



# Spencer Park Primary School Canteen/Food Service Policy (2010)

## ROLE OF THE SCHOOL CANTEEN/FOOD SERVICE

The canteen will comply with the requirements of the WA Government's policy and standards for healthy food and drink choices.

The role of the school canteen/food service should be clearly stated as being to provide a food service to students and staff that meets their nutritional needs, promotes healthy food, is part of a whole school approach, and is affordable and financially sustainable.

## BACKGROUND

The school canteen/food service can reinforce nutrition messages being taught in the classroom by modelling healthier food and drink choices that are tasty, interesting and affordable. This has the potential to influence food choices by students at school and in the wider community, and help to equip students with the knowledge to continue to make healthy choices throughout their adult lives.

## POLICY AND STANDARDS FOR FOOD AND DRINK CHOICES IN SCHOOLS

The nutritional policy for school canteens/food services applies to all operators of a canteen or tuckshop on public school sites including P&C Associations, external contractors and local caterers/shops that provide a food service to the school.

The Dietary Guidelines for Children and Adolescents in Australia will continue to be used to set minimum nutrient standards for food sold in canteens. All products are measured against criteria for each food type using the national Federation of Canteens in Schools (FOCiS) nutrient criteria to determine if products are able to be registered in the Star Choice Buyers' Guide. All processed food and drink sold in school canteens/food services must meet a minimum nutrient standard.

Our School will meet all requirements to limit the sale of nut products at the Canteen and at fundraising activities where children have peanut allergies.

## ROLE OF THE CANTEEN COMMITTEE

The school will have a canteen committee that is a subcommittee of the P&C and include representation by canteen staff, parents and school staff. The committee is to participate in the decision making process for the canteen menu, pricing, purchasing and maintenance of equipment etc.

## MENU PLANNING

- The canteen/food service menu needs to be consistent with the policy and standards for healthy food and drink choices.
- It is recommended that menus change according to the summer and winter seasons, for example, fruit salad, etc.
- School canteens/food services will support healthy eating by following the traffic light system of menu choices (Appendix 1).

## LINKS WITH THE CURRICULUM

Childhood obesity is now recognised as a world wide epidemic. Schools and their canteens are well placed to support healthy eating. A whole school approach can provide consistent messages through the curriculum, social and physical environments. The relationships between school, home and the community are key elements of health promotion in schools.

## SCHOOL COMMUNITY INVOLVEMENT

Students, parents and teaching staff contribute to the canteen/food service's promotion of healthy eating. The school newsletter will be used regularly to promote healthy eating and the school's canteen/food service policy.

## FOOD SAFETY AND HYGIENE

Safe food means that it is prepared, cooked, transported and served in such a way as to retain nutrients and to minimise bacterial contamination and growth.

Note: Compliance with the *Health Act 1911 (WA)* and the *Health (Food Hygiene) Regulations 1993 (WA)* is mandatory. Each canteen/food service needs to comply with the requirements of its food premises classification according to the *Health (Food Hygiene) Regulations 1993 (WA)*. The *Food Bill 2005* will enact the Australia New Zealand Food Standards Code (Food Safety Standards).

- All paid staff have completed the FoodSafe Food Handler Training Program or its equivalent.
- All volunteer staff will be encouraged to complete the Foodsafe Food Handler Training
- All staff (paid and volunteers) are required to wear hats, hair nets and aprons, which will be provided by the canteen/food service.

## OCCUPATIONAL HEALTH AND SAFETY

The canteen/food service is a workplace and will comply with the *Occupational Safety and Health Act 1984* and *Regulations*. The Department of Education and Training has a number of policies and procedures related to health and safety. Some of the requirements include:

- All staff and volunteers are to be made aware of evacuation procedures in case of fire or other emergency.
- All staff and volunteers are to wear enclosed footwear. Shoes with heels, open sandals are not acceptable.
- Students and teachers are not permitted to enter the canteen/food service premises during normal trading hours unless it is part of a supervised school curriculum activity, for example, Teachers and Staff members, Active After School Programme, Breakfast Club. The Canteen is made available to P&C members for fundraising events.
- Only canteen/food service workers and those rostered for volunteer duty may enter the canteen/food service premises during normal opening hours.
- Children are not permitted in the canteen/food service during normal opening hours.

## CANTEEN MANAGEMENT ISSUES

### 1. EMPLOYMENT

- The canteen/food service manager shall be appointed by, and if necessary, dismissed by the Executive of the parent body in consultation with the canteen committee and school principal.
- The canteen/food service will comply with equal opportunity guidelines for employment.
- The canteen/food service manager shall be employed in accordance with the current legal requirements pertaining to minimum conditions, or a salary negotiated and approved under an enterprise agreement (minimum award conditions must apply, including superannuation).
- The Canteen Manager will be supplied with a duty statement on appointment.

