

Food Safety Policy

Rationale:

We ensure hygienic practices occur in regard to food and promote children's health and well-being through the provision of a balanced diet. This policy upholds the Ministry of Education Licensing Criteria: PF15-17, HS19-22 and Education (ECS) Regulation 2008: 45.

Te Whāriki:

Well-being/Mana Atua: Children experience an environment where their health is promoted.

Procedures:

Food Preparation & Hygiene

1. At Te Rāwhiti, a full meal service is provided to tamariki.
2. Each kindergarten class employs an assistant kaiako who prepares meals in accordance with the Food Act 2014, to ensure the food served is safe to eat and offers sufficient variety, quantity and quality to meet the nutritional and developmental needs of each tamaiti. This includes taking into consideration any allergies, intolerances and dietary requirements.
3. Food is prepared, served and stored hygienically.
4. If an assistant kaiako has a cut or sore, it will be covered with a plaster and disposable gloves when preparing kai.
5. Foods that pose a high choking risk are not to be served unless prepared in accordance with best practice as set out in *Ministry of Health: Reducing food-related choking for babies and young children at early learning services*.
6. Perishable foods will be disposed according to instructions on the packaging.
7. Hand washing and general hygiene routines are observed when adults and tamariki are handling kai. Hand washing facilities are located where tamariki can safely and independently access them. Soap and hand drying materials are made readily available.
8. Kitchen surfaces are kept hygienically clean.
9. Kai tables are kept clean to ensure a safe and hygienic place for children to sit when eating.
10. A record of all food served during the service's hours of operation will be kept (other than that provided by parents for their own children). Records show the type of food provided and are available for inspection for 3 months after the food is served.

Food Facilities

11. Each kindergarten room has kitchen facilities for the hygienic preparation, storage and/or serving of food, which contain:
 - a) A means of keeping perishable food at a temperature at or below 4°C and protected from vermin and insects;
 - b) A means of cooking and/or heating food;
 - c) A means of hygienically washing dishes;
 - d) A sink connected to a hot water supply;
 - e) Storage; and

f) Food preparation surfaces that are impervious to moisture and can be easily maintained in a hygienic condition.

- 12. There is a lockable gate fitted in each kitchen to ensure tamariki cannot access the kitchen without adult supervision.
- 13. Kitchen and cooking facilities or appliances are designed, located, or fitted with safety devices to ensure that children cannot access them without adult assistance or supervision.

Eating and Drinking

- 14. The kindergarten provides a safe physical environment for tamariki while they are eating and drinking. For example, tamariki will sit down to eat and a kaiako will supervise tamariki at all times while eating and drinking with an appropriate adult to tamaiti ratio upheld.
- 15. Drinking water is always available to tamariki and tamariki each bring their own cup when starting at the kindergarten.
- 16. There will be set meal times as part of the rhythm of the day to ensure kaiako can sit with tamariki while they eat and to meet the nutritional needs of tamariki while they are attending. However, allowances to this are made for tamariki who are demonstrably hungry or, for medical/personal reasons, require a specialised diet and eating time.
- 17. Kaiako encourage tamariki by role-modelling healthy eating during shared kai times together.
- 18. Kai times are seen as a pleasurable and unhurried time together to foster social learning and the development of healthy relationships to food and the body.
- 19. Special events such as birthday celebrations are a time when food may be provided by whānau to share. Allergies and intolerances are catered for and tamariki with known allergies are supervised when selecting from any shared food.
- 20. Breast-feeding is encouraged and supported and comfortable chairs and sofas are made available to breast-feeding mothers.

Authorised:	
Date:	
Review Date:	
Consultation Undertaken:	



Food Record (HS19)

Kindergarten Room:

Weekly Set Menu

Daily Morning Snack	
Daily Afternoon Snack	
Monday Lunch	
Tuesday Lunch	
Wednesday Lunch	
Thursday Lunch	
Friday Lunch	

Record of Additions/Changes to Weekly Menu

Date	Food Record	Teacher Signature

DRAFT