



EAST FREMANTLE PRIMARY SCHOOL

CANTEEN POLICY (Canteen services supplied by John Curtin CA)

Background

The school canteen 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

The East Fremantle Primary School through the John Curtin canteen will comply with the requirements of the WA Government's policy and standards for healthy food and drink choices.

The school canteen provides 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 canteen policy also applies to all areas in the school where the Principal is directly responsible for the supply of food and drinks, eg classroom rewards, school camps and excursions.

The Dietary Guidelines for Children and Adolescents in Australia is 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 meet a minimum nutrient standard.

Canteen Committee

The John Curtin canteen committee participates in the decision making process for the canteen menu, pricing, purchasing and maintenance of equipment, etc. The committee consults with the Principal and Student Council.

Menu Planning

- The canteen menu is consistent with the policy and standards for healthy food and drink choices
- Menus change according to the summer and winter seasons.
- The canteen supports 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 criteria (RED).
- A wide range of foods are offered taking into consideration Australia's multi-cultural society.

Note: Savoury commercial products in the AMBER group are limited to those that meet the criteria for registration and are available no more than twice a week.

Links with the Curriculum

Childhood obesity is now recognised as a world wide epidemic. East Fremantle Primary School takes a whole school approach to provide consistent messages through the curriculum, social and physical environments.

School Community Involvement

The school newsletter has a regular canteen report. (Each term)

Food Safety and Hygiene

- 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 are provided by the canteen.
- 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.

Occupational Health and Safety

- The canteen 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 premises during normal trading hours unless it is part of a supervised school curriculum activity.
- Only canteen workers and those rostered for volunteer duty may enter the canteen premises during normal opening hours.
- Children are not permitted in the canteen during normal opening hours.

Canteen Management Issues

1. Employment

- The Canteen 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 will comply with equal opportunity guidelines for employment.
- The canteen 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).

2. Skills and knowledge

- Canteen supervisor and employer (eg 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 should be a financially viable business enterprise.
- The canteen 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.

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 shall remain the property of the canteen and be properly recorded and later accounted for at the time of stocktaking. Public school canteens 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 and the East Fremantle PS Office.
- A copy of the canteen policy will be given to all members of the P&C 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.

Audits

- The Principal monitors the canteen for compliance with the school policy.