### 2. SKILLS AND KNOWLEDGE

- Where possible members of the Canteen Committee to undertake training and achieved competencies in nutrition, food safety and hygiene and canteen management.

### 3. PRICING POLICY/PROFITS

- The average mark-up on healthy (GREEN) food items shall be lower than that applied to AMBER products.
- The canteen/food service should be a financially viable business enterprise.
- The canteen/food service will endeavour to provide a financial contribution towards resources for all students in the school. The amount of money contributed will be dependent on the financial needs of the canteen (for example, for maintenance of facilities and equipment, new equipment, professional development and training etc).

### 4. CANTEEN EQUIPMENT

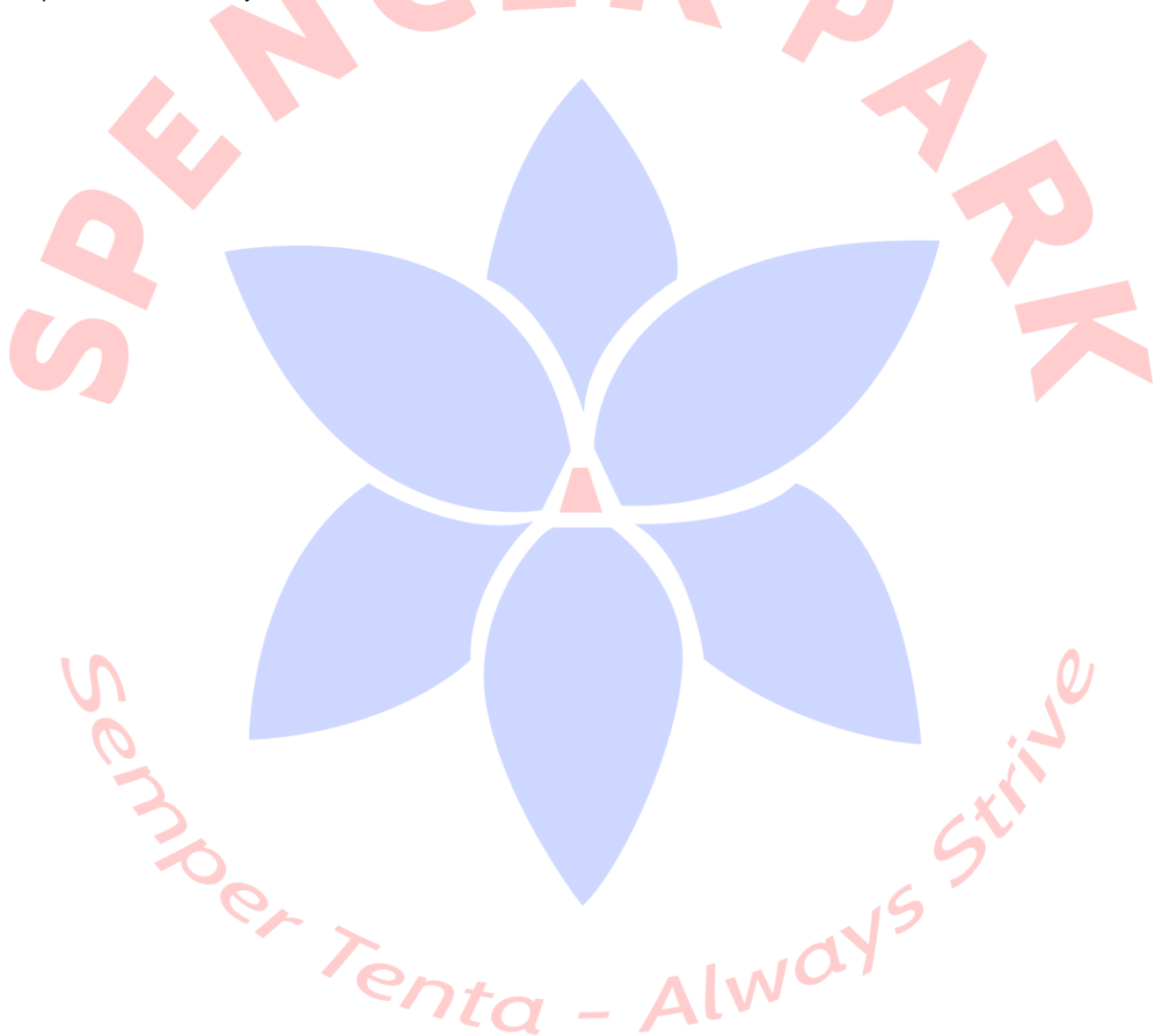
- The canteen committee shall provide essential, safe equipment and ensure that it is well maintained, in good repair and used according to the appliance directions.
- The canteen committee shall report to the principal any structural defect(s) within the canteen/food service.

