

WODEN EARLY CHILDHOOD CENTRE

FOOD SAFETY POLICY

POLICY STATEMENT: Woden Early Childhood Centre encourages all staff to follow this Food Safety Plan, This is created in conjunction with our Food Handling Policy, information from the Food Handler Training Program – Australian Institute of Environmental Health and NSW Health.

This policy supports inclusive practices at Woden Early Childhood Centre. Please refer to the Inclusion Policy.

RATIONALE: ACT health tells us that “As of 5 October 2008 all businesses that process food for service to vulnerable persons will be required to have food safety programs in place. “ this includes Child Care Centres.

SCOPE: This policy applies to all families with children attending the Centre and all Staff including students and volunteers.

RELEVANT LEGISLATION: Centre based children's Services Conditions August 2000 4.1, 4.19, 4.20.

QUALITY ASSURANCE SYSTEM: Quality Improvement and Accreditation System Quality Practices Guide. 2005 principle *P6.1; P6.2; P6.3*)

LOCATION OF INFORMATION: This information is made available to all families and staff during the orientation process. It is included in the CD Policy given to each family and staff member on orientation as well as being mentioned in the family handbook and staff handbook. Printed copies can be made available on request for those families without computer access.

Source Documents:

Health Protection Service, ACT Health, ***New Standards regarding Food safety programs for vulnerable population***, Act on Food Safety, Winter 2008

ACT Health, ***Food safety Program Templates retrieved on 5 December 2008 from*** www.health.act.gov.au/c/health?a=sendfile&ft=p&fid=1217565887&sid=

A guide to food safety programs

Victoria Health, ***Food safety program templates*** retrieved from www.health.vic.gov.au on 5 Dec 2008

Linking Policies
Food and Nutrition
Meals
Inclusion

POLICY REVIEW

This policy is reviewed on a biannual basis both by the centres staff and then by families. Once the Policy has been reviewed and changes are made it goes to the management committee for ratification. Please refer to the Policy development and review policy.

Date endorsed by Committee: 24.3.09

Date to be reviewed: 24.3.10

Record 3 Refrigeration Temperature Log for the week beginning / /

Check Temperature of all units at least twice a day.

Correct Temperature:

- Freezers should be -15°C or frozen hard
- Cool holding units should be 5°C or colder

	Monday		Tuesday		Wednesday		Thursday		Friday	
	Time	Temp	Time	Temp	Time	Temp	Time	Temp	Time	Temp
	am/pm		am/pm		am/pm		am/pm		am/pm	
Kitchen Fridge Morning										
Kitchen Fridge Afternoon										
Nursery Fridge Morning										
Nursery Fridge Afternoon										
Pre School Fridge Morning										
Pre School Fridge Afternoon										
Nursery Freezer Morning										
Nursery Freezer afternoon										
Nursery Freezer Afternoon										

FOOD SAFETY PLAN

All staff are asked to ensure the following points are identified when managing food:

1. All perishable items are placed in a refrigerator as soon as practical possible.
2. Signs are displayed to ask families to place any perishable items in a refrigerator.
3. All food products are checked to ensure they haven't passed the used by dates and are discarded if they have.
4. The kitchen or food preparation area is to be sanitized at all times.
5. All products are stored as per the label on the product displays.
6. All unopened packages are not damaged in any way.
7. All opened foods are covered to stop any germs etc. getting in.
8. All raw and cooked foods are to be stored separately at all times.
9. All cooked foods must be stored on a shelf above raw food to ensure no drips of any kind from the raw food can be spread.
10. The temperature of your refrigerator' must always be below 5 degrees.

Developed: 2 Nov 2004