


		<b>EASTWOOD OOSH POLICY</b>	
<b>POLICY NUMBER</b> QA 2/5	<b>REVISION</b> 2.1	<b>TITLE</b> Nutrition, food and beverages, dietary requirements policy	<b>PAGE</b> Page 1 of 10

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<b>Written By</b>  Nominated  Supervisor	<b>Reviewed By</b>  EHOOSH Management  committee	<b>Approved By</b>  EHOOSH  Management  committee	<b>Supersedes</b>  Version 2.1	<b>Effective Date</b>  October 2022

## Eastwood Heights OOSH

## Food and Nutrition Policy

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<b>Revision Chronology:</b>		
<b>Version Number</b>	<b>Date</b>	<b>Reason for Change</b>
1.0	24/10/2018	Endorsed by OOSH executive committee
1.1	1/2/2021	Review and evaluation
1.2	14/2/2021	Edited and reviewed
2.0	March 2021	Endorsed by OOSH executive committee
2.1	October 2022	Review and evaluation and change of name to include dietary requirements

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## 1. POLICY STATEMENT

At Eastwood Heights OOSH (the Service) we believe that good nutrition is essential for a child's healthy growth and development. We provide nutritious, good quality food in adequate quantity. Good nutrition is essential to healthy living and enables children to be active and attentive participants in their educational, sporting and leisure pursuits.

We will provide opportunities for children to experience a range of healthy foods and to learn about food choices from educators and other children. We engage children in experiences, conversations and routines that promote healthy lifestyles as we believe learning about healthy lifestyles, including nutrition and physical fitness, is integral to their well-being and self-confidence. We incorporate children's agency and decision-making into our educational program. We plan mealtimes and other food-related experiences that enable this.

Learning about healthy lifestyles underpins everyday routines and experiences. We will aim to provide a relaxed and enjoyable environment for children to eat their meals and snacks. All food served at the Service will be consistent with the child's own dietary and medical requirements and take into consideration the children's likes and dislikes as well as meet any cultural requirements of families. We will encourage the development of the children's good eating habits through the modelling and reinforcing of healthy eating and nutrition practices by educators.

We value our families and their cultures, customs and religious traditions. We work with them where possible to ensure that the food and beverages we provide to their children reflect their preferences.

EHOOSH is an ideal setting where children can be exposed to new foods. We try to encourage children to enjoy new foods as they see peers or role models (particularly educators) enjoying the food. Enjoying foods from different cultures is a good way to introduce children to different flavours, textures and aromas. Providing food from diverse cultural backgrounds recognises and respects people of various cultures. It also provides an opportunity for children to learn about other cultures.

We prioritise children's health, safety and wellbeing. This includes safe practices for handling, preparing and storing Food. High standards of hygiene will be maintained throughout all food preparation.

## 2. PROCEDURES

### NUTRITION

#### Menu planning

- A menu developed using the principles set out in the *Eat Play Smart* and the Australian Dietary Guidelines will be on display for families and children.
- A designated staff member will be responsible for planning menus in advance, considering nutritional guidelines, children's dietary needs, and any special occasions or cultural celebrations.
- Menus will be displayed prominently and shared with families each week. The displayed menu will be an accurate representation of the food and drink that is being served.

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- Menu planning will involve collaboration with children and cooking staff to ensure feasibility and adherence to budgetary constraints.
- Menus will include a variety of foods from all food groups, including fruits, vegetables, grains, dairy, and proteins.
- Menus will be rotated regularly to ensure variety and expose children to different foods and flavours.
- Emphasis will be placed on providing whole foods and minimally processed options.
- Foods high in added sugars, salt, additives and unhealthy fats will be limited.
- Fresh drinking water will be available at all times for the children, educators, staff, and volunteers. Milk and water are the only drinks provided.
- Fresh fruit will be provided every afternoon.

## **EDUCATIONAL PROGRAM**

- Regular cooking activities will be scheduled as part of the program.
- Children's cooking activities will be encouraged to develop life skills and encourage healthy eating habits.
- Children will be encouraged to participate in all aspects of cooking, including food preparation, cooking techniques, and recipe creation.
- Opportunities will be provided for children to engage in learning and discussion about healthy food and drink choices.