## 5. GIFTS/CONCESSIONS

- All discounts, allowances, complimentary articles, gift concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the canteen/food service shall remain the property of the canteen/food service and be properly recorded and later accounted for at the time of stocktaking. Public school canteen/food services must comply with Department of Education and Training policies, including the Financial Management in Schools policy.

## DISTRIBUTION OF THE POLICY/GENERAL POLICY ISSUES

- A current copy of the Department of Education and Training policy and standards for healthy food and drink choices and the school-based policy will be on permanent display in the school canteen.
- All canteen committee members will be familiar with this policy.
- This policy will be reviewed regularly by the canteen committee and suggested amendments undergo a process of consultation with key stakeholders within the school community. Updated policy to be endorsed by the Spencer Park Primary School Council.



## WHAT'S ON THE MENU FOR WA SCHOOLS

The table below provides examples GREEN, AMBER AND RED foods under the new traffic light system for WA public schools. This is not the entire list of available foods.

Nuts and nut spreads do not appear in the table. Schools are advised to refer to the Department's *School Health Policy* and *Anaphylaxis Advice Paper* before deciding whether or not to include nuts and nut spreads on the canteen menu.

GREEN – Fill the menu	Examples
Breads	A variety of bread types
Cereal foods	Wholegrain cereals, pasta, noodles, rice
Vegetables	Vegetables and salads (reduced fat dressing only), all salad mixtures
Fruit	Fresh, frozen and tinned (in natural juices)
Legumes	Tinned (for example, bean mix, kidney beans), cooked
Reduced fat dairy products	Reduced fat: milk (plain and flavoured), yoghurt (fresh, frozen, plain or fruit), cheese
Lean meat, fish, poultry and alternatives	All lean meats, chicken (no skin) or registered meats,* fish (for example, tuna, salmon, sardines), and egg
Sandwich fillings	All lean meats, lean chicken, fish, creamed corn/corn kernels, egg, canned spaghetti (reduced salt), salads, baked beans, low fat cheese, hummus, vegemite, yeast spreads and fish spreads*
Hot food	Jaffles/hot rolls/toasted sandwiches (fillings as for sandwich fillings), baked potatoes, rice, soups, toast, English muffins, crumpets (wholemeal), raisin toast, and meals meeting the criteria for registration such as curry and rice and pasta dishes
Snacks	Yoghurt, scones, raisin or fruit bread, pikelets, cheese sticks, bread sticks, bruschetta, water crackers, rice cakes, rice crackers, popcorn (plain/ low fat/ flavoured), dried fruit, seed packs, trail mix based on breakfast cereals, registered snacks*
Drinks	Water, reduced fat milk, fresh fruit milkshakes, soy, 100% fruit juice (small size), plain mineral water
AMBER – Select carefully and limit	Examples
Breakfast cereals	Refined cereals with added sugars
Full fat dairy foods	Milk, yoghurt, custard, low fat dairy desserts and cheese
Savoury commercial products	Registered products such as ovenable fish/chicken/ potato portions should be chosen because they are lower in fat/salt*
Snack foods bars	Registered products such as breakfast bars, cereal bars and fruit bars*
Savoury snacks	Registered products such as oven baked vege chips, garlic or herb bread (lightly spread)*
Cakes, muffins and sweet biscuits	Registered products such as cakes, muffins and biscuits (reduced fat and/or sugar and based on wholemeal flour)*
Ice creams, ice blocks, fruit based icepops, slushes	Registered ice-creams, milk based ice confectionary, frozen yoghurts and rice cream*
Drinks	Fruit drinks, mineral waters flavoured with fruit juice, low joule cordials
RED – Off the menu	Examples
Sugar and artificially sweetened drinks	Soft drinks, artificially sweetened soft drinks, energy drinks, cordials, sports drinks and mineral waters flavoured with sugar, high caffeine drinks (for example, drinks containing guarana)
Confectionery	All types, caramelised popcorn
Pastry items	All types that do not meet the criteria for registration
Sandwich meats	High fat sandwich meats including polony (devon) and salami
Deep fried foods	All types
Savoury snacks	Crisps, chips and other similar products that do not meet the criteria for registration
Ice creams	Chocolate coated and premium ice creams
Sandwich fillings	Honey, jam, chocolate spreads, confectionary sprinkles
Cakes muffins, sweet pastries	Croissants, doughnuts, cream filled buns/ cakes, sweet pastries, slices

\* Meets the criteria for Star Choice registration

