



Policy: Safe Food Handling

Rev Jan 15

PURPOSE

Where food is provided, prepared or serviced by Prom Coast Centres for Children Inc. (PCCC), it must be prepared, served and stored safely and hygienically.

Rationale

PCCC has a duty of care outlined in the *Food Standards Australia New Zealand Act 1991* to ensure that all persons are provided with a high level of food safety knowledge and/or practices during the hours of operation.

To minimize risks to children being educated and cared for by the services, adequate health and hygiene practices and safe practices for handling, preparing and storing food must be implemented.

Educators at PCCC follow a Food Safety Program set by following guidelines in the food safety program template edition 1.2 written by The Dept Human Services Victoria. PCCC's Food Safety Program is registered with the South Gippsland Shire Council.

- PCCC is registered with the Department of Human Services Registered Food Safety Program.
- Safety checks are conducted twice yearly by the South Gippsland Shire Council

Procedure

- A food safety program is followed – which includes cleaning procedures, storage of foods, fridge and freezer temperatures.
- Hand washing minimises the spread of food-borne illnesses and the cross-contamination of different foods.
- Hands must be washed before preparing and handling food, before mealtimes with children, before feeding an infant a bottle, or after disposing of food waste.
- As required by the Dept Human Services PCCC has certified Food Safety Supervisor who ensures every person that handles foods has the skills and knowledge appropriate to the things they do. *Please refer to Food Safety Program*
- Staff at the education and care services who handle food shall be engaged in appropriate safe food handling training such as obtaining food handlers certificates and keeping up to date with changes to the food safety program.
- Measures used to ensure the safe storage and heating of food and drink include:
 - Heat infant bottles in keeping with current advice from recognised authorities.
 - All bottles (including Breast milk) will be heated in warm water, not microwaved.
 - Microwave oven heating of food can be used for the infants (0 – 24 months), food is provided by the parent(s).

- Separate equipment is used for raw and cooked foods.
- Food is stored at appropriate temperatures.
- Educators check contents and use by dates on all food packaging before serving them to children
- Educators check all foods for freshness any suspicious foods are not served to children
- Environments where food is stored and served will be kept free from animals (including pets), pests and vermin
- The service will endeavour to provide current information to families relating to the safe storage and heating of food and drink.
- Educators and staff will model good food hygiene measures
 - Educators and staff will wash and dry hands before handling food.
 - Educators will encourage children to wash and dry hands before eating.
 - Educators will use appropriate utensils e.g tongs and serving spoons, when selecting foods.
 - Educators should discourage children from:
 - Eating food which has been handled by another child.
 - Eating food or using utensils which have been dropped on the floor.
 - Using drinking or eating utensils which have been used by another child.
 - Children can have Birthday cakes, they must be made with a list of ingredients supplied by the Centre to Parents.
 - If a parent wishes for their child to blow out the candles on a birthday cake, a cupcake should be provided for the candles to prevent the spread of germs when the child blows out the candles.
 - Parents cannot supply other food to be shared.

Related Policies:

Infection Control Policy
Healthy Eating