castletown Primary School will have a canteen committee, with representations from the whole school community, including where possible students, parents and teachers. The committee will participate in the decision making process for the canteen menu, pricing, purchasing and maintenance of equipment etc. The canteen committee will follow the terms of reference as agreed by the Castletown Parents Citizens' Association.

Menu Planning

Castletown Primary School's canteen/food service menu will:

- Include a minimum of 60% GREEN menu choices.
- Include a maximum of 40% AMBER menu choices.
- Not make available food and drinks that do not meet specified minimum nutrient criteria (RED)
- Limit savoury commercial products in the AMBER category to those that meet the criteria for registration and making them available no more than twice a week.

Healthy eating at Castletown Primary School will be supported by:

- Changing the menu according to the summer and winter seasons.
- Having available every day and promotion a wide range of the foods that should make up the majority of a healthy diet (GREEN).
- Offering a range of foods and taking into consideration Australia's multicultural society.

Food Safety and Hygiene

Castletown Primary School will comply with *The Food Act 2008 (WA)* and the *Food Regulations 2009*, including:

- Our canteen will apply for registration with the local council as a food business (a fee may be applicable).
- Out school will notify the local council prior to conducting a charitable or community event involving food (i.e. a cake stall or sausage sizzle).
- Information on these requirements will be sought from the local council prior to any school function, i.e. cake stall or sausage sizzle, where food will be provided.

It is a requirement that all canteen staff at Castletown Primary School must:

- Comply with the HFD policy and complete the FoodSafe Handler Training program or its equivalent. The training must be completed in a timely manner, preferable prior to commencement.
- Wear hats, hairnets and aprons which will be provided by the canteen.
- Not sell (or provide) foods made at home or brought in by parents/students from a commercial supplier through the canteen.
- Prepare, cook, transport and serve food in such a way as to retain nutrients and to minimise bacterial contamination and growth.

Occupational Health and Safety

The canteen at Castletown Primary School is a workplace and will comply with the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*. 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 emergency.
- All canteen staff and volunteers to wear enclosed footwear. Shoes with heels or 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 staff and volunteers rostered for duty may enter the canteen premises during normal canteen opening hours.
- Children (i.e. children of volunteers) are not permitted in the canteen during normal canteen opening hours.

Allergy and Anaphylaxis Management

Food allergen management is part of food safety and school canteens, like all food service providers, must comply with the legislation. The law required you to provide accurate information when a customer asks about allergens in the food you are serving. Further information is available www.foodallergytraining.org.au. An allergy Aware Checklist can be downloaded for free from the resources section of www.foodallergytraining.org.au

Everyone working in the canteen (paid or volunteer staff) needs to be aware of the risks food allergies pose. It is important to:

- Know how to identify and manage food allergens.
- Know what is in your food so that you can provide accurate information about foods a customer is allergic to.
- Know how to respond to enquiries from customers with food allergies.

ASCIA Action Plans will be displayed in the canteen at Castletown Primary School in clear view of staff working in the canteen only (not customers).

Canteen staff at Castletown Primary School will be encouraged to complete *All about Allergens* online training available free at <https://foodallergytraining.org.au/>

Canteen Management Issues

1. 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).

- The canteen will comply with equal opportunity guidelines for employment.
- The canteen manager shall have a written job description agreed to by the Canteen Committee and/or Parents and Citizens' Association and canteen manager.
- The canteen manager shall be appointed by, and if necessary, dismissed by the Executive of the parent body in consultation with the Canteen Committee and Castletown Primary School Principal.

2. Skills and Knowledge

- Castletown Primary School recognises that compliance with the Department of Education's HFD policy requires the canteen manager and/or employer (e.g. parent body representative) to undertake 'traffic light' training conducted by the Western Australian School Canteen Association Inc. (WASCA).
- The canteen staff and/or employer at Castletown Primary School will undertake 'traffic light' training in a timely manner.
- Canteen staff and other school stakeholders at Castletown Primary School will be encouraged to participate in additional professional development and training. For example, canteen network meetings and financial management training provided by WASCA.

3. Pricing Policy/Profits

- The primary objective of Castletown Primary School's canteen is to provide a nutritious food service.
- The canteen may endeavour to provide a financial contribution towards resources for all students in the school after its financial obligations have been met. (e.g for maintenance of facilities and equipment, new equipment, professional development and training).
- Profit making by Castletown Primary School's canteen will not be made at the expense of providing students with less health choices (AMBER).
- The average mark-up on health (GREEN) items shall be lower than that applied to less health (AMBER) products.

4. Canteen/Food Service 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/food service committee shall report to the Principal any structural defect(s) within the canteen.

5. Gifts/concessions

- 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 Department of Education policies, including the *Financial Management in Schools Finance and Accounting* policy.

Renewal of the Policy

This policy will be reviewed annually by Castletown Primary School's canteen committee and suggested amendments will be forwarded to the Parents and Citizens' Associations and the Principal.

Endorsement

We the undersigned, hereby certify that this policy was adopted at the General Meeting of the Parents and Citizens' Association held on:

_____ the _____ day of _____ 20 _____

President (Parent body):

Chairperson Canteen Committee:

Principal

Canteen policy template downloaded from <https://www.waschoolcanteens.org.au/> on 10/5/2018.