

	<b>Policy</b>
	<b>Policy Category: Health &amp; Safety</b>
	Date Created: May 2017
	<b>Policy Name: Food Provision and Recording</b>

The purpose of this operational policy is to ensure that any food provided by the centre is nutritional, meets individual child needs safely and that records are kept.

## Position Statement

At this centre children receive nutritional food at an appropriate time to meet their needs in a safe manner. We keep a record of the food served. We ensure a high level of hygiene is maintained while preparing, serving and storing food.

## Issue Outline

Maintaining food records is a statutory requirement.

## Detail

- We provide morning and afternoon teas and lunch at this centre as identified on the relevant menu, excluding any special dietary requirements.
- It is the responsibility of parents and caregivers to advise us upon enrolment of any known allergies or special food or dietary requirements of their child, and to provide an ample supply of suitable substitute food for their child when they attend.
- This centre complies with the Ministry of Health's food guidelines.
- Individual children's dietary requirements are recorded on a wall chart in the kitchen and kai room. All staff are briefed on children's individual requirements to ensure that no child is exposed to anything inappropriate or dangerous for them.
- Daily menus are written and displayed on the noticeboard.
- Children are encouraged to feed themselves when they are old enough to do so. They take part in laying food out, setting the table, helping each other and tidying up afterwards.
- Children are given opportunities to contribute to the menu setting.
- Where parents supply food, we encourage provision of healthy eating options. Parents are given information about these options during the enrolment process.
- All relevant staff learn hygiene basics. Person responsible holds the following qualifications - Food Safety & Hygiene Certificate and Limited Credit Programme Food Services & Food Preparation Certificate. All food will be stored in airtight containers or in the fridge where it will be covered, labelled and dated. Meat and fish are kept separate from other foods.
- All baby bottles and formula are labelled and dated. We do not share bottles or cups.
- Children who are eating must be seated when eating, and babies will be held semi-upright.
- All children and adults must wash hands before eating.
- Children will always have access to drinking water.
- Staff sit with the children at meal times to maintain a peaceful atmosphere.
- Teachers are encouraged to role model by eating healthy food in front of the children.
- Food will not be shared, once it has been handled.
- Children will be encouraged not to waste, misuse or play with food.
- Children will be encouraged to learn 'clean up and put away' habits.
- Children will be encouraged to try all foods.

## Alignment with Other Policies

- Health & Safety policies
- Parental involvement, information and communication policies.

## Relevant Background

Licensing Criteria 2008, Health and Safety, Food and Drink documentation required:

- **HS19:** a record of all food served during the service's hours of operation (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.
- **HS20:** Food is prepared, served and stored hygienically;
- **HS21:** An ample supply of water that is fit to drink is available to children at all times, and older children are able to access this water independently;
- **HS22:** Children are supervised while eating;
- **HS23:** Under 2 year olds – 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.

## Impacts of Policy on Staff, Parents and Children

This policy ensures regulations are met and parents, management and officials can obtain accurate information on the type of food provided at the centre.

## Alignment with the Philosophy of Grow Early Education Ltd

This policy is aligned with our centre's philosophy.

## Implications and/or Risks for Grow Early Education Ltd

Poor record keeping exposes the centre to false accusations. Poor hygiene or food practices can damage the centre's reputation.

## Implementation

The Manager is responsible for ensuring this policy is followed and adequate monitoring procedures are in place.

## Review

Review annually or when there is a significant change in the area of the policy topic.

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<b>Date:</b>	December 2021
<b>Review Date:</b>	January 2023
<b>Consultation Undertaken:</b>	