

food safety/ nutrition policy

HS19 Food and nutrition: Criterion 19

refer to : Nga Kupu Oranga Healthy Messages <https://www.health.govt.nz>

RATIONALE: Promote and support an ongoing collaborative approach to children's physical well-being and health within our centre community. An important aspect of this is creating a sustainable healthy eating environment which is safe and informative for all involved. Developing and sustaining healthy eating behaviours in children is an integral part of the daily curriculum and experiences and education offered to children and their families should reflect this.

AIM: We want to support and encourage parents and whānau to make healthy food choices for their children so that together we can teach children healthy eating behaviours to stay healthy and grow. Food offered should provide children with important nutrients and energy to be active. We aim as a centre to provide children with sufficient variety, quantity and quality to meet childrens nutritional and development needs.

GUIDELINES:

FOOD SAFETY-EATING

- The centre is registered under the MBI National Programme level 2
- Safe hygiene practices are adhered to when preparing, serving and eating food. The chef has a current food safety qualification in which they follow safety procedures to ensure the correct temperature of food is maintained, good hygiene is followed, and that all food is safe to eat. Staff and children use good food hygiene practices such as washing hands before eating, preparing food and after going to the toilet
- There will always be at least one other staff member who is trained in case the centre chef is away. The Centre Manager is responsible for verifying the records weekly.
- The centre chef will complete an accredited basic food hygiene course as part of their induction if they do not already hold this. This will be updated every

two years and will be paid for by centre management. A copy attending this qualification is kept on their personnel file.

- Hair will be securely tied back or a hairnet worn. Disposable gloves are provided for use.
- All cuts and sores will be covered with blue plasters when preparing food and disposable gloves will be worn.
- kaiako or tamariki will not prepare food if they are ill with vomiting or diarrhoea and will be required to leave the centre until 48 hours after the last symptoms occurred
- all food provided at morning tea, lunch and afternoon tea will be recorded in food diary and kept for 3 months
- **'The Bee Hive'** has a menu that operates on a 4-weekly cycle. This menu is available on the notice board for viewing and is reviewed every year. When possible this will be available on our online platform.
- In the interest of eliminating risk to children with nut allergies the centre is a nut free zone. Nut allergies are very common and can cause a severe reaction (sometimes anaphylactic) amongst young children.
- Should a child have special dietary requirements or concerns, please discuss these with the Centre Manager and a suitable plan to deal with such issues can be devised.

HS23 Bottle feeding: Infants under the age of 6 months and other children unable to drink independently are held semi-upright when being fed. Any infant milk food given to a child under the age of 12 months is of a type approved by the child's parent.

- Food allergies and intolerances will be the shared responsibility of the child's family and centre. On enrolment we ask parents/caregivers to share with us any information regarding children's allergies or intolerances. In individual cases it may be necessary to have a management plan in place.
- The names and photos of children with food allergies are displayed in the kai area for teachers/cook to be aware of.

- A staff member will stay with children at all times during kai times. We see kai time as a wonderful opportunity to promote relationships, language, independence and self help skills.
- Staff will consider food safety at all times and as well as adopting hygienic practices (listed below), they will ensure that children are given food appropriate to their development and abilities to avoid incidents of choking.
- **Guidelines** for this are as follows: For children under three years of age: Apples or carrots: Only grated, stewed or soft (cooked) apple or carrot is to be given to this age group. No popcorn be given to this age group. For all age groups: Food should be prepared in a manner that limits choking. Grapes and cherry tomatoes if used should be cut lengthwise (avoid round varieties or cut in quarters). Sausages should be cut in smaller chunks or strips.

High-risk food to exclude

- Exclude the following foods. They have the highest risk of choking on, and are either not practical to alter, have no or minimal nutritional value, or both:
 - · Whole nuts or pieces of nuts
 - · large seeds, like pumpkin or sunflower seeds
 - · hard or chewy sweets or lollies
 - · crisps or chippies and corn chips
 - · hard rice crackers
 - · dried fruit
 - · sausages, saveloys and cheerios
 - · popcorn
 - · marshmallows

Food safety/storage/cooking

Sourcing, receiving and tracing food:

- The Beehive will have a list of all suppliers who provide food to the centre and include their contact details.
- On the arrival of food the centre chef will check:

- the temperature of chilled food and record this in the Kitchen - Weekly Records. If it is above 5°C, the 2hour/4hour rule (as documented within the Safe storage and display section of this policy) will be applied.
- frozen food is frozen,
- packaging is not damaged or dirty
- food is not past its use-by date.
- Food will always put away in the following order - chilled food away first, then frozen food, and then food that can be stored at room temperature.
- A tracing system will be created by keeping a list of suppliers and their contact details.

The tracing system will be used to:

- identify any food we still have in the centre that are unsafe or unsuitable, ensuring this is moved away from other food and won't be distributed or sold

either:

- recall everything, or
 - recall the specific batch(es) that contain the unsafe/unsuitable ingredients (only if you have kept detailed records).
- When receiving food, The Beehive will start our tracing system by:
 - keeping our receipts, or
 - writing down the type(s) and quantity of food(s) we received from each supplier, or
 - using an electronic (e.g. bar-coding) system to track what we received, when and who from.
 - Follow the storage instructions on food labels to make sure that food is stored properly.
 - Keep cereals such as flour and spaghetti in airtight containers.
 - Put foods that will spoil or perish quickly into the fridge or freezer straight away.
 - Make sure that the fridge temperature is no higher than 4 C, and that it is not too full or overcrowded.
 - Cool cooked foods quickly and put them in the fridge. Do not leave them at room temperature.

