

Policy Purpose

Weldon is committed to ensuring that food that is purchased, stored, prepared, cooked and served is within Federal and State guidelines. This ensures that the risk of Food Borne illness (Food Poisoning) is eliminated

Our policy in action

Food Standards Australia New Zealand (FSANZ) and the Food Bill relevant to each state has directed that all Food Handlers must have training in Food Safety commensurate to the level of work that they are performing.

A Food Handler is a person who directly engages in the handling of food, such as when preparing afternoon tea, or serving and assisting children to eat.

Having good personal and kitchen hygiene, cooking, reheating and storing food correctly is the most effective control method for eliminating food poisoning.

Food Hygiene

Food poisoning is caused by bacteria, viruses, or other toxins being present in food and can cause extremely unpleasant symptoms such as diarrhoea, vomiting, stomach cramps, and fevers. Children under five years of age are considered a high-risk group as their immune systems are still developing and they produce less of the stomach acid required to kill harmful bacteria than older children or adults (Foodsafety.gov.2019).

Weldon's programs will strictly adhere to food hygiene standards to prevent the risk of food poisoning.

Buying and transporting food

- always check labels for the 'use by' and 'best before' dates, understanding that 'use by' dates apply to perishable foods that could potentially cause food poisoning if out of date, whilst 'best before' dates refer to food items with long shelf life, but quality could be compromised.
- avoid buying/ accepting/ using food items in damaged, swollen, leaking or dented packaging.
- always check eggs within cartons: Never buy dirty or cracked eggs.
- never use any food item if unsure about its quality
- ensure fresh meat, chicken, or fish products cannot leak onto other food items are delivered in packaging that keeps food out of 'danger zones' (5 degrees C to 60 degrees C) and within the delivery window as provided by the company.
- ensure products selected are high quality.
- ensure products are unpacked promptly upon receiving goods.
- use online service or company with product guarantees.

Storing food

- ensure the refrigerator and freezer has a thermometer and that the refrigerator is maintained at 5°C or below and the freezer is maintained at -15°C or below.
- ensure fridge and freezer temperatures are checked daily, and recorded twice daily am and pm.
- All food is to be covered before storage and store raw foods below cooked foods in the refrigerator to avoid cross-contamination by foods dripping onto other foods.

- ensure that all foods stored in the refrigerator are stored in strong food-safe containers with either a tight-fitting lid or tightly applied plastic wrap or foil.
- ensure that all foods not stored in their original packaging are labelled with:
 - the name of the food
 - the 'use by' date
 - the date the food was opened
 - details of any allergens present in the food
- transfer the contents of opened cans into appropriate containers.
- ensure all bottles and jars are refrigerated after opening.
- place 'left-over' hot food in an appropriate sealed container in the refrigerator as soon as the steam has stopped rising. Food can be cooled quickly to this point by placing in smaller quantities in shallow containers, reducing the amount of time sitting in the 'danger zone'.
- not reuse disposable containers (e.g., take away food containers).
- store dry foods in labelled and sealed, air-tight containers if not in original packaging.
- store dry foods in cupboards or if in a walk-in pantry, on shelving no lower than 30cm from the floor.
- not place anything on the floor of a walk-in pantry (as containers of any type create easy access to shelves for mice and rats).
- store bulk dry foods only in food-safe and airtight containers
- use the FIFO (first-in, first-out) rule for all foods (dry, chilled, and frozen) to ensure rotation of stock so that older stock is used first.
- store cleaning supplies separately from food items.

Preparing and serving food

- Wash hands thoroughly before food preparation and after handling raw foods. This is to be done with warm soapy water and rubbing hands for a minimum of 30 seconds. All staff are to follow the washing hands' procedures.
- ensure that all cooked food is cooked through and reaches 75 degrees C.
- ensure that cooked food is served promptly, or
 - use a thermometer to ensure that hot food is maintained at above 60 degrees C until ready to serve.
 - ensure that prepared cold food is stored in the refrigerator maintained at below 5 degrees C until ready to serve.
 - discard any cooked food that has been left in the 'danger zone' for two or more hours. Do not reheat.
- reheat cooked food (if required, for example for a child who was sleeping at lunchtime) to a temperature of 70°C but only ever reheat once. Discard if the food is not eaten after being reheated.
- If reheating food, complete the reheating / Cooling chart
- keep cooked and ready-to-eat foods separate from raw foods.
- wash fruit and vegetables thoroughly under clean running water before preparation
- ensure unused washed fruit or vegetables are thoroughly dry before returning to storage.
- ensure food that has been dropped on the floor is immediately discarded.

