



## **FOOD POLICY- KITCHEN GARDEN**

### **Aim**

The Kitchen Garden has an important role in providing healthy food education to students and the wider school community. It complements student learning as well as being an integral part of the school's educational goals. It is important that parents, teachers and students work together to support a whole-school approach to build a school culture in which students actively choose nutritious foods and a healthy lifestyle.

### **Objective**

This policy outlines and details the operations of the Kitchen Garden Program, guiding principles for food selection, roles and responsibilities of stake holders, food safety guidelines and procedures, links to the school's AIP (Annual Implementation Plan) and Strategic Plan.

### **Definitions**

#### ***Safe food handling***

Any aspect of the operations in the preparation, transport, storage, packaging, wrapping, exposure for sale, service, or delivery of food.

Food: (a) any substance or thing of a kind used, or represented as being for use, for human consumption (whether it is live, raw, prepared or partly prepared); or

- (b) any substance or thing of a kind used, or represented as being for use, as an ingredient or additive in a substance or thing.
- (c) any substance used in preparing a substance or thing. (other than a substance used in preparing a living thing) if it comes into direct contact with the substance or thing referred to in that paragraph, such as a processing aid; or
- (d) any other substance or thing declared to be food under a declaration in force under section 3B of the Australia New Zealand Food Authority Act 1991 of the Commonwealth and prescribed by the regulations for the purposes of this paragraph.

#### **AIP and Strategic Plan:**

The Annual Implementation Plan is based on the school's current Strategic Plan (2012 – 2015). It outlines the school's goals and targets in relation to student learning and school priorities.

### **Guiding Principles for Food Selection:**

#### ***The Kitchen Garden Program aims to:***

- Plant, harvest and eat seasonal produce, using healthy food practices and principles of sustainability.
- make it easy for students to choose healthy snacks and meals.
- offer a variety of nutritious foods.
- promote foods that are consistent with the Dietary Guidelines for Children and Adolescents in Australia.
- be an avenue for consistent and continual health education.
- complement the diverse elements of the school curriculum and student population.
- involve students, parents and the wider school community where possible.
- be an integral part of the entire healthy school environment.

#### ***The food items provided in the Kitchen Garden will depend on variables such as:***

- Cost and availability of produce grown and harvested in the school's gardens.

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- Needs and backgrounds (including cultural) of the students.
- Season and temperature.
- The school's food preparation and storage facilities.
- The size of the school.
- The number of people involved in the school food service.

## ***Guiding principles for food selection:***

The Kitchen Garden program will aim to provide foods that reflect the Dietary Guidelines for Children and Adolescents in Australia (National Health and Medical Research Council 2003) where possible.

In summary, the Dietary Guidelines for Children and Adolescents in Australia encourages students to:

- enjoy a wide variety of nutritious foods
- eat plenty of vegetables, legumes, fruits, breads, cereals, rice, pasta and noodles
- include lean meat, fish, poultry and/or alternatives
- include milk, yoghurt, cheese
- choose water as a drink
- limit saturated fat and moderate total fat intake
- choose foods low in salt
- consume only moderate amounts of sugars and foods containing added sugars.
- a range of foods from each of the five food groups outlined in the Australian Guide to Healthy Eating are included
- fresh rather than processed food is provided
- a range of portion sizes that cater for varying energy use and developmental requirements are offered
- foods offered reflect the multicultural diversity of the school community.

## **Special Dietary Requirements:**

Our school consists of many different cultures and religious beliefs. As a result of this, the menu, food handling, food suppliers and all other aspects of the Kitchen Garden program will endeavour to incorporate, include and consider any specific dietary requirements.

The program co-ordinator will compile an 'Approved Food Supply' (*Appendix 1*) list with contributions, recommendations and approval from school council and the school community.

Medical conditions that have special dietary requirements include:

- Diabetes
- Coeliac disease
- Anaphylaxis

Contact with certain foods can be fatal for people with allergies. The most common triggers of anaphylaxis are: peanuts, cow's milk, egg, wheat, soy bean, tree nuts (for example, cashews), fish and shellfish. The Department of Education and Training has guidelines for school's to support students with anaphylaxis. For more information, go to: [www.sofweb.vic.edu.au/wellbeing/support/anaphyl.htm](http://www.sofweb.vic.edu.au/wellbeing/support/anaphyl.htm)

Kitchen Garden staff needs to be aware of students with such allergies and familiar with the school's management strategies for these students.