- Put a date on any cooked food and place it at the top of the fridge, above shelves of raw meat and other raw foods. This will stop juices and fluids from raw foods spilling onto food that will not be cooked again before it is eaten.
- Raw foods, especially meat and chicken, can contain bacteria that are only killed by thorough cooking.
- Keep any leftovers. Cool them quickly, cover and store them in the fridge so that they last longer. It is a good idea to label and date any leftovers before putting them in the fridge. Reheat the dish until the food is piping hot throughout, and do not reheat it more than once.
- Food will only be re-heated once.
- Food will be heated in accordance with below table of temps:

Temperature	Time at Temperature
75°C	30 seconds
73°C	60 seconds
70°C	3 minutes
68°C	5 minutes
65°C	15 minutes
63°C	31 minutes

[Reducing food-related choking for babies and young children at early learning services | Ministry of Health NZ](#)

Food Menu

We aim to provide nutritious, healthy food for children this includes

- 2–3 servings of bread or cereal · 2–3 servings of fruit and vegetables · 1½–2 servings of milk or milk products · 1 serving of meat or an alternative.
- We will Offer a variety of healthy foods from the four food groups: • plenty of vegetables and fruit • grain foods (for children over two years, mostly wholegrain and naturally high in fibre) • milk and milk products • legumes, fish and other seafood, eggs, poultry (eg, chicken) and/or red meat with fat removed. Offer only water and unflavoured milk as drink options. Food should be prepared with or contain minimal saturated fat, salt (sodium) and added sugar; and should be mostly whole or less processed and appropriate for the child’s age and stage.

Refer to green items on <https://www.health.govt.nz> as best options for young children.

Water

- Will be available at all times to children, a jug and spare cups will be available by the kitchen, the cook is to ensure this is replenished as necessary and all dirty cups are removed
- Parents will be encouraged to bring their own children's water bottle daily and taken home each night, any bottles left on the premises will be placed in the dishwasher to be sterilised
- Children will be encouraged to drink at meal times

Cleaning:

- The centre chef will complete all cleaning aspects of the kitchen in accordance to the Kitchen - Weekly Records and file.
- All dishes will be placed in the dishwasher to be cleaned after use. This is to ensure the wash temperature is greater than 60°C and that the rinse cycle water will reach 77°C for at least 10 seconds when cleaning dishes.
- If for any reason the dishwasher is temporarily unavailable or items are unable to be washed in the dishwasher the kitchen sink will be used to wash dishes.
- The hot water temperature of the kitchen sink will measure no less than 40°C, if hand washing dishes (in addition the dishes need to be rinsed and sanitised in clean water that is at least 77°C for two minutes).
- Dishes will be separated from each other while they are being sanitised by means of a wire and then removed and immediately left to air dry.
- All dirty linen will be stored and washed in accordance to the Laundry Policy.
- All tables used for the purpose of eating will be sprayed with Hygiene House Solo (yellow) mops before and after use if a table cloth is unavailable. If eating in the outdoor environment a cover will be placed down on the ground for the children to sit on.
- All chairs will be cleaned as stated in the Centre Cleaning Schedule or more regularly if required.

Pests:

- The centre chef will check (within the kitchen environment) for and remove any signs of pests daily, cleaning and sanitising any affected equipment and areas that come into contact with food and disposing of any affected/contaminated food. This will be documented daily in the Kitchen - Weekly Records.
- If any pests are discovered this will be recorded in the When Something Goes Wrong Records and the Pest and Vermin Policy followed.

Maintaining equipment and facilities:

- A note of any kitchen equipment repairs, or new items purchased will be recorded daily in the Kitchen - Weekly Records. If repairs or maintenance *are* required these will be documented.
- All kitchen equipment will be serviced as set out in Maintenance and Servicing Records.
- All maintenance compounds, cleaning products and chemicals are:
 - fully labelled, stored, sealed and only used following the manufacturer's instructions
 - stored and transported in containers that can't be mistaken for food containers.
 - securely kept out of reach of children
 - Thermometers must be checked at least every 12 weeks to make sure that they are providing accurate temperature readings, or whenever there is reason to think the thermometer is not working correctly. Thermometers will be calibrated according to the directions on the thermometer or following the steps in the Thermometer Calibration Records.

Rubbish

- All food scraps and waste will be wrapped, rubbish will be removed from the kitchen and serving areas as soon as the bag or bin becomes full. Store rubbish in a strong container with a lid. Clean and disinfect the rubbish container often .

remove all rubbish from the service each day or store it in a separate area that children cannot reach and insects cannot get at. Any indicators that vermin or other insects (e.g ants, cockroaches and flies) are present will be dealt with immediately, this may include the use of vermin traps or seeking a suitable vermin control company to eradicate any vermin.

BIRTHDAY AND CELEBRATION FOODS

If you wish to bring a cake or other healthy snack alternative to share for a birthday or special occasion, please see a staff member and we would be happy to accommodate this.

FOOD AND NUTRITION EDUCATION

- As a community of learners we will strive to provide ongoing opportunities to strengthen communities' engagement in food and nutrition activities/experiences. This policy along with supporting information from the Ministry of Health will be given to children and their families on enrolment so that healthy eating guidelines are made clear from the beginning.

- Cooking and food preparation are a regular part of the programme with children and this provides a further opportunity to provide healthy eating practices. It is also a time to learn about and celebrate meals/food from other cultures.

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