### **Providing a positive eating environment.**

- We will ensure that educators sit with the children at meal and snack times to role model healthy food and drink choices and actively engage children in conversations about the food and drink provided.
- We will create a relaxed atmosphere at mealtimes where children have enough time to eat and enjoy their food as well as enjoying the social interactions with educators and other children.
- We will not use food as a reward or withhold food from children for disciplinary purposes.

## **DIETARY REQUIREMENTS**

- Families are required to provide information about their child's allergies, dietary restrictions, or special dietary preferences upon enrolment.
- The service will discuss menu options and products available with families of children with dietary requirements.
- All children's individual needs, such as allergies, cultural requirements, health needs, etc will be addressed when planning menus.
- A designated staff member/educator will document and maintain up-to-date records of children's dietary needs and communicate this information all staff and educators.
- Alternative options will be provided as needed to ensure that all children can participate in meal and snack times safely and comfortably.

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- We have made the decision to exclude peanuts and tree nuts from our menu in order to reduce the risk of potential exposure for children with allergies. As peanuts and tree nuts are not considered staple foods that provide essential nutrients, such as dairy, wheat, and eggs, this approach is deemed reasonable and necessary for the safety and well-being of all children in our care. As such during Vacation Care when children bring food from home, we ask that food provided by parents does not contain peanuts or tree nuts as an ingredient.
- Alternative options will be provided to accommodate children with specific dietary needs, such as vegetarian, vegan, or gluten-free diets. For children with multiple food allergies, it may be necessary for families to provide some or all of the food for their child.
- Careful attention will be given to avoiding cross-contamination of allergens and foods.
- Any incidents or concerns related to food safety or dietary accommodations will be documented and addressed promptly.

### **Food From Home**

During the school term, food from home is sometimes brought into the Service by parents so their child has an alternative to the EHOOSH-provided menu for health reasons. However, due to the increased number of children present with food allergies, intolerances and specific dietary requirements, no food should be brought into the Service without prior discussion with the Nominated Supervisor or responsible person in charge.

If permission has been sought and granted, children may eat from their own lunch box once the contents have been approved by an educator. Children are asked to sit and eat near an educator. However, children will not be permitted to consume lollies, chocolates, chips, soft drinks or energy drinks while at the Service other than those provided by the Service itself on special occasions.

### **At Vacation Care**

- Perishable food from home must be given to educators who will immediately identify, label and store it in the refrigerator. When reheating food from home, the temperature of the food should be rapidly brought up to 75° C.
- Lunch boxes will be checked for allergens not permitted in the service, in the case of a core food that another child is anaphylaxis to or has an allergy to we will monitor the eating areas and not let children sit together to eat. Hand washing, sanitising spaces may need to be undertaken.
- We will provide information to families on the types of foods and drinks recommended for children and suitable for children's lunchboxes.
- We encourage children to eat the more nutritious foods provided in their lunchbox, such as sandwiches, fruit, cheese, before eating any less nutritious food provided.
- We discourage the provision of highly processed snack foods high in fat, salt and sugar and low in essential nutrients in children's lunchboxes. Examples of these foods include lollies, chocolates, sweet biscuits, muesli bars, breakfast bars, fruit filled bars, chips.

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## **SAFE PREPARATION OF FOOD AND BEVERAGES.**

- Kitchen staff will receive training in safe food handling practices and will adhere to hygiene standards outlined in relevant food safety regulations.
- All perishable foods will be stored appropriately at the correct temperatures to prevent spoilage.
- Food preparation surfaces and utensils will be cleaned and sanitized before and after each use.
- Precautions will be taken to prevent cross-contamination.
- At all times safe and hygienic practices will be followed as per the Services food handling and hygiene policies. Staff /Educators are required to attend regular professional development on nutrition and food safety practices.

### **Induction Training, ongoing Training and Information sharing**

- Ensure procedures are part of induction training, and regularly reviewed at team meetings.
- To fulfil their roles effectively educators and staff are encouraged to undertake annual first aid/CPR and anaphylaxis training. A Training register will be kept
- Staff involved in the preparing, serving, and supervising of meals will undertake the National Allergy Council [All about Allergens for OOSH](#) food allergen management training for food service at least every two years.

