

ECECP Procedure 1.1

Nutritional Practices

Controlled Document

Version:	1.0	Date of approval:	July 2025	Date of next review:	July 2028
Document Owner	Manager – Early Childhood Education & Care		Approved by	Executive Manager – Children & Youth Services	
Reviewed by and consulted with:	Project Officer – Early Childhood Education & Care				

Policy attached to this procedure	Nutrition and Food Safety Policy
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Our Early Childhood and School Age Education and Care services recognise the importance of safe food handling and healthy eating to promote the growth and development of young children and is committed to supporting the healthy food and drink choices of children in our care. We acknowledge that the early childhood setting has an important role in supporting families in healthy eating. Our Service therefore recognises the importance of supporting families to provide healthy food and drink to their children.

The Food Standards Code and Food Act 2003 (Standard 3.2.2A) involve the appointment of a Food Safety Supervisor who must be available to supervise food handlers at the Service. It is a requirement that both the Food Safety Supervisor and all food handlers attend food safety training. Additionally, records must be maintained relating to receiving, storage, processing, displaying and transportation of food. These records must be retained for a period of 3 months.

Working in conjunction with the *Nutrition and Food Safety Policy*, this procedure provides detailed steps for Kitchen Staff and educators handling food in relation to food hygiene, orders and deliveries of food supplies, safe storage, preparation, menu development and kitchen cleaning when handling food for children within the service.

Education and Care Services National Law or Regulations (R. 77, 78, 79, 80, 90, 91, 162, 168) NQS QA 2: Element 2.1.2 and 2.1.3 Children’s Health and Safety

NUTRITIONAL PRACTICES PROCEDURE

The approved provider/ nominated supervisor will:

1	review the Service’s <i>Nutrition and Food Safety Policy</i> with kitchen staff and educators to ensure an awareness of safe food handling practices while promoting healthy eating
2	ensure families are advised of the <i>Nutrition and Food Safety Policy</i> upon orientation at the Service

3	ensure kitchen staff and staff handling food are familiar with the Food Safety Standards Australia and New Zealand	
4	implement a <i>Food Safety Program</i> to meet requirement	
5	appoint a Food Safety Supervisor to oversee all Food Handlers.	
6	ensure the Food Safety Supervisor holds a valid Food Safety Supervisor certificate	
7	ensure all staff handling food hold an appropriate Food Safety and Food Hygiene Certificate	
8	Keep records of all food handlers completion of Food Safety and Food Hygiene training as evidence (<i>see Food Safety Certificate Register</i>)	
9	ensure all kitchen staff comply with local council requirements and follow any directives related to the compliance of Food Safety Standards Australia and New Zealand.	
10	ensure mandatory records are kept following your state territories requirements. These records must be kept for a period of 3 months and 2 years for Supplier Register.	
11	ensure regular maintenance of kitchen equipment, for example ovens, dishwashers, rangehoods etc.	
Kitchen staff will:		
13	ensure the <i>Kitchen Cleaning Checklist</i> is completed each day to ensure a clean, safe, and hygienic area is provided for food preparation and cooking	
14	participate in professional development	
15	consult with and assist educators to foster an awareness and understanding of healthy food and drink choices through the educational program	
16	plan a range of 'hands-on' learning experiences where children can participate in food preparation experiences	
17	provide opportunities for children to engage in discovery learning and discussion about healthy food and drink choices	

MENU DEVELOPMENT AND REVIEW PROCEDURE

Kitchen staff and management will ensure:

1	the Service menu is based on the Australian Guide to Healthy Eating and the Dietary Guidelines for Children and Adolescents	
2	the Service menu and nutritional information is displayed at all times and provided for families	
3	they consult with health professionals on the development and review of the Service menu, including dietitians and other health professionals when required (National Allergy Strategy)	
4	children, families and educators are invited to participate in reflection of the Service menu	

5	the Service menu is reviewed on a regular basis by children, families and staff	
6	the Service menu is regularly reviewed to ensure guidelines are met	
7	amendments made to the Service menu is recorded and families advised	

