



# IMMACULATE HEART COLLEGE

*Through Mary to Jesus: "The Way, the Truth and the Life"*  
*John 14:6*

## CANTEEN POLICY

March 2015

*This Policy will be reviewed by end November, 2015*

## **Background**

The School Canteen can reinforce nutrition messages being taught in the classroom by modeling 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 School Canteen will comply with the requirements of the Department of Education's *Healthy Food and Drink Policy*.

The role of the School Canteen will be to provide 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.

## **Department of Education's *Healthy Food and Drink Policy***

The policy applies to the School Canteen as well as all areas in the School where the Principal is directly responsible for the supply of food and drinks; for example, classroom rewards, school camps and excursions.

The *Healthy Food and Drink Policy* is underpinned by the Australian Guide to Healthy Eating (AGTHE) and the national Dietary Guidelines for Children and Adolescents in Australia (2003) which establish the basis for a healthy eating approach. A key message of the AGTHE is to enjoy a variety of foods every day.

All products sold in the School Canteen 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 in school canteens must meet a minimum nutrient standard.

### **Role of the School Canteen Committee**

The School will have a School Canteen Committee with representation from the whole school community, including parents and teachers. The Committee will participate in the decision-making process for the Canteen menu, pricing, purchasing and maintenance of equipment, etc.

### **Menu Planning**

- The School Canteen Menu will be consistent with the Department of Education's *Healthy Food and Drink Policy*
- The School Canteen menus will change according to the summer and winter seasons

The School Canteen will support 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 nutrient criteria (RED)
- Offering a wide range of foods, taking into consideration Australia's multicultural society

**Note:** Savoury commercial products in the AMBER group will be limited to those that meet the criteria for registration and will be available no more than twice a week. Judgement will be exercised over issues such as serving size.

### **Links with the Curriculum**

Childhood obesity is now recognised as a world-wide epidemic. Our school and our School Canteen are well placed to support healthy eating. A whole-school approach will provide consistent messages through the curriculum, social and physical environments. The relationships between school, home and the community are key elements of health promotion in our school.

## **School Community Involvement**

Students, parents and teaching staff will contribute to the School Canteen's promotion of healthy eating. The school newsletter will include at least one newsletter communication per term on healthy eating and the School Canteen's Healthy Food and Drink Policy.

## **Food Safety and Hygiene**

The *Food Act 2008 (WA)* and the *Food Regulations 2009* requires that:

- All food services must apply for registration with the local council as a food business. A fee may be applicable
- Schools must notify the local council prior to conducting a charitable or community event involving food (i.e., a cake stall or sausage sizzle)

Information on these requirements will be sought from the local council prior to any school function, i.e. cake stall or sausage sizzle, where food will be provided.

It is a requirement that all School Canteen staff must:

- Complete the FoodSafe Food Handler Training Program or its equivalent. The training will be completed in a timely manner, preferably prior to commencement
- Wear hats, hairnets and aprons which will be provided by the School Canteen
- Not sell foods made at home through the School Canteen
- Must prepare, cook, transport and serve food in such a way as to retain nutrients and to minimise bacterial contamination and growth.

## **Occupational Safety and Health**

The School Canteen is a workplace and will comply with the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*. The Department of Education has a number of policies and procedures related to safety and health. Our school will adopt some of these procedures which include:

- All School Canteen staff and volunteers will be made aware of evacuation procedures in case of fire or other emergency
- All School Canteen staff and volunteers will wear enclosed footwear. Shoes with heels, open sandals, etc., are not acceptable

- Students and teachers are not permitted to enter the School Canteen premises during normal trading hours unless it is part of a supervised school curriculum activity
- Only School Canteen workers and those rostered for duty may enter the Canteen premises during normal Canteen opening hours
- Children are not permitted in the School Canteen during normal Canteen opening hours

## **Canteen Management Issues**

### 1. Employment

- The School Canteen Manager shall be appointed by, and if necessary, dismissed by the School Principal in consultation with the Board of Directors
- The School Canteen will comply with equal opportunity guidelines for employment
- The School 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. Voluntary Service

- The School Canteen Manager may choose to work in a voluntary capacity in the developmental stages of the Canteen and during the School's foundation years in order to assist the School financially
- It is still the requirement of the School that the voluntary School Canteen Manager adheres in full to the IHC *Canteen Policy*
- The voluntary School Canteen Manager will report directly to the Principal on all matters relating to the School Canteen

### 3. Skills and Knowledge

- The School Canteen Manager and the School will undertake 'Traffic Light' training conducted by the Western Australian School Canteen Association and achieve competencies in nutrition, food safety and hygiene, and canteen management

#### 4. Pricing Policy/Profits

- The School Canteen should be a financially viable business enterprise
- The average mark-up on healthy (GREEN) food items shall be lower than that applied to AMBER products
- The School 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 School Canteen; e.g., for maintenance of facilities and equipment, new equipment, professional development and training etc.

#### 5. Canteen Equipment

- The School 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 School Canteen Committee shall report to the Principal any structural defect(s) within the Canteen

#### 6. Gifts/Concessions

- All discounts, allowances, complimentary articles, gifts, concessions, and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the School Canteen shall remain the property of the School and be properly recorded and later accounted for at the time of stocktaking

#### **Distribution of the Policy/General Policy Issues**

- A current copy of the Department of Education's *Healthy Food and Drink Policy* and the School's Policy will be on permanent display in the School Canteen
- A copy of the current IHC *Canteen Policy* that has been signed and dated will be given to all Canteen Committee members at the first School Canteen Committee meeting following the Parent Body Annual General Meeting
- This Policy will be reviewed annually by the School 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.

**Endorsement**

We the undersigned, hereby certify that this Policy was adopted at the Annual General Meeting/Special Meeting of the IHC P&F Association held on:

\_\_\_\_\_, the \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

*President (IHC P&F Association):*

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*Secretary (IHC P&F Association):*

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*Chairperson (Canteen Committee):*

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