## **3. ROLES AND RESPONSIBILITIES**

Approved Provider	<ul style="list-style-type: none"> <li>• Ensure the service operates in line with the Education and Care Services National Law and National Regulations 2010</li> <li>• Allocate finances for training and food safety</li> <li>• Allocate finances to ensure provision of nutritionally balanced and culturally sensitive meals as required</li> <li>• Ensure that the service implements adequate health practices and safe practices for handling, preparing and storing food to minimise risks to children being educated and cared for by the service</li> <li>• notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> <li>○ affect the fees charged or the way they are collected or</li> <li>○ significantly impact the service's education and care of children or</li> <li>○ significantly impact the family's ability to utilise the service.</li> </ul> </li> </ul>
Nominated Supervisor	<ul style="list-style-type: none"> <li>• Ensure that regulatory obligations are met in relation to nutrition, food and beverages, and dietary requirements</li> <li>• Ensure adequate health practices and safe practices for handling, preparing and storing food are implemented at the service to minimise risks to children.</li> <li>• Ensure children being cared for by the service have access to safe drinking water at all times and are offered food and beverages on a regular basis throughout the day.</li> </ul>

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	<ul style="list-style-type: none"> <li>• Ensure that, where food and drinks are supplied by the service, they are: <ul style="list-style-type: none"> <li>• nutritious and adequate in quantity</li> <li>• chosen with regard to the dietary requirements of individual children</li> </ul> </li> <li>• Ensure that child enrolment records include any special considerations for the child, such as cultural or religious dietary restrictions, as well as any health-related dietary restrictions</li> <li>• ensure that a system for ongoing communication is developed and maintained between families, educators, staff and cooks, so that all are aware of children's nutrition and any special dietary requirements</li> <li>• Make accessible to family members a weekly menu which accurately describes the food and beverages to be provided by the service each day</li> <li>• The Nominated Supervisor must ensure any specific cultural, religious or health requirements are met.</li> <li>• It is the Nominated Supervisor's responsibility to ensure all educators, staff members and volunteers are made aware of the individual dietary requirements for each child and respect them</li> <li>• ensure that healthy eating is promoted</li> <li>• for children with medical conditions that can be impacted by food, work with families to develop</li> <li>• risk minimisation plans and ensure educators and staff implement these plans</li> <li>• develop program planning that promotes healthy eating and knowledge of nutrition by children and families, and involves children in decision-making about healthy food and beverage choices.</li> </ul>
Cook/kitchen staff	<ul style="list-style-type: none"> <li>• implement the Nutrition, food and beverages, dietary requirements policy and procedures and ensure all the action plans that are in place are carried out in line with these</li> <li>• handle, prepare and store food using safe practices, in line with Australian food safety standards and any jurisdictional requirements</li> <li>• plan the menu to ensure food and beverages are nutritious, adequate in quantity, and based on each child's dietary requirements (accounting for their growth and development needs, as well as any specific cultural, religious or health requirements)</li> <li>• maintain communication systems with management, educators, staff and families to ensure all changes with food preparation and provision of food are actioned.</li> </ul>
Educators/staff	<ul style="list-style-type: none"> <li>• implement the Nutrition, food and beverages, dietary requirements policy and procedures.</li> <li>• handle, prepare and store food using safe practices, in line with Australian food safety standards and any jurisdictional requirements</li> <li>• ensure safeguards are in place to prevent children being provided the wrong food</li> <li>• ensure children have access to safe drinking water at all times and are offered food and beverages appropriate to each child's needs on a regular basis throughout the day</li> </ul>

