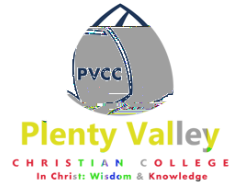


# PKELC FOOD SAFETY POLICY



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Sessional kindergartens supplying low risk snacks such as cut fruit, milk, bread and cereals are classified as Class 4 (low risk). Class 4 services are **not** required to have:

- a food safety program
- a food safety supervisor
- an annual council inspection.

However, Class 4 services must ensure that staff members have the skills and knowledge needed to safely handle food in their work roles. Council may also, at its discretion, inspect a premises under the *Food Act 1984* (e.g. to investigate complaints or conduct a spot check). Individual councils may also require services to complete a food safety audit or plan, especially when the service is operating a special event such as a sausage sizzle. For more information about Class 4 food premises, services should contact their local council and refer to:

<https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-business-classification/food-business-classification-predetermined>

## Legislation and standards

Relevant legislation and standards include but are not limited to:

- *Australia New Zealand Food Standards Code*
- Child Wellbeing and Safety Act 2005
- *Education and Care Services National Law Act 2010*: Section 167
- *Education and Care Services National Regulations 2011*: Regulation 77
- *Food Act 1984* (Vic)
- *National Quality Standard, Quality Area 2: Children's Health and Safety*
- *Occupational Health and Safety Act 2004*
- *Public Health and Wellbeing Act 2008*

The most current amendments to listed legislation can be found at:

- Victorian [\\_\\_\\_\\_\\_](#)
- Commonwealth Legislation – ComLaw: [\\_\\_\\_\\_\\_](#)

## 4 Definitions

The terms defined in this section relate specifically to this policy. For commonly used terms e.g. Approved Provider, Nominated Supervisor, Regulatory Authority etc. refer to the *General Definitions* section located on the PVCC website.

**Department of Health:** The State Government department responsible for the health and wellbeing of Victorians, and with oversight of the administration of the *Food Act 1984*.

**Duty of care:** A common law concept that refers to the responsibilities of organisations to provide people with an adequate level of protection against harm and all reasonable foreseeable risk of injury.

**Food allergies:** Some foods and food ingredients, or their components, can cause severe allergic reactions including anaphylaxis (refer to *Anaphylaxis Policy*). Less common symptoms of food allergy include infantile colic, reflux of stomach contents, eczema, chronic diarrhoea and failure to thrive in infants. Food allergies are often caused by peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy and wheat. For more information on food allergies, visit: [www.allergyfacts.org.au](http://www.allergyfacts.org.au)

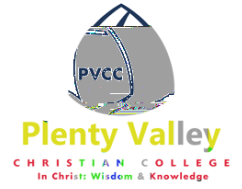
**Food safety:** (In relation to this policy) ensuring food provided by the service is fit for human consumption.

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- dofoodsafely – a free online food safety program: <https://www.dofoodsafely.com/> 1014/TT0 1014/TT0 1014/TT0

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- displaying hygiene guidelines/posters and food safety guidelines/posters in the food areas of the service for the reference of staff and families involved in the preparation and distribution of food to children (refer to *Sources*: Department of Health – Food Safety: Keeping food safe and *Hygiene Policy*)
- ensuring that this policy is referred to when undertaking risk assessments for excursions and other service events
- ensuring measures are in place to prevent cross-contamination of any food given to children with diagnosed food allergies (refer to *Anaphylaxis Policy* and *Asthma Policy*)
- identifying potential hazards that may reasonably be expected to occur at each stage of the food-handling and preparation cycle, and developing procedures to minimise these hazards. Stages of the cycle include ordering, delivery, storage, thawing, preparation, cooking, cooling, handling post-cooking, reheating and serving
- ensuring that all facilities and equipment for food preparation and storage are clean, and in good repair and working order
- providing a calibrated thermometer in good working order, suitable for monitoring the temperature of the fridge/freezer in food preparation areas. Glass thermometers containing mercury are not recommended in or near food preparation areas
- contacting local council to determine requirements prior to selling food at a fête, food stall or other service event. Such requirements may include completing a Food Act notification form and/or a statement of trade form
- removing pests and vermin from the premises
- informing DET, DHS and parents/guardians if an outbreak of gastroenteritis or possible food poisoning occurs at the service
- informing families of the availability of cold storage facilities at the service to ensure parents/guardians make suitable food choices when supplying food for their own child, or for children to share
- ensuring staff, parents/guardians and others attending the service are aware of the acceptable and responsible practices for the consumption of hot drinks (refer to Attachment 1 – Responsible consumption of hot drinks at the service).

## The Nominated Supervisor and Persons in Day to Day Charge is responsible for:

- ensuring that staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food, to minimise risks to children being educated and cared for by the service (Regulation 77(2))
- ensuring parents/guardians provide details of their



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- referring



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## EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, the Approved Provider will:

-



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## DOCUMENT HISTORY AND VERSION CONTROL RECORD

Name of document: PKE