



Food Safety Policy PP12V01

Effective date of Policy: December 2020

Date of next review: December 2021

Be Heard Philosophy

As a part of our philosophy, we believe that learning is most effective when delivered in a caring, nurturing space that supports children to explore their world through. play. Part of creating a nurturing space is ensuring safe food practices.

AIM: Be Heard aims to promote and protect the health, safety and wellbeing of all children, staff and families using procedures and policies to maintain high standards of hygiene and provide safe food to children. We also aim to reduce the risk of infectious diseases and illnesses spreading and following appropriate OHS standards. A holistic and consistent approach to health, hygiene and safe food across Be Heard sessions will help to effectively meet this aim.

1. Responsibility

- Management
- Families
- Children
- Staff

2. Implementation

PRINCIPLES

Be Heard implements food safety practices that:

- reflect the Food Safety Standards for Australia in relation to safety practices, premises and equipment standards.
- reinforce consistent food safety practices in the sessions and during service delivery
- reduce the risk of potential food-borne illnesses
- identify potentially hazardous foods.
- are regularly reviewed.
- comply with legislative requirements whilst maintaining a flexible approach to meet best practice.

(Food Safety Standards for Australia, 2001)

It is understood by staff, children and families that there is a shared responsibility between Be Heard and its stakeholders to implement the Food Safety Policy and hygiene procedures as a high priority.

FOOD SAFETY PRACTICES

HAND WASHING

Hand washing is one of the most effective ways to minimise the spread of food-borne illnesses and the cross contamination. For hand washing to be effective, soap and warm running water is used and hands are thoroughly dried on paper towel or another relevant drying method.

National Health and Medical Research Council describe how and when to wash your hands. It is important to note that gloves are not a substitute for hand washing.

Be Heard staff must wash their hands regularly. Be Heard's staff will encourage children to wash their hands continuously, before, after eating and regularly throughout the day.

Staff, volunteers and students at Be Heard are to be positive role models and must demonstrate the correct hand washing procedures at all times.

MINIMISING THE RISKS FROM POTENTIALLY HAZARDOUS FOODS

Be Heard is equipped for food safety and hygiene, all premises services are delivered at will have hot and cold running water, waste disposal, light, ventilation, refrigeration, storage space and personal hygiene facilities.

PROVISION OF FOOD BROUGHT FROM HOME

- Be Heard may offer children breakfast, morning tea, lunch, afternoon tea and a late snack whilst performing the services or during a session. Be Heard staff will encourage children to eat the meals and snacks that are provided.
- If a session is being conducted in a group or where other children may be present, all food brought from home must be approved by Be Heard. This approval must not risk the safety of any child attending the service.

PROVISION OF FOOD SUPPLIED BY BE HEARD

- Be Heard may purchase food, beverages and consumables from reputable companies and/or businesses who have been approved by regulatory authorities as a food provider.
- All temperature readings, visual inspections and use by dates are recorded

COOLING AND REHEATING FOOD

- Cooked foods are chilled from 60°C to 21°C in the first two hours and then to 5°C or lower in the next 4 hours. Once the food has cooled to 21°C, it is put in the refrigerator or freezer.
- Food is reheated until it is above 75°C
- The core temperature of food reaches above 75°C or more during reheating or above 80°C for meat.
- Reheating process is completed within one hour after start.

PREPARING FOOD

- Be Heard will use different knives, chopping boards and different equipment for raw and cooked foods or ready to eat food if preparing foods during the session or when providing services
- Be Heard will use clean utensils to serve cooked and ready to eat food

DISPOSING OF FOOD

- If food becomes contaminated or is suspected of being unfit for human consumption it is disposed of.
- If perishable/cold/cooked food is within the temperature danger zone for four hours or more it must be disposed of.

FOOD SAFETY REQUIREMENTS FOR CHILDREN AND FAMILIES

- Staff, students and volunteers should encourage children to participate in correct food handling and food safety practices.
- Families and children attending any group sessions will not bring food without approval in writing from Be Heard.

FAMILY OBLIGATIONS

- Families are required to inform Be Heard of any food restrictions for their children and provide Medical Management Plans if required.
- Families are encouraged to review and contribute to the food safety policy during our Policy Review Process and more specifically through our Policy Review Group

BE HEARD PROCEDURES

- Be Heard management research the most current information regarding food safety and hygiene from recognised authorities
- Be Heard management conduct inductions with new staff, students and volunteers highlighting the Food Safety Policy and procedures
- Be Heard management organise and deliver training on food safety and hygiene if required

STAFF PROCEDURES

- All staff, students and volunteers undertake an induction process prior to commencing their first session at Be Heard which covers the Food Safety Policy and procedures
- Staff ensure children wash their hands before and after mealtimes
- Staff encourage children to serve themselves a portion of their meal and assist children with pouring their own drinks where appropriate to do so, and without causing distress to the child
- Staff play an important role in educating the children about food safety, healthy eating habits and hygiene practices. They do this through strategies and activities such as;
 - discussions about food safety and hygiene
 - role modelling correct food safety and hygiene practices
 - cooking experiences with the children

3. Sources and References

- Occupational Health & Safety Act
- Australian Food Act
- Food Standards Australia

4. Review

Date Reviewed	Modifications	Next Policy Review Date
December 2020	Creation of Policy	December 2021

IMPORTANT NOTICE AND DISCLAIMER

This is an important notice to all Families, staff, contractors, and other users of this Policy.

1. This Policy has been prepared by Be Heard based on the information available as at the issue date. Be Heard reserves the right to vary this Policy at any time, including to take into account any changes to the legislation and legislative instruments that may apply from time to time.
2. While all reasonable care is taken in preparing this Policy, Be Heard does not make any warranty about or accept any responsibility for whether the Policy complies with, accurately interprets or adequately implements all legislation and legislative instruments that may apply from time to time.
3. To the greatest extent permitted by law, Be Heard disclaims all liability to any person in respect of anything, and of the consequences of anything, done or omitted to be done by any such person in reliance, whether wholly or partially, upon any information presented in this Policy.