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	<ul style="list-style-type: none"> <li>• monitor children's food and beverage intake to ensure it is adequate and appropriate to each child's needs</li> <li>• be familiar with the individual needs and action plans for the children in your care with specific dietary requirements, and ensure those requirements are taken into consideration, including on excursions</li> <li>• maintain ongoing communication with families and other members of staff (including the Nominated Supervisor) about any changes to children's dietary requirements and ensure these changes are reflected in the mealtimes</li> <li>• implement and reflect on program planning to: promote healthy eating and knowledge of nutrition by children, e.g. eating with the children,</li> <li>• provide positive mealtime experiences for children</li> <li>• have conversations during mealtimes around food</li> <li>• promote healthy eating among families</li> <li>• involve children in decision-making about healthy food and beverage choices, e.g. having them</li> <li>• Actively supervise children during meal times</li> <li>• Attend Professional Development</li> <li>• assist with food preparation.</li> </ul>
Families	<ul style="list-style-type: none"> <li>• ensure the service is advised of their child's dietary requirements – relating to their child's growth and development needs, as well as any specific cultural, religious or health requirements – at the time of enrolment, and that this information is kept up-to-date should their children have a medical condition that can be impacted by food, work with the service to develop risk minimisation plans</li> <li>• read the service's weekly menu and provide any feedback</li> <li>• if providing food and beverages from home, ensure these are nutritious and plentiful and that they are in line with service requirements (e.g. that they do not contain allergens that could harm other children at the service), noting that the service is not required to serve food and beverages from home to children with the exception of Vacation Care.</li> </ul>

<b>Education and Care Services National Law Act 2010</b>	
Regulation 77	Safe practices for handling, preparing and storing food to minimise risks to children
Regulation 78	children have access to safe drinking water at all times and are offered food and beverages appropriate to each child's needs on a regular basis throughout the day
Regulation 79	Food and beverages provided by a service must have regard to individual children's dietary requirements, meaning: <ul style="list-style-type: none"> <li>• each child's growth and development needs</li> </ul>



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	• any specific cultural, religious or health requirements
Regulation 80	a weekly menu is displayed and accessible to family members which accurately describes the food and beverages to be provided by the service each day
Regulation 90	Medical conditions policy
Regulation 91	Medical conditions policy to be provided to parents
Regulation 160	Child enrolment records to be kept by approved provider
Regulation 162	Health information to be kept in enrolment record
Regulation 168	Education and care services must have policies and procedures
Regulation 170	Policies and procedures to be followed
Regulation 171	Policies and procedures to be kept available
Regulation 172	Notification of change to policies and procedures

## 4. REFERENCES

### 4.1 Statutory authority

- National Food Standards Code (FSANZ), Food Standards Australia New Zealand (<http://www.foodstandards.gov.au/Pages/default.aspx>)
- Food Act 2003 (NSW)
- Food Regulation 2015

### 4.2 Service policies

- Enrolment and Orientation Policy
- Excursion Policy
- Food Handling Policy
- Governance and Management Policy
- Hand Washing and Gloves Policy
- Hygiene and Infection Control Policy
- Illness and Infectious Diseases Policy
- Incident Injury trauma and Illness Policy
- Medical Conditions and Allergies Policy
- Providing a Child Safe Environment Policy
- The administration of first aid

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#### 4.3 National frameworks

- Framework for School Age Care in Australia, “My Time, Our Place”, Outcome 1.1, 1.3, 3.2, 3.4 ([http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-kit/my\\_time\\_our\\_place\\_framework\\_for\\_school\\_age\\_care\\_in\\_australia.pdf](http://files.acecqa.gov.au/files/National-Quality-Framework-Resources-kit/my_time_our_place_framework_for_school_age_care_in_australia.pdf))

#### 4.4 Further references

- Australian Dietary Guidelines for Children and Adolescents (<https://www.nhmrc.gov.au/guidelines-publications/n1>)
- Network of Community Activities (<https://networkofcommunityactivities.org.au/product/nrgoosh-nutrition-ready-to-go/>)
- [www.healthykids.nsw.gov.au/downloads/file/teacherschildcare/EatSmartPlaySmart\\_Manual\\_ThirdEdition-V7.pdf](http://www.healthykids.nsw.gov.au/downloads/file/teacherschildcare/EatSmartPlaySmart_Manual_ThirdEdition-V7.pdf)
- Best Practice Guidelines for anaphylaxis prevention and management in children’s education and care services (including outside school hours care)