



EAST HAMILTON HILL PRIMARY SCHOOL HEALTHY FOOD AND DRINK POLICY

The Australian Dietary Guideline and the Australian Guide to Healthy Eating establish the basis for a healthy eating approach. A key message of the guidelines is to enjoy a wide variety of nutritious foods every day.

East Hamilton Hill Primary School's Healthy Food and Drink policy:

- is underpinned by the Australian Dietary Guidelines, the Australian Guide to Healthy Eating and the Health Promoting Schools Framework
- is compliant with the Department of Education's *Healthy Food and Drink* policy
- applies to classroom rewards, cooking activities, school camps and excursions
- applies to all operators of a canteen or tuckshop including Parents and Citizens' Associations, external contractors and local caterers/shops that provide a food service to the school.

The principal will:

- promote healthy eating within the school community; and
- develop and implement a school-based policy for the provision of healthy food and drinks which meets, or preferably exceeds, the minimum standard for 'green' food and drinks mandated in these procedures and which incorporates the following:
 - Students will be supplied 'green' and 'amber' foods in school settings, including classroom rewards, classroom cooking activities, school camps and excursions.
 - Students will only be supplied 'red' foods on limited occasions and in small amounts and only when it is essential to the learning program.
 - Permission to use a school's premises for use as a canteen/food service will only be granted on the basis that the Healthy Food and Drink Policy and Procedures are implemented.

Role of East Hamilton Hill Primary School's canteen/food service

East Hamilton Hill Primary School's canteen/food service will:

- 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
- 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.

East Hamilton Hill Primary School's canteen/food service committee

East Hamilton Hill Primary School will have a canteen/food service committee, with representation from the whole school community, including where possible students, parents and teachers. The committee will participate in the decision making process for the canteen menu, pricing, purchasing and maintenance of equipment etc. It will meet twice a term as arranged and agreed to by the Canteen Committee with minutes being submitted to the Principal following each meeting.

Menu planning

Note: It is a requirement for compliance with the *Department of Education's Healthy Food and Drink* policy that the menu is made up of a minimum of 60% 'green' choices.

East Hamilton Hill Primary School's canteen/food service menu will:

- include a minimum of 60% GREEN menu choices¹
- include a maximum of 40% AMBER menu choices²
- not make available food and drinks that do not meet specified minimum nutrient criteria (RED)³
- limit savoury commercial products in the AMBER category to those that meet the criteria for registration and making them available no more than twice a week.⁴

Healthy eating at East Hamilton Hill Primary School will be supported by:

- changing the menu according to the summer and winter seasons.
- having available every day and promoting a wide range of the foods that should make up the majority of a healthy diet (GREEN);
- offering a range of foods and taking into consideration Australia's multicultural society.

Whole school approach

Childhood obesity is now recognised as a worldwide epidemic.

East Hamilton Hill Primary School and the canteen/food service will work together to support healthy eating. Adopting a whole school approach, consistent messages can be promoted through the curriculum and social and physical environments. Some flexibility is provided for fund raising activities as negotiated by the principal and P&C Executive.

East Hamilton Hill Primary School will adopt a whole school approach to promote healthy lifestyles through the following:

- newsletter communications (at least 1 per term) on healthy eating and/or health promoting messages
- encouraging non-food related fundraising initiatives and fundraising initiatives which promote physical activity such as lapathons.

Food safety and hygiene

The *Food Act 2008 (WA)* and *Food Regulations 2009 (WA)* require that;

- all food services apply for registration with the local council as a food business (a fee may be applicable);
- schools notify the local council prior to conducting a charitable or community event involving food (i.e. a cake stall or sausage sizzle): and
- food prepared for sale is only made in approved premises, for example a food business approved by the appropriate enforcement agency. Food prepared in a home that has not been approved as a food business must not be sold in a canteen.

The Australian New Zealand Food Standards Code requires that:

- food handlers' personal hygiene practices and cleanliness minimise the risk of food contamination. Risks can be minimised by the wearing of hats, hairnets and aprons provided by the canteen/food service; and
- the preparation, cooking, transportation and serving of food is done in such a way as to retain nutrients and minimise bacterial contamination.

