NUTRITIONAL PRACTICES PROCEDURE

Our Service recognises 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 providing healthy food and drink to their children.

Recent changes to 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*
Related Policies: *Nutrition and Food Safety Policy*

NUTRITIONAL PRACTICES PROCEDURE		
The approved provider/ nominated supervisor will:		
1	review the Service's *Nutrition and Food Safety Policy* 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 *Nutrition and Food Safety Policy* 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 Food Safety Program to meet requirement (under Food Safety Program Standard 3.2.1)	
5	appoint a Food Safety Supervisor to oversee all Food Handlers. (requirements under Food Safety Standard 3.2.2A)	
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	record evidence of all food handlers completing Food Safety and Food Hygiene training	
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 *Daily Kitchen Checklist, Supplier Register, Food Delivery Register, Cooking, Cooling Reheating and Pureed Register, Kitchen and Nutritional Practices Audit, Pest Control.* 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.	
12	ensure a *Kitchen and Nutritional Practices Audit* is completed on a regular basis to ensure regular cleaning of the environment has been completed to a high standard	
Kitchen staff will:		
13	ensure the *Daily Kitchen Checklist* is completed each day to ensure a clean, safe, and hygienic area is provided for food preparation and cooking	
14	participate in professional development as per individual *Professional Development Plan*	
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, see *Menu Record*	
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 through the *Nutritional Practice Survey* form	

5	the Service menu is reviewed on a regular basis using the *Menu Evaluation* form. Children's evaluations of the menu can be recorded on the *Menu Evaluation* form	
6	the Service menu is regularly reviewed to ensure guidelines are met using the *Menu Planning Checklist* or *Menu Planning - Vegetarian Checklist*	
7	amendments made to the Service menu is recorded using the *Menu Amendment Notifications* form and families advised	

ORDERING AND DELIVERY PROCEDURE		
Kitchen staff will ensure:		
1	food supplies have been ordered in a timely manner	
2	the *Food Delivery Register* is completed upon receipt of food supplies	
3	all food delivered are approved and listed on the *Food Supplier Register*	
4	all food supplies are checked against order record	
5	temperatures of perishable items recorded on the *Food Delivery Register* (below 5° for cold items and above 60° for hot items)	
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 • 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	they 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	
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	breastmilk or infant formula is stored in the room fridges and clearly labelled with the child's name and date of preparation; it is discarded at the end of the day	
11	following the *Breastfeeding Policy* and the *Breast Milk Preparation Procedure,* safely handle breastmilk, including during transportation, storage, thawing, warming and during preparation	
12	foods are deforested 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 *Food Safety Program*	
3	record temperatures in the *Daily Kitchen Checklist* 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 • Blue: raw fish/seafood • Green: fruit and vegetables • Red: raw meat • Brown: cooked meat • Yellow: raw poultry • 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	

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: • not handling food when they are unwell • 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	wash hands frequently as required using soap, warm running water and single-use disposable towels following the *Hand Washing Procedure* • 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	
9	ensure utensils and equipment is sanitised through the dishwasher, example knives, chopping boards, pots, eating and cooking utensils	
10	ensure tea towels, cleaning cloths and aprons are washed daily and used for specific duties only to avoid cross contamination	
11	ensure equipment is cleaned and sanitisers are used safely around electric equipment, unplug all appliances first and follow manufactures guidelines for cleaning	
12	supervise children to wash their hands before participating in cooking experiences	

13	ensure children do not touch food unnecessarily and use utensils where possible during cooking experiences	

KITCHEN CLEANING PROCEDURE		
Kitchen staff and educators will:		
1	clean and sanitise kitchen and food prep areas following the *Daily Kitchen Checklist* and the *Kitchen Cleaning Checklist* 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 Safety Data Sheet	
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 *Daily Kitchen Checklist* or *Food Safety Program* and reported to the nominated supervisor and action taken to rectify	

REVIEW OF PROCEDURE			
Date procedure created	08/04/2025	To be reviewed	April 2026
Approved by	Krystle Hills	Signature	
Procedure Reviewed Date	Modifications/Changes		
April 2025	• added the Safety Standard 3.2.2A and made adjustments to include Food Supervisors and Food Safe Handlers training and requirements • all information required has been included to be able to use in conjunction with a Food Safety Program • merged existing procedures into this procedure: Menu Development and Review Procedure, Kitchen Area Cleaning Procedure, Food Hygiene Practices Procedure • added new sections: Management of Allergies and Anaphylaxis Procedure, Kitchen Cleaning Procedure, Pest Control Procedure • removal of menu to meet 50% recommended dietary guidelines – menu guidelines based on Australian Dietary guidelines		
July 2023	Procedure reviewed in line with changes to the Food Safety Standards (Standard 3.2.2.A) Additional section added regarding Nutritional Practice Resources		