ORDERING AND DELIVERY PROCEDURE

Kitchen staff will ensure:

1	food supplies have been ordered in a timely manner	
2	the <i>Food Delivery Register</i> is completed upon receipt of food supplies	
3	all food delivered is approved and listed on the <i>Food Supplier Register</i>	
4	all food supplies are checked against order record	
5	temperatures of perishable items recorded on the <i>Food Delivery Register</i>	
6	food supplies delivered are clean, intact and undamaged with no sign of pest activity	
7	use by and best before dates are checked for new food supplies	
8	food supplies are packed away immediately to ensure food items are kept out of the danger zone (5° to 60°)	
9	all food stock is rotated upon delivery (use the FIFO, first in first out rule)	

STORAGE OF FOODS PROCEDURE

Kitchen staff will ensure:

1	dry food goods are stored in cupboards, off the ground and away from chemicals	
2	food storage areas are clean, ventilated, dry, pest free and not in direct sunlight	
3	any opened packaging of dried food goods is sealed and stored in an airtight container and perishables stored in fridge or freezer as required	
4	foods that may not be stored in their original packaging are labelled with <ul style="list-style-type: none"> • The name of the food • The use by or best before date • The date the food was opened • Details of any allergens present in the food 	
5	fridges and freezers are in good, clean working order, cleaned regularly and the temperatures are maintained at or below 5° (fridge) and -17° (freezers)	
6	complete the Refrigeration Temperature Control Register to record the temperature of each fridge and freezer daily	
7	keep cooked foods on shelves above raw food or in a separate section of the fridge	

STORAGE OF FOODS PROCEDURE

8	foods stored in the fridge are stored in food-safe containers or tightly applied plastic wrap or foil
9	fresh meat is not stored in the fridge for more than 3 days
10	if applicable – breastmilk or infant formula is stored within the main section of the fridge and clearly labelled with the child’s name and date of preparation; it is discarded at the end of the day
11	safely handle breastmilk, including during transportation, storage, thawing, warming and during preparation
12	foods are defrosted in the fridge or microwave
13	cool left-over food is stored when temp reaches from 60°C to 21°C within two hours, then refrigerate or freeze and cool to 5°C or colder within the next four hours
14	to apply the 4-hour/2-hour storage rule if a hot or cold dish is out of temperature control (danger Zone) if less than 2 hours, use it immediately or return it to the fridge, if between 2 and 4 hours, use it immediately and if longer than 4 hours, discard it

FOOD COOKING, COOLING AND PREPARATION PROCEDURE

Kitchen Staff and educators handling food will:

1	prepare food trolleys and ensure food is prepared and ready for children’s mealtimes
2	calibrate the thermometers every 6 months, record in appropriate form
3	record temperatures in the during the cooking, cooling process to ensure correct temperatures are maintained during the cooking process.
4	use a food thermometer to check food is thoroughly heated to 75° during the cooking process.
5	use a food thermometer to ensure hot food is maintained at above 60° until ready to serve
6	ensure reheated food reaches 60° and is steaming hot
7	ensure fruit and vegetables are washed under clean running water prior to being prepared and eaten
8	discard any food which has fallen onto the floor
9	use coloured chopping boards for different types of foods, example raw meat, vegetables, fish, bread, eggs and cooked foods to prevent cross-contamination <ul style="list-style-type: none"> • Blue: raw fish/seafood • Green: fruit and vegetables • Red: raw meat • Brown: cooked meat • Yellow: raw poultry

FOOD COOKING, COOLING AND PREPARATION PROCEDURE

	<ul style="list-style-type: none"> White: bakery and dairy 	
10	prepare different types of foods in separate areas, example raw meat, vegetables, fish, bread, eggs and cooked foods, ensure cooked foods do not come into contact with raw foods	
11	use separate utensils/ knives for different foods example raw foods and cooked foods	
12	ensure coloured cloths are used for cleaning different areas of the kitchen	

MANAGEMENT OF DIETARY REQUIREMENTS PROCEDURE (including food identified allergy, intolerance, cultural or religious consideration or medical conditions)

Kitchen staff will:

