



Food Handling Policy

The Rumpus Room Children's Centre is a Child Safe Organisation.

Explanation:

The Rumpus Room is committed to providing a safe and healthy environment for all present at the Rumpus Room through actively practising and modelling safe food handling in conjunction with 'Food Standards Australia and New Zealand (FSANZ)' We believe that this will minimise any risks associated with poorly handled/stored foods on the premises.

We will ensure that food handling operations at The Rumpus Room are conducted in a safe and hygienic manner through the following strategies and practises;

Implementation:

o Education

Staff - All staff are educated in safe food handling practices and storage.

Children – Children educated on the correct storage of their lunch boxes and are taught correct hand washing procedures whilst being supervised by staff in this procedure. Children are included in staff cleaning duties where possible to enable self help skills and to teach them the importance of correct hygiene e.g. wiping tables

- o **Hand washing** Staff all adhere to the Health and hygiene policy, Hand washing policy and understand the importance of regular and thorough hygiene.
- o **Food handling** – Clean outer clothing, have their hair tied back (if applicable) and wear blue gloves at all times when handling/preparing food. Any staff exposed to illness will refrain from preparing or serving food.
- o **Preparing foods** - Foods that are not being peeled such as; carrots, celery, beans and apples will be washed thoroughly to ensure any chemicals or bacteria is eliminated prior to consumption
- o **Reheating foods from home** – Staff are aware of the heating and cooling of food temperatures. Keep food hot (more than 60 degrees) Keep food cold (5 degrees or less) Food brought from home that requires reheating will be stirred thoroughly and a food thermometer will be used to ensure the temperature is above **60 degrees** before it is served to a child in conduction with 'Staying Healthy' in childcare guidelines. (*It is recommended that reheated foods are heated to 70 degrees and should stay at this temperature for 2 minutes 'Staying Healthy 5th edition' 2013*)

Use of a Food Thermometer.

Heat then stir food

Insert probe about 5 cms into middle of food and hold there for 5-10 secs

Wash probe stems with hot soapy water after use to prevent cross contamination or if not available, wipe with alcohol wipe and let dry before reusing. Do not submerge in water or place it in the dishwasher.

To calibrate or verify accuracy. The unit has been calibrated and should read accurately but to check, fill a container with crushed ice and add water, wait 1 minute, insert probe 5 cms into the solution and hold for 10 seconds or until reading stabilizes, if unit does not read 0oC then adjust the screw left or right to adjust the temperature to 0oC. (Zero)



- o **Using the Refrigerator** – Staff will ensure milk is stored correctly and all seals are tight to avoid any leakage onto foods below. Milk will be stored in the body of the fridge to ensure it stays at the correct storage temperature (below 5 degrees) Staff will store their lunches in the staff refrigerator only to avoid opening and closing the food storage fridges. Fridge temperatures are checked each morning.
- o **Storing foods** - Whenever a packet/item is opened it is to be labelled with; the date opened and the expiry date. When putting away groceries the new foods are to be stored at the back of the fridge/cupboard, older foods are to be stored at the front. Upon delivery, carrots, beans and trimmed celery are to be stored in airtight containers with paper towels on base to absorb moisture and to avoid spoilage.
Be careful with use by dates to select which product to be used first.
If Kitchen fridge is full, the extra milk can be stored in room fridges.
- o **Dealing with leftovers** - Some products are required to be used the next day before disposing of these. If so, these products are to be clearly labeled. Stating following; **Products should be used by(date)....and...thrown out by... (date) If foods are not labeled they are NOT to be used**

Some foods can be frozen in zip lock bags or airtight containers, staff are to communicate to those who prepare M/T and A/T. Label products clearly and add the date of freezing and use by date. Old labels should be scraped off plastic containers preferably before going into the dishwasher. Baked goods can be frozen for up to 3 months.

- o **Cleaning** – Craft and food preparation areas are to remain separate.

Food preparation areas and chopping boards - are to be sanitised.

o **SIMPLIFIED CLEANING CHART**

(Details available within Policies or in Staying