Food Preparation, Delivery and Storage Procedure

Statement

The ECEC will provide food to children, which will be stored, prepared and served in a safe and hygienic manner. Educators will also promote hygienic food practices and educate children in the importance of hygiene before, during and after all meal times.

Rationale

Educators will store food in a safe and hygienic way to keep all children and staff safe from illness. Chartwells (external food catering company used within ECEC) as well as the ECEC staff and educators prepare, store and serve food to children and as such, all parties will be aware of and follow the correct procedures to ensure safe eating and hygiene for everyone in the ECEC.

Strategies

The Nominated Supervisor will:

- Liaise with Chartwells regularly in regards to the ECEC menu and the storage, preparation and delivery of foods.
- Liaise with ECEC kitchen staff member in regards to the preparation, storage and serving of foods.
- Provide Chartwells, ECEC kitchen staff and all educators with an updated list of the children's food allergies and dietary requirements list.
- Organise for the ECEC kitchen to be kept safe and hygienic, ensuring any potentially dangerous equipment such as knives are kept out of reach of children.
- Provide containers to kitchen staff to store food items in the pantry.

Chartwells will:

- Follow the ECEC dietary requirements list when preparing food to be delivered to ECEC.
- Ensure food that is prepared and served to ECEC is in an appropriate condition.
- Complete the Allergen Declaration Card daily and ensure all food the comes up to ECEC to be served to the children is clearly labelled with relevant information.
- Where possible, deliver food to ECEC at a temperature of below 5°C or over 75°C.
- Communicate regularly with the ECEC kitchen staff employed by Chartwells as well as the Nominated Supervisor to ensure smooth processes are in place.

Chartwells kitchen staff (working in ECEC) will:

- Inspect food items when they are received by Chartwells to ensure it is in an appropriate condition.
- Deliver food into the rooms based on the ECEC food allergy chart in order that children are served the correct food.
- Temperature check the food when it is delivered

  In the extraordinary case that ECEC accepts food at a temperature between 5°- 60°C, Chartwell's Kitchen staff will use the 4 hour/ 2 hour rule correctly according to NSW Food Authority.

  *Using the 4-hour-2-hour rule correctly

  If a food business decides to use the 4-hour/2-hour rule, there are certain Food Standards Code requirements that must be met. The business must be able to demonstrate compliance with these requirements if asked by an authorized officer from the NSW Food Authority or a council Environmental Health Officer.

  To demonstrate the 4-hour/2-hour rule is being applied correctly, food businesses must:
    - ensure requirements for potentially hazardous foods (PHF) and ingredients are followed during:
        - receival
        - storage
        - preparation
    - ensure cold foods are not displayed in direct sunlight or at temperatures above 25°C, as this will allow bacteria to quickly increase in numbers.
    - implement a documented system for:
        - monitoring the length of time food is displayed out of temperature control
        - ensuring food is appropriately identified
        - ensuring food is disposed of appropriately after 4 hours
- Temperature check the food before serving into rooms ensuring it is 75°C or over.
- All foods (dry, cold or frozen) are stored in the first in, first out rule by rotating stock to make sure older stock is used first.
- Place food that has been removed from its original packaging in a container that has the use by date recorded.
- Ensure the storage area is dry, clean, well ventilated, not in direct sunlight and free from pests.

Educators will:

- Inspect food items when they are received by Chartwells or the Chartwells kitchen staff to ensure it is in an appropriate condition.
- Check food items prepared by Chartwells against the ECEC food allergy chart before serving food to children.
- Liaise with the Nominated Supervisor if any food is not in an appropriate condition.

For Cold Storage:

- All foods are dated and labelled and either covered or wrapped.
- Milk will be stored in the main part of the fridge.
- Foods are stored at the correct temperatures cold foods less than 5 degrees C and frozen foods less than minus 18 degrees C.
- Store food once it has sufficiently cooled.
- Clean fridge and freezer regularly.
- Check and record the operating temperature of fridge and freezer regularly.

Statutory Legislation and Considerations

Education and Care Services National Law Act 2010

Education and Care Services National Regulations

Guide to the National Quality Standard ACECQA

Sources

Community Early Learning Australia www.cela.org.au

Australian Children's Education and Care Quality Authority (ACECQA) www.acecqa.gov.au

Australian Childcare Alliance www.childcarealliance.org.au

Staying Healthy in Childcare 6th Edition

NSW Food Authority www.foodauthority.nsw.gov.au

Review

This policy is reviewed by management, employees and families as required or when legislative requirements change.

Families and staff are essential stakeholders in the policy review and will be given opportunity and encouragement to be actively involved.