

# Spensley Street Primary School

## CANTEEN POLICY

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### **RATIONALE**

Good nutrition and healthy eating are important for normal growth and development (refer Nutrition Policy). The Canteen has a key role in implementing aspects of the Nutrition Policy

The Canteen offers a service to school families and staff, selling food and drinks suitable for lunch and snacks.

The Canteen is an important community resource that complements the culture of the school.

### **DEFINITIONS**

Good nutrition is promoted by healthy eating. Healthy eating means integrating a wide variety of foods necessary for normal growth and general health and well being, including dental health. All foods can be included in a healthy eating plan, but some should be eaten more frequently, and in greater amounts, than others.

A number of students are identified as allergic to particular foods. Allergic reactions to food are potentially life threatening. Anaphylaxis is the most severe form of allergic reaction. Avoidance of allergens is the only way to prevent an allergic reaction to food.

### **PRINCIPLES**

1. The School Council and the Principal are responsible for the operation of the Canteen.
2. The Canteen is a not for profit service, aiming to cover all costs associated with employment of staff, equipment maintenance, improvements, and food. Any surplus benefits the School.
3. The Canteen relies on at least one volunteer to assist with the preparation and serving of food each day.
4. The Canteen operates in accordance with all relevant legislation and guidelines eg. Safe Food Handling, Occupational Health and Safety.
5. Canteen facilities meet relevant standards.
6. The Canteen is used by the Out of School Hours program, for classroom activities and by others within the school community eg. for fundraising activities, with the agreement of the Canteen Manager.
7. The Canteen is one source of lunches and snacks for children at school. It is recognised that families have a responsibility to assist children making choices for lunch orders.
8. The Canteen menu reflects the principles in the Nutrition Policy.
9. Student allergies are an important consideration in the operation of the Canteen.
10. The Canteen menu reflects the school's 'waste minimisation' strategies in relation to packaging of food.
11. On-going professional development will be provided to the Canteen Manager.

### **GOALS**

1. To provide a food service for students and their families and staff
2. To provide students and staff with a range of healthy eating choices
3. To provide a safe food environment
4. To encourage students to be discriminating and responsible purchasers and consumers
5. To promote healthy eating choices
6. To contribute to building and sustaining the school community.

## **STRATEGIES**

### **1. Menu**

The Canteen Committee shall develop a menu, proactively seeking a wide range of healthy snacks and meals, with reference to the Nutrition Policy and the Waste Minimisation Strategy.

The Menu will

- include items available for lunch orders and counter sales at recess and lunch breaks
- be reviewed at least once a year
- reflect seasonal variations
- include items at a range of prices
- reflect up to date information and relevant government recommendations about food allergies
- promote food that is consistent with current best knowledge in the provision of nutritious food for students
- be displayed and promoted to students and their families through the weekly Bulletin, on the website and on the noticeboard outside the Canteen.

### **2. Operations**

2.1 The Canteen Manager, with the Canteen Committee, will maintain an operations guide that includes:

- roles and responsibilities of Canteen manager and volunteer assistants
- routine activities including cleaning, stocktaking, product selection, ordering, equipment maintenance
- measures to identify children with allergies, and procedures for preparation and sale of food for those children
- guidelines and implementation plans for Safe Food Handling and Occupational Health and Safety
- a volunteer roster and contingency plans to allow for "emergency" staff cover
- financial management including pricing, money handling and reconciliation
- arrangements for shared responsibilities with other users of the canteen facilities eg Out of School Hours Program
- record keeping requirements.

2.2 Teachers will make arrangements for children who require food with the Canteen Manager.

2.3 The Canteen Manager will meet regularly with the Canteen Committee regarding procedures, feedback and improvements. The Canteen Committee Convenor will report regularly to School Council.

2.4 Product selection, purchase and promotion will be carried out with reference to other School Policies, in particular the Sponsorship and Fundraising Policy, the Nutrition Policy, the Waste Management Strategy and the Victorian Government Schools Reference Guide.

### **3. Promotion**

3.1 The Canteen will be promoted by the Canteen Committee and the Canteen Manager by

- articles in the weekly Bulletin
- information sessions at Parent Association
- publishing the menu on the school website
- information in the Family Information Book

## **Related Policies and References**

SSPS Nutrition Policy

SSPS Health and Physical Education Policy

SSPS Sponsorship, Fundraising and Promotion Policy

SSPS Allergy Action Plan

SSPS Waste Minimisation Strategies

Department of Education and Training Executive Memorandum No. 2003/017 - Guidelines for School Canteens and Other School Services

[http://www.health.vic.gov.au/nutrition/downloads/fv/guidelines\\_canteen.pdf](http://www.health.vic.gov.au/nutrition/downloads/fv/guidelines_canteen.pdf)

Section 4.14 of the *Victorian Government Schools Reference Guide – School Canteens*

Section 4.5.15 of the *Victorian Government Schools Reference Guide – Students with Anaphylaxis*

[www.allergyfacts.org.au](http://www.allergyfacts.org.au)

Food Smart Human Services Heart Foundation Handbook for School Canteens

The Heart Foundation <http://www.heartfoundation.com.au/>

Food for Health, Dietary Guidelines for Children and Adolescents in Australia (National Health and Medical Research Council) pamphlet, 2003

<http://www.health.gov.au/nhmrc/publications/synopses/n1syn.htm>

[» Download: Food for health - Dietary Guidelines for Children and Adolescents \(Pamphlet\) \(PDF, 765kb\) !\[\]\(2bae76de5ebbd5c4d7d47162f1673734\_img.jpg\)](#)

Victorian Government Health Information [www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety)

The Health Promoting Schools Framework <<http://www.sofweb.vic.edu.au/hps/>>

The Victorian Occupational Health and Safety Act 2004

<http://www.ohsrep.org.au/index.cfm?section=9&category=26>

Victorian Food Act (1984 revised 1997)

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