

	<b>Policy</b>
	<b>Policy Category: HEALTH AND SAFETY</b>
	Date Created: November 2016
	<b>Policy Name: Food Policy HS19</b>

The purpose of this operational policy is to keep children and adults safe by meeting Licensing Criteria HS19, HS20, HS21, HS22, HS23, PF15 and requirements under the Food Act 2014.

Food that is provided by parents, e.g. through lunchboxes for dietary requirements, is the responsibility of the parents. However, parents will be provided with information about healthy eating at the time of enrolment (HS22).

## Position Statement

At this centre we ensure that children receive nutritional food at an appropriate time to meet their health needs and in a safe manner. We are also committed to ensuring a high level of hygiene is maintained while preparing, serving and storing food. We keep records of the food served. Where food is provided by parents, the service encourages and promotes healthy eating guidelines.

## Issue Outline

ECE centres have an obligation to uphold the health, safety and wellbeing of children by ensuring the service meets their nutritional needs of children in their care or alternatively encourages parents to do so. ECE centres also have an obligation to ensure that staff know how to prepare and handle food safely, and that their practices align with the Food Act 2014 regulations.

## Detail

### General:

Our centre takes into account the full nutritional needs of children and tailors this for children under the age of 2. We also ask parents to declare any known allergies on their enrolment form. We adhere to the following licensing criteria requirements:

- HS19: Food is served at appropriate times to meet the nutritional needs of each child while they are attending. Food provided by our service is of sufficient variety, quantity, and quality to meet these needs.
- 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. Supervised means an adults are assigned to oversee children while they are eating, not undertaking other tasks. The adults assigned will be in close proximity to the children who are eating and know how to respond if a child is choking or has an adverse reaction.

Where food is provided by parents, e.g. in children's lunchboxes, the service encourages and promotes healthy eating guidelines. At the time of enrolment, parents

are provided with the Ministry of Health Guidance (<https://assets.education.govt.nz/public/Documents/Early-Childhood/Reducing-food-related-choking-pamphlet-print.pdf>). There are records that this guidance has been provided and understood by parents.

- HS22: Children with additional needs who may not be able to eat or drink independently will be given one-on-one supervision.
- HS22: Children are seated while eating.
- Where we provide food, foods that pose a high choking risk will not 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*. <https://www.health.govt.nz/system/files/documents/publications/reducing-food-related-choking-babies-young-children-early-learning-services-apr21.pdf>
- HS23: Under-2 year olds and 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.
- HS23: The centre has a procedure for the hygienic preparation of bottle feeding, including sterilisation of bottles, following instructions for mixing formula, timing of preparation and storage of formula.
- HS25: There is an adult present at all times for every 25 children attending (or part thereof) that holds a current First Aid qualification gained from a NZQA accredited first aid provider.
- PF15 a designated place set aside for the children to sit and eat (PF15).

Our centre keeps a record of all food served during the service's hours of operation (other than that provided by parents for their own children). Our records show the type of food provided, and are available for inspection for 3 months after the food is served. We do this by keeping a record of the daily menu.

We have set meal times but make allowances for children who are demonstrably hungry or for medical/personal reasons, require a specialised diet and eating time.

Our centre is guided by a range of resources available to help ECE services make healthy and informed choices about food provided to children, and to encourage parents to do the same.

We provide a full meal service prepared by designated kitchen staff, including morning and afternoon teas and lunch, excluding any special dietary requirements.

It is the responsibility of the parents/caregivers to provide an ample supply of suitable food for their child should they have any special dietary requirements.

Where parents provide lunch for their child, we ensure their lunch box is clearly labelled.

Our centre provides water as the primary source of hydration. 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 (HS21).

There will be times that children will be included in the preparation of food as a curriculum related activity. Where this occurs, all the above precautions will be taken.

## Food Act 2014

### Food Safety Training and Competency

New kitchen staff undergo a food safety induction before they prepare food.

### Self-Supply Water At Places used for Food<sup>1</sup>

We only use clean water for the purpose of food production, processing and handling and do not use self supplied water.

### Readily perishable food

Readily perishable food is food that will support the growth of harmful microbes or must be kept under temperature control to prevent toxins forming due to microbial growth. Operators of food businesses must ensure that readily perishable food is handled, stored, transported and processed in the right way to ensure it remains safe and suitable as is required by the Food Act 2014. Some foods that are not initially readily perishable may become readily perishable when modified or altered. For example, dry custard powder is not readily perishable, but becomes readily perishable when mixed with milk or water or, a can of beef stew is not readily perishable, but becomes readily perishable and must be refrigerated once opened.

Staff follow safe food handling practices whenever potentially perishable food is handled, stored, and transported to ensure it remains safe and suitable as is required by the Food Act 2014.

We provide a full meal service that includes readily perishable food and is prepared by designated kitchen staff. We therefore are subject to a National Programme 2 under the Food Act 2014. The requirements under a National Programme 2 (receiving, storing, cooking, cooling and reheating perishable food) are outlined in the Food Act 2014 Check List and Record Sheet.

## Other Policies

This policy aligns with the Food Act 2014 check list and record sheet.

## Relevant Background (including legislation/regulation references)

Licensing Criteria 2008, Health and Safety Regulations and associated criteria.

- 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, HS21, HS22, HS23, PF15 and requirements under the Food Act 2014.
- [NZ Heart Foundation – loading up the lunchbox \[PDF; 622kb\]](#)
- The Ministry of Health has produced a publication on [healthy nutrition for babies and toddlers](#) and [Nutritional Guidelines for healthy children](#)

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<sup>1</sup> Self supply water means water from sources such as bore water, rainwater, surface water, or ground water obtained directly by the operator. This is distinct from water supplied by an independent supplier (including a public or private supplier).

- There is a list of resources on [Food and Nutrition including information on allergies \[Word; 164kb\]](#).
- <http://www.healthed.govt.nz/resources>
- Tosswill, A. (2009). Children and vegetarian eating. *Swings & Roundabouts* magazine. June, 22 – 21.

Food Act 2014

- <http://www.foodsafety.govt.nz/policy-law/food-act-2014/overview.htm>
- [http://www.legislation.govt.nz/act/public/2014/0032/latest/DLM2995811.html?search=ta\\_act\\_F\\_ac%40ainf%40anif\\_an%40bn%40rn\\_25\\_a&p=4](http://www.legislation.govt.nz/act/public/2014/0032/latest/DLM2995811.html?search=ta_act_F_ac%40ainf%40anif_an%40bn%40rn_25_a&p=4)

## Impacts of Policy on Staff, Parents, Children

Consequences policy will help to avoid the inability of parents, management or officials to obtain accurate information on the type of food provided at the centre in the recent past. It also will uphold the health and safety of children in our centre. It will avoid penalties under the Food Act 2014 regulations.

## Alignment with the Centre Philosophy

This policy ensures a healthy and safe environment, a crucial part of creating and maintaining the well-being of children in our care.

## Implications and/or Risks

Failure to implement this policy correctly could cause a child in our centre to become seriously ill and damage the reputation of our centre to provide a safe place for children. It could also cause our centre to be fined under the Food Act 2014.

## Implementation

Staff are aware of this policy and are trained accordingly. Children will receive nutritional food to meet their health needs and in a safe manner.

## Review

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

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