



Kalbarri District High School Canteen service policy



Background

The school canteen 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.

Role of the school canteen 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.

Policy and standards for food and drink choices in schools

The nutritional policy for school canteens 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 policy also applies to all areas in the school where the principal is directly responsible for the supply of food and drinks – for example, classroom rewards, school camps and excursions.

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 at Kalbarri DHS school canteen services must meet a minimum nutrient standard.

Role of the canteen committee

Kalbarri DHS is to have a canteen committee with representation from the whole school community, including students, parents and teachers. 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 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.
- The canteens service will support healthy eating by:
- Having available every day and promoting a wide range of the foods that should make up the majority of a healthy diet (GREEN)
- Having available only sometimes, choosing healthier alternatives and avoiding large serving sizes of foods that should be eaten in moderation (AMBER)
- Not making available foods that do not meet specified minimum nutrient criteria (RED).
- A wide range of foods will be offered taking into consideration Australia's multicultural society.

Links with the curriculum

Childhood obesity is now recognised as a world wide epidemic. Kalbarri DHS and the canteen 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 service's promotion of healthy eating. The school newsletter will include at least 1 newsletter communication per term on healthy eating and the school's canteen 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 staff (paid and volunteer) have completed the FoodSafe Food Handler Training Program or its equivalent.
- All staff (paid and volunteers) are required to wear hats, hair nets and aprons, which will be provided by the canteen service.
- Only foods prepared in a commercial kitchen will be sold through the canteen. No food baked by parents in their home will be accepted for sale through the canteen service.

Occupational health and safety

- The canteen 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.
- Only canteen service workers and those rostered for volunteer duty may enter the canteen service premises during normal opening hours.
- Children are not permitted in the canteen service during normal opening hours.

Canteen management issues

1. Employment

- The canteen 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 service will comply with equal opportunity guidelines for employment.
- The canteen 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).
- Refer to the policy support document for the canteen service manager's duty statement.

2. Skills and knowledge

- Canteen supervisor and employer (e.g. P&C representative) 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 service should be a financially viable business enterprise.
- The average mark-up on healthy (GREEN) food items shall be lower than that applied to AMBER products.
- The canteen 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 (eg 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 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 service shall remain the property of the canteen service and be properly recorded and later accounted for at the time of stocktaking. The canteen service 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.
- A signed and dated copy of the canteen service policy will be given to all canteen committee members at the first canteen committee meeting following the parent body annual general meeting.
- The policy shall not be added to, or amended, except at the annual general meeting of the parent body, 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 the canteen committee and suggested amendments will be forwarded to the parent body at least one month prior to the parent body's annual general meeting.

Endorsement

We the undersigned, hereby certify that this policy was adopted at the annual general meeting of the parent body held on:

_____ the _____ day of _____ 20 _____

President (Parent body): _____

Chairperson (Canteen committee): _____

Principal (Canteen committee): _____