

# *Croydon Central Kindergarten Inc.*

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## **Hygiene and Food Safety Policy**

### **1. Authorisation**

This policy was adopted by the Croydon Central Kindergarten Inc. Committee of Management, at the Committee meeting on Wednesday 12<sup>th</sup> August 2009.

### **2. Review Date**

This policy will be reviewed annually, or varied earlier if necessary, and the Committee will within 28 days of making any change, notify the parents/guardians of the children attending, of that change.

### **3. Scope**

This policy applies to all staff, parent/guardians, volunteers, students and any other person dealing with food, toileting or potential biological hazards at the Croydon Central Kindergarten Inc.

### **4. Background and Relevant Legislation**

The Children's Services Regulations 1998.

The Children's Services Act 1996.

The Food Act 1984. There have been some recent amendments to this Act which have impacted on children's services.

### **5. Definitions**

*CCK*: Croydon Central Kindergarten Inc.

*DHS*: Department of Human Services

*Food Safety*: Ensuring food provided by the Croydon Central Kindergarten Inc. is fit for human consumption.

*Hygiene*: Principles of maintaining health and the practices put in place to achieve this.

### **6. Policy Statement**

#### **Values**

The CCK is committed to the provision of:

- A clean and hygienic environment.
- Food that is safe to eat.

#### **Purpose**

This policy will set out the practices and procedures to be followed in order to ensure that the environment is clean and hygienic and the food provided at CCK is safe for people to eat.

## 7. Procedures

In the following procedures relating to food safety and kitchen practices, staff will comply with and both promote and monitor compliance with the procedures set out in the policy.

### Food Safety

Staff, parent/guardians and any other person involved with the CCK will:

- Practice good personal hygiene before and during the preparation, serving or eating of food.
- Maintain hot food at over 60 degrees Celsius.
- Maintain cold food at below 5 degrees Celsius.
- Prevent the cross contamination between raw and cooked food (especially with meat) by storing these separately, and using separate utensils when preparing and serving the food.
- Serve food in a separate bowl or cup for each child.
- Not re-use leftovers

### Kitchen practices

Staff and any other person involved in the CCK will:

- Keep the kitchen clean and tidy at all times.
- Restrict the food preparation areas for that purpose only.
- Comply with the cleaning schedule displayed in the kitchen.

### Children and eating

Staff will:

- Comply with the dietary requirements and restrictions of any child attending the CCK.
- Encourage and direct children to wash their hands before they eat or drink.
- Teach children to turn away and cover their mouth when they cough or sneeze and then to wash their hands.
- Ensure tables are wiped with appropriate cleaning materials prior to children using them for food consumption.
- Make sure children are sitting when they eat and drink.
- Wash all dropped utensils prior to re-using.
- Discourage children from sharing utensils and sharing food they have begun to eat.
- Promptly clean up any food or drink that is dropped indoors or outdoors.

### Children's contact with one another

Staff will educate and encourage children in good personal hygienic practices such as:

- Washing their hands after blowing and wiping their nose.
- Using the antibacterial handwash provided before/after eating and after playtime .
- Not touching each other where they are cut or bleeding.
- Disposing of used tissues promptly and appropriately, and not lending them to other children.
- Using their own equipment for personal care eg. Tooth brushes, hats, brushes, combs etc.

Staff will encourage parent/guardians to:

- Keep children who are unwell at home to prevent the spread of infection to other children.
- Staff will:
- Contact the parent/guardian of a child, to collect their child if he/she becomes ill at CCK.
- Notify Parent/guardians of the occurrence of an infectious disease at CCK through a notice on the board at CCK, or the internal communication system.

## **Toileting of children**

Staff will encourage children to:

- Manage their own toileting.
- Wash their hands after using the toilet.
- Flush the toilet after use.
- Tell the staff if they have had a toileting accident.

Staff will contact parent/guardian if change of nappy is required .

## **Indoor and outdoor environment**

Staff, with the assistance of parent/guardians and any other person involved with the CCK will:

- Keep the indoor and outdoor environments as clean and hygienic as possible at all times.
- Promptly remove blood, urine and faeces, either indoors or outdoors, using the appropriate cleaning procedures.
- Cover the sandpit when not in use, to prevent contamination by animals.
- Remove any animal faeces promptly and dispose of it in an appropriate manner.
- Dispose of any dead creatures found on the premises in an appropriate manner.
- Dispose of any syringes found on the premises in an appropriate manner using protective gear.

The Committee will:

- Contact the local council Environmental Health Officer for information about obtaining a disposal unit and instructions for its use, if syringes are found at CCK.
- Monitor the sand, tanbark, paths and grassed areas, to ensure these are maintained in a safe manner.
- Arrange for the CCK to be cleaned regularly including floors and other surfaces.

## **8. Key Responsibilities and Authorities**

The Committee is responsible for:

- Providing a cleaning schedule in the kitchen.
- Approving any changes to the policy.
- Approving any additional expenditure or resources that impact on Committee finances.

The staff is responsible for:

- The day-to-day implementation of this policy.
- Reporting any problem to the Committee relating to the implementation of this policy.

## **9. Resources and Support**

### **Related documents**

DHS *Children's Services Licensing Operational Guide*.

DHS, Food Services Victoria *Food Safety Starter Pack* and posters and pamphlets relating to hygiene and food safety.

CCK's HIV/AIDS & Hepatitis Policy Appendix 1 Step-by-Step Procedure for Infection Control Relating to Blood Borne Viruses.

### **Training**

On-the-job training will be provided to new staff in relation to this policy if required.

## 10. Evaluation

In order to assess whether the policy has achieved the values and purposes set out under '6 Policy Statement', the Committee will:

- Monitor compliance with the procedures set out in the policy.
- Assess whether a satisfactory resolution has been achieved, in relation to hygiene and food safety issues raised in relation to the CCK.
- If appropriate, conduct a survey in relation to this policy or incorporate relevant questions within the general parent/guardian survey.
- Take into account reports from staff regarding the policy.
- Monitor complaints and incidents regarding hygiene and food safety.