CANTEEN POLICY

Scope

• The principal role of the canteen is to supply nutritious food to both students and staff.
• The canteen is not to be governed by profit only. The profit margin is to be sufficient for staff wages, maintenance and upgrading of the equipment and facilities.
• The canteen is seen primarily as a service for students. When appropriate, the canteen can be of special service for staff and the general school community.
• The canteen will provide food for Early Learning Centre.
• Advertise the categories of food and drink items that will/not be available or sold.
• The Canteen Policy will be on display in the canteen area.
• The policy will be reviewed in line with the timetable in the school improvement plan.

Nutrition

• The canteen manager will follow the recommendation in Attachment 1 from the NT Department of Education & Training Policy – ‘CANTEEN, NUTRITION AND HEALTHY EATING’.
• EXEMPTIONS FROM POLICY:
  o Food/drinks supplied from home, including birthday cakes;
  o One whole school event per term e.g. school fete, international celebration or disco; and
  o The emphasis of the canteen menu will be nutrition; however, there will be an appropriate balance between nutritious food and food which appeals to children.
• Menu adjustments may take place throughout the year.

Price Setting
• The Canteen Manager decides the price and profit on food items in consultation with the Finance Officer.
• A review of prices is to take place in each term. Families will receive a new pricelist as changes occur.

Role of the SRC
• On an annual basis Year 6 will be consulted regarding canteen issues and is to provide feedback representing the student body.
• Year 6 may serve in the canteen at recess & lunch on counter sales. They will be trained in serving food safely & never be left unsupervised.

Fundraising
• The canteen may be used by other groups approved by the Principal provided it is left clean & tidy. (See Checklist attached)

Foodsafe
• All staff must be trained according to “Foodsafe” guidelines.
• The canteen will only operate for as long it maintains its “Foodsafe” accreditation.
• In the event of losing this certification, it will be considered a priority that “Foodsafe” inspection be reinstated immediately.
• The Canteen Manager is required to inform the Finance Officer and Canteen Committee of the loss of certification and the steps taken for its reinstatement.

Occupational Health and Safety
• The School’s Occupational Health and Safety representative shall inform the Canteen Manager of current health and safety issues and regulations.
• There shall be no lifting of any heavy equipment or handling of hot food by the students when assisting in the canteen.
• When required, canteen staff will have the necessary training in Occupational Health and Safety to ensure a safe working environment at all times.
• It is the responsibility of the Occupational Health and Safety Committee to inform canteen staff of any necessary modifications to the working routine.

Pastoral Structures: Meeting Special Needs: Allergies

• The Canteen Manager is to be informed of any specific dietary needs of particular students including allergies.
• The canteen manager will place up signage that food in the canteen is not nut free and may contain traces of nuts.
• Where it is possible, the canteen will provide specific food items necessary to cater for students with medical conditions requiring exceptional dietary consideration.
• Students who forget money or lunch are to report to the office. If applicable, parents will be expected to pay the money the following day.

Discipline

• It is the role of supervising teachers, rostered on duty, to ensure that students maintain discipline in the canteen area.
• Canteen staff are not responsible for student behaviour, supervision or discipline.
• Students are responsible for the cleaning of rubbish in the canteen area. It is the role of supervising teachers to ensure that these tasks are undertaken.
FOOD AND DRINK CATEGORIES TABLE

1. Foods/Drinks that will be available every day

• Fruit - fresh, frozen or tinned (in natural juice)
• Vegetables/salad (any type)
• Reduced fat dairy foods e.g. yoghurt and plain milk (≤375ml)
• Sandwiches consisting of the following:
  o Wholemeal, wholegrain or high fibre bread or bread roll, wrap, pita or English muffin PLUS
  o Lean meat, chicken, egg, fish (canned or fresh) or cheese PLUS
  o Salad ingredients such as tomato, carrot, lettuce, spinach, corn, sprouts, avocado, beetroot