¹ GREEN menu choices must make up a minimum of 60%. Source: Department of Education's Healthy Food and Drink policy

² AMBER menu choices must not exceed 40%. Source: Department of Education's Healthy Food and Drink policy

³ Source: Department of Education's Healthy Food and Drink policy

⁴ Source: Department of Education's Healthy Food and Drink policy

Occupational health and safety

The canteen/food service at East Hamilton Hill Primary School is a workplace and will comply with the *Occupational Safety and Health Act 1984 (WA)* and *Occupational Safety and Health Regulations 1996 (WA)*. The Department of Education has a number of policies and procedures related to health and safety. Some of the requirements include:

- All canteen/food service staff and volunteers to be made aware of evacuation procedures in case of fire or other emergency
- All canteen/food service staff and volunteers to wear enclosed footwear. Shoes with heels or, open sandals are not acceptable
- Students and teachers are not permitted to enter the canteen premises during normal trading hours unless it is part of a supervised school curriculum activity
- Only canteen/food service staff and volunteers rostered for duty may enter the canteen premises during normal canteen opening hours

Young children accompanying paid workers, or volunteers and enrolled students working in a canteen, could constitute a hazard. The Occupational Health and Safety Act 1984 requires all practicable measures are taken to minimise exposure to hazards in a workplace.

Canteen management issues

1. Employment

- The canteen/food service supervisor 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/food service will comply with equal opportunity guidelines for employment
- The canteen/food service supervisor shall have a written job description approved by the Canteen Committee and/or Parents and Citizens' Association and canteen supervisor
- The canteen/food service supervisor shall be appointed by, and if necessary, dismissed by the Executive of the Parents and Citizens' Association in consultation with the Canteen Committee and East Hamilton Hill Primary School's Principal.
- All employee performance issues are to be managed by the executive of the Parents and Citizens Association in consultation with the principal.
- Annual Performance Review to be conducted in Term 4 by the P&C Executive and principal if required.

2. Skills and knowledge

- The Department of Education requires the canteen/food service supervisor and employer (e.g. Parents and Citizens' Association representative) to undertake 'traffic light' training conducted by the Western Australian School Canteen Association Inc. and achieve competencies in nutrition, food safety and hygiene and canteen management.

3. Pricing policy/profits

- The primary objective of East Hamilton Hill Primary School's canteen/food service is to provide a nutritious food service
- The canteen/food service may endeavour to provide a financial contribution towards resources for all students in the school after its financial obligations have been met (e.g. for maintenance of facilities and equipment, new equipment, professional development and training)
- Profit making by East Hamilton Hill Primary School's canteen/food service will not be made at the expense of providing students with less healthy choices (AMBER)

- The average mark-up on healthy (GREEN) items shall be lower than that applied to less healthy (AMBER) products.

4. Canteen/food service equipment

- The canteen/food service 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/food service committee shall report to the Principal any structural defect(s) within the canteen.

5. Gifts /concessions

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

Distribution of the policy/general policy issues

- A current copy of the Department of Education’s *Healthy Food and Drink* policy and East Hamilton Hill Primary School’s policy will be on permanent display in canteen/food service
- A copy of the current East Hamilton Hill Primary School’s policy (signed and dated) will be provided to all canteen/food service committee members at the first committee meeting following the Parents and Citizen’s Annual General Meeting or General Meeting
- This policy shall not be added to, or amended, except at the Annual General Meeting of the Parents and Citizen’s Association, or a special meeting thereof (called for that purpose); and then only with the approval of the majority of those present and entitled to vote
- This policy will be reviewed annually by East Hamilton Hill Primary School’s canteen/food service committee and suggested amendments will be forwarded to the Parents and Citizen’s Association.

Endorsement

We the undersigned, hereby certify that this policy was adopted at the General Meeting of the Parents and Citizen’s Association held on;

_____ the _____ day of _____ 20 _____

Secretary (Parents and Citizen’s Association):

President (Parent and Citizen’s Association):

Chairperson (East Hamilton Hill Primary School Canteen/food service Committee):