1	consult with families and management regarding children with a food identified allergy, intolerance, cultural or religious consideration or medical condition and how to accommodate for individual children's requirements. Information regarding identified food allergies, intolerances, cultural or religious consideration or medical conditions is collected during enrolment.	
2	assist and consult with staff and educators to ensure all staff are aware of children who have identified allergies, intolerances, cultural or religious considerations and medical conditions	
3	ensure separate and individual utensils, equipment, chopping boards, plates/bowls etc are used for children with identified allergies, intolerances, cultural or religious considerations and medical conditions as required (example, use a colour code system or food-safe permanent marker to identify separate utensils/equipment)	
4	adhere to individual children's risk minimisation plans for anaphylaxis/allergy prevention and steps to take with a reaction	
5	ensure each child's medical management plan is displayed within kitchen areas following consent provided by families	
6	display information relating to dietary requirements that do not require a medical management plan following consent provided by families	
7	keep Dietary Requirement information up to date in consultation with families. Maintain a <i>Dietary Requirements Register</i>	
8	complete qualified training for anaphylaxis and allergies and refresh training every year and upon enrolment of a child with these conditions	

FOOD HYGIENE PROCEDURE

Kitchen staff and educators handling food will:

1	practice a high standard of hygiene when handling and preparing foods, including: <ul style="list-style-type: none"> not handling food when they are unwell 	
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FOOD HYGIENE PROCEDURE

	<ul style="list-style-type: none"> • tie back long hair • keep nails short • wear minimal jewellery • covering cuts or sores with a coloured (usually blue) food safe and waterproof sticky plaster 	
2	change gloves or wash hands between handling different foods or changing tasks	
3	<p>wash hands frequently as required using soap, warm running water and single-use disposable towels following the Hand Washing Poster Guide</p> <ul style="list-style-type: none"> • when entering the kitchen • before touching food • between touching raw and cooked foods • before wearing disposable gloves • before serving food • after going to the toilet • after touching face or nose • after touching anything that may cause contamination in food 	
4	wear clean clothing that is appropriate for food preparation tasks	
5	advise management if there are any suspicions that food may have been contaminated or food safety compromised	
6	advise management if feeling unwell before preparing or handling food	
7	use utensils to handle food where possible	
8	ensure utensils and equipment is sanitised through the dishwasher, example knives, chopping boards, pots, eating and cooking utensils	
9	ensure tea towels, cleaning cloths and aprons are washed daily and used for specific duties only to avoid cross contamination	
10	ensure equipment is cleaned and sanitisers are used safely around electric equipment, unplug all appliances first and follow manufactures guidelines for cleaning	
11	supervise children to wash their hands before participating in cooking experiences	
12	ensure children do not touch food unnecessarily and use utensils where possible during cooking experiences	

KITCHEN CLEANING PROCEDURE

Kitchen staff will ensure:

1	clean and sanitise kitchen and food prep areas following the <i>Kitchen Cleaning Checklist</i> to ensure a clean, safe, and hygienic area is provided for food preparation and cooking	
2	prepare cleaning chemicals as per manufacturer's advice and instructions on <i>Safety Data Sheet</i>	

KITCHEN CLEANING PROCEDURE

3	ensure appropriate cleaning chemicals are available and stored correctly and proper cleaning methods are used	
4	Use only chemicals listed within the Safety Data Sheets this includes different dishwashing liquid brands.	
5	check PPE equipment soap dispensers, paper towel, tissues, gloves, hand sanitiser and refill if necessary	

PEST CONTROL PROCEDURE

Kitchen staff will ensure:

1	pets and animals are not present within kitchen areas	
2	food supplies delivered have no sign of pest activity in food, warehouse or delivery truck	
3	food storage areas are pest free; food is kept in sealed containers	
4	bins within the Service are regularly emptied and checked for pest activity, cleaned and sanitised and lined with fresh bin liner	
5	pest control bait areas are monitored, and pest control inspections are recorded and maintained	
6	any pest or vermin activity is to be recorded on the <i>Pest Control Measures</i> form and reported to the nominated supervisor and action taken to rectify	