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**Parents are responsible for notifying the school if their child/ren has any allergies or dietary restrictions to specific foods. Parents/Guardians should also notify their child's/ren classroom teacher and provide them with possible alternatives.**

## **Whole School Approach:**

*A health-promoting school is a place where all members of the school community work together to provide students with integrated and positive experiences and structures that promote and protect their health.*

*– World Health Organization, 1996*

The Kitchen Garden Program, teachers, students and community members aim to provide healthy food education to students and the wider school community. The Kitchen Garden program will encompass elements of the following:

### ***1. Curriculum, teaching and learning***

- developing curriculum that supports healthy food choices
- encouraging students to become involved in food-related activities, for example planning meals, growing foods, shopping for food products, cooking and promoting foods.

### ***2. School organisation, ethos and environment***

- offering a variety of nutritious foods at the school food service and regularly changing the menu
- being creative with presentation and preparation of healthy foods
- maintaining consistent messages about healthy foods in all parts of the school operation.

### ***3. Community links and partnerships***

- making links with local fruit and vegetable retailers – this could include a school visit by the retailers, or an excursion to a local market
- supporting an enthusiastic group of people to serve the food to students.

## **Classroom Parties and/or Celebrations**

Classroom Parties and/or celebrations usually occur at the end of the school year. Throughout the year some classes may also celebrate various occasions and events. At times some teachers will provide students with a 'treat' and link cooking activities to Student Learning goals and investigations. If this occurs teachers will inform parents via a notice sent home with their child/ren. If parents wish to exclude their child for any reason, they will need to notify the school and their child's/ren classroom teacher prior to the event/occasion.

## **Sausage Sizzle and Community Events**

Community Liaison will organise events throughout the year and may provide a 'Sausage Sizzle' for the community. As there are many students and families within our school population that have specific dietary needs, Halal sausages will be provided to cater for these needs. Halal sausages will be cooked separately to any other food that is prepared and cooked on the day. The food supplier will be an accredited Halal butcher and a certificate of authenticity will be available from the front office if any parents have any concerns and/or questions.



## **Roles and Responsibilities:**

### **Program Co-ordinator**

The program co-ordinator will oversee the following components and daily organisation of the Kitchen Garden Program where Roles and responsibilities will be delegated accordingly:

- approved food suppliers list (*Appendix 1*)
- weekly cleaning Schedule (*Appendix 2*)
- daily storage temperature log of refrigeration and freezer appliances (*Appendix 3*)
- program development

## **Volunteers and Work Placement Students**

Volunteers and Work Placement Students on site

- All Volunteers and Work Placement Students on site must have a current Working with Children's Check.
- Volunteers and Work Placement Students will sign in at Administration daily and wear a RGPS Visitors badge whilst on-site
- Volunteers and Work Placement Students on site must be supervised by a DEECD employee whilst on site at all time, and when working with children remain in site of that supervising staff member unless moving between areas.
- The Duty of Care lies with the supervising DEECD employed staff member whilst Volunteers are on site.
- It is the duty of the Volunteer or Work Placement Student to declare any health issue which may put the school's Duty of Care at risk.

Students on Teaching Practicum Placement

- Student Teachers must hold a Working With Children's Check
- Student Teachers will sign in at Administration daily and wear a RGPS Visitors badge whilst on-site
- Student Teachers on site must be supervised by a qualified Teacher whilst on site at all times, and when working with children remain in site of that supervising staff member unless moving between areas.
- The Duty of Care lies with the qualified teacher whilst students are on site.
- It is the duty of the Student Teacher to declare any health issue which may put the school's Duty of Care at risk.

## **Food Safety Guidelines and Procedures:**

A 'Weekly Cleaning Schedule' and 'Daily Unit Temperature Check' list will be established and clearly displayed in the Kitchen Garden by the program co-ordinator. This is to ensure that all food and preparation

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areas follow the safe food handling and safety guidelines and procedures. (See *Appendix 2 and Appendix 3*)  
The following requirements will also be monitored:

## ***Personal hygiene:***

- Washing and drying hands before handling food and frequently during work
- Not smoking near food
- Not going to work when sick with a gastric disorder or contagious disease
- Using a handkerchief or tissue when coughing or sneezing.

## ***Food preparation:***

- Ensuring that food is handled by either a gloved hand or by utensils.
- Ensuring that benches are clean and sanitised.
- Ensuring that there are suitable areas for food preparation (animals are forbidden in these areas).
- Avoiding cross-contamination of cooked and raw foods .
- Hands or utensils that have been used to prepare raw foods must be washed properly before they are used to prepare ready-to-eat or cooked foods.