2. Foods/Drinks that can be available every day

• Bottled water
• 99% fruit juice (≤250ml) or 100% fruit spread
• Reduced fat flavoured milk (≤375ml)
• Cheese, yeast extract or peanut based spreads
• Hard boiled eggs
• School Approved* or Tick approved∞ breakfast cereals
• Savoury and fruit breads, scones (no icing)
• Dried fruit (not processed straps), maximum serve 30g
• Homemade dishes e.g. rice, pasta, soups or stews with lean meat, chicken or fish and vegetables
• Beans, legumes and lentils
• Other sandwiches
• Pop corn with no added salt, fat or sugar
• Unroasted, unsalted nuts
3. One day a week must be free of all of the food/drinks listed below:

- Full fat milk and yoghurt (≤375ml)
- 99% fruit juice (≤400ml)
- Home made cakes, biscuits, bars, muffins, pancakes and snack foods that are reduced fat and reduced sugar
- School Approved* dairy desserts and frozen treats e.g. frozen yoghurt, ice creams, slushees and icy poles
- School Approved* or Tick approved pastry items (e.g. pies)
- School Approved* Heart Smart or Tick approved hot dogs, sausages and patties
- School Approved* or Tick approved cakes, biscuits, bars, muffins and snack foods
- School Approved* mineral waters
- School Approved* pre-packaged, cooked hot meals e.g. pasta, pizza, lasagne dishes
- School Approved* savoury snack foods
- Any other School Approved* foods

4. Foods/Drinks that will not be available at all

- Confectionery including chocolate, carob, cough lollies
- Soft drinks (including diet), flavoured mineral water, cordial, sports drinks and fruit juice drink
- Energy-high caffeine drinks (e.g. drinks containing guarana)
- Deep fried foods of any description e.g. spring rolls, dim sims etc
- Deli meat e.g. fritz, salami, devon
- Cup style noodles and full fat 2-minute noodles (unless School Approved*)
- High sugar spreads e.g. jam, honey, hazelnut spread
- Foods such as pastry items, hot dogs, sausages and pre-packaged, cooked hot meals (unless School Approved*)
- Cakes, biscuits, bars, muffins and snack foods (sweet/savoury) (unless School Approved*)
- Ice creams and icy poles (unless School Approved*)

* School Approved products are those that are registered by Federation of Canteens in Schools (FOCiS), Healthy Kids, Queensland Association of School Tuckshops (QAST), or Star Choice Registration boards, or awarded a Heart Foundation Tick.

∞ Tick approved are food and drinks which meet nutrition and labeling standards as set by the Heart Foundation.

+ Use small amounts of Tick approved spreads or reduced fat dressings when serving.

# Use only small amounts of poly- or mono-unsaturated oils in cooking.

^ Please refer to the school's own policy on provision of nuts to students.
REQUIREMENTS FOR THOSE USING CANTEEN OUTSIDE HOURS

• All benches must be wiped down with bleach or disinfectant.
• All floors are to be vacuumed and are to be mopped in hot water with bleach or disinfectant.
• Pie warmer cleaned
• Empty bins and put in outside bin.
• Clean kitchen and toilet hand basin.
• Kitchen sinks to be rinsed out.
• Wipe down tiles.
• Tea towels and food covers to be taken home and washed.
• Air conditioner turned off.
• All doors including shutter to be shut & locked.
EARLY LEARNING CENTRE & THE CANTEEN

Rationale: Food provided at the SH Early Learning Centre will be nutritious and varied. Snack times and activities involving food preparation will provide positive learning experiences for children, who will be encouraged to develop healthy eating habits. Parents will be consulted and encouraged to share family and multicultural values and experiences to enrich the variety and enjoyment of food to meet children's nutritional needs.

IMPLEMENTATION

• Food is to be prepared and stored hygienically
• Food will be transported by trolley to the SH Early Learning Centre in a Gastronorm cart which is recognised as a means of keeping food temperature controlled & well covered. The trolley will only be used by adults.
• In preparation, cooking, food handling etc. the Food Standards of Australia will be followed.
• The service will provide children with balanced snacks that meet the recommended nutritional needs of children
• Where possible, snacks and drinks will reflect a wide variety of cultures, especially the cultural backgrounds of families and within the local community
• Snacks and drinks will be appetising and provide variety. Where possible, fresh produce will be used
• Menus will be planned with input from children, parents and Staff
• Drinking water will always be available and accessible to staff and children
• Snack and meal times will have a regular schedule but small, nutritious snacks will be available to hungry children