- thoroughly clean kitchen utensils and equipment between using with different foods and/or between different tasks. Items are to be washed in hot soapy water with suds rinsed off with hot water and sanitiser before being allowed to air dry.
- avoid cross-contamination by ensuring that separate knives and utensils are used for different foods.
- avoid cross-contamination by ensuring that colour-coded cutting boards are used.
- ensure that gloves are changed between handling different foods or changing tasks.
- use clear gloves and tongs when working and distributing foods to children.
- use blue gloves when cutting or slicing foods.
- ensure that staff preparing food for children with food allergies or intolerances are proficient at reading ingredient labels.
- ensure that food allergies and intolerances are catered for by using separate easily identifiable cutting boards, utensils, and kitchen equipment (e.g., using a colour code, or food-safe permanent marker).
- ensure all educators and staff are aware of children who have severe allergic reactions to certain foods as per Medical Condition Action Plans
- ensure that children with food allergies and/or intolerances are served their meals and snacks individually on an easily identifiable plate (e.g., different colour), and that food is securely covered with plastic wrap until received by the child to prevent possible cross-contamination.
- ensure that unwell staff do not handle food.
- Foods will be thawed in the refrigerator on the bottom shelf or quickly in the microwave. Foods are never to be thawed at room temperature as this promotes bacteria production.

Cleaning

- ensure that food preparation areas and surfaces are cleaned both before, after, and during any food preparation.
- ensure that all cooking and serving utensils are cleaned and sanitised before use.
- ensure that all dishwashing sponges, brushes, and scourers are cleaned after each use and allowed to air dry or placed in the dishwasher.
- ensure the food storage area is clean, ventilated, dry, pest-free, and not in direct sunlight.
- ensure refrigerators and freezers are cleaned regularly and door seals checked and replaced if not in good repair.
- prevent pest infestations by cleaning spills as quickly as possible and ensuring rubbish and food scraps are disposed of frequently.
- ensure that floor mops are thoroughly cleaned and air-dried after each use.
- replace any cleaning equipment that shows signs of wear or permanent soiling.

Personal hygiene for food handlers

- long hair is tied back or covered with a net (hairspray may be used for fringes to secure hair).
- hand and wrist jewellery are not worn while preparing food (e.g., rings and bracelets)
- nails are kept short and clean.

- strict hand-washing hygiene is adhered to, including washing hands each time they return to the kitchen before continuing with food preparation duties.
- wounds or cuts are covered with a brightly coloured, waterproof dressing (that will easily be seen if it falls off), and gloves will be worn over any dressings.
- staff who are not well will not prepare or handle food.
- ensure gloves (and food tongs) are used by all staff handling 'ready to eat' foods.
- ensure food is stored and served at safe temperatures (below 5°C or above 60°C), with consideration to the safe eating temperature requirements of children.
- ensure separate cutting boards are used for raw meat and chicken, fruit and vegetables, and utensils and hands are washed before touching other foods.
- discourage children from handling other children's food and utensils.
- ensure food-handling staff members attend relevant training courses and pass relevant information on to the rest of the staff.

Links to other policies:

The following policies may be linked to this policy:

- Healthy Children Policy

Sources

- Australian Children's Education & Care Quality Authority
<https://www.eatforhealth.gov.au/guidelines>
- Education and Care Services National Law Act 2010. (Amended 2018).
[Education and Care Services National Regulations](#). (2011).
- Food Act 2003
- Food Regulation 2015
- Food Safety Standards (Australia only). (2015):
<http://www.foodstandards.gov.au/industry/safetystandards/Pages/default.aspx>
- NSW Food Authority: <http://www.foodauthority.nsw.gov.au/>
- NSW Government. Healthy Kids. (2019). Munch and Move:
<https://www.healthykids.nsw.gov.au/campaigns-programs/about-munch-move.aspx>
- Revised National Quality Standard. (2018).