## ***Food storage requirements involve:***

- Ensuring that cold food is stored below 5°C.
- Ensuring that frozen food is stored below minus 15°C.
- Ensuring that hot food is maintained at over 60°C.
- Minimising the time that food is kept in the danger zone, that is between 5°C and 60°C the temperature range at which bacteria are most likely to grow.
- Ensuring that when cooling hot, potentially hazardous food it is cooled within two hours from 60°C to 21°C and within a further four hours to 5°C.

## ***Cleaning requirements involve:***

- Ensuring that there is a display of a weekly cleaning tasks outlining when the premises are cleaned.
- Having procedures for the storage and disposal of garbage and the location of bins.

## ***Washing and sanitising:***

- All benches must be cleansed and then sprayed or wiped with a food grade sanitizer.
- All utensils must be washed in hot water with detergent and allowed to drip dry.
- Anything dropped on the floor must be washed or discarded immediately

## ***Hand washing:***

- Always wash hands before food prep or putting gloves on.
- Wash hands after using the toilet.
- Wash hands after fixing your hair touching your face or blowing your nose.
- Wash hands after picking up a foreign object.
- Wash hands at least every two hours.
- After washing hands with soap apply an antibacterial wipe e.g. debug.

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## ***Hygiene:***

- Cover any exposed wound with a water proof dressing.
- Never smoke or take medication in the food preparation area.

## ***Animals and pests:***

- Seal off the food prep area when food prep is underway.
- Keep all food products in seal bags or containers with lids.
- Keep things in the cupboards or fridge not lying exposed on the bench.
- Take all practical measures to ensure animals and pests are kept out of the food prep area.
- Not permit an assistance animal in the food preparation area while food preparation is underway.

## ***Raw foods:***

- Always wear gloves if directly touching raw foods.
- Never touch one meat type then touch another meat type, change gloves in between.
- Never handle meat or eggs then touch another food source.
- When cooking meat always test the product, to test all you need to do is cut it open and check it looks cooked. So no red raw parts in it.

## **The Role of the School Council**

The School Council has the authority through the Education Act 1958 to operate a school canteen (*at River Gum Primary School, this will constitute the Kitchen Garden Program*). This authority can be delegated to a club or association that is not a subcommittee of the school council or sub-leased to a private contractor under a licence. This licence is obtained from the Department of Education and Early Childhood Development.

If a school canteen is sub-leased to a private contractor, the school council should ensure that the contract specifies that food to be sold reflects the Healthy Canteen Kit – Food Planner. The operation (stores, stocktaking, trading/profit/loss statements, etc.) of school canteens and other school food services must be consistent with the information provided in section 7.17 of the Victorian Government School's Reference Guide.

The school council has an important role to play in making decisions about the education, health and wellbeing of the school's students. It is recommended that the school council develops a policy for Kitchen Garden Program and other school food services that support this role. This policy-making process should include a discussion about the purpose of the school Kitchen Garden Program within the school community.

## **Food Policy Review Process:**

This Food Policy will be reviewed as required

The Program co-ordinator will consult with the school community during the review process and present the revised version to the Executive Team.

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The Executive Team will then present the revised Food Policy to School Council for endorsement.

## **References and Links:**

- Refer to *River Gum Primary School Duty of Care Policy, 2014.*
- Refer to *River Gum Primary School Stephanie Alexander Kitchen Garden Program Policy, 2014.*
- Australian Guide to Healthy Eating: <http://www.health.gov.au>
- Health Promoting School's website at: [www.ahpsa.org.au](http://www.ahpsa.org.au)
- Department of Education and Early Childhood Development:  
<http://www.education.vic.gov.au/management/schooloperations/healthycanteen/policy/food.htm>

<b>Date Implemented</b>	16/9/14
<b>Author</b>	Amanda McLean
<b>Approved By</b>	School Council
<b>Approval Authority (Signature &amp; Date)</b>	
<b>Date Reviewed</b>	5/9/14
<b>Responsible for Review</b>	Executive Team
<b>Review Date</b>	As required



**Appendix 1**

# Approved Food Suppliers List

NOTE: An approved supplier is a business or individual that supplies food and who we are confident that has adequate food safety procedures.

Complete these details as soon as food/product are received. Update it when a new supplier is used or stopped. Use the record whether someone delivers the food/product or picks the food/product up from the supplier.

<b>Supplier trading name</b>	<b>Foods supplied</b>	<b>Supplier details</b> (address, phone number, ABN etc...)	<b>Other information and Special requirements</b> (e.g. Halal meats require a certificate)

**\* Must be accompanied by a school purchase order that has been approved by school signatures only.**  
**\* This record can be used as a supplier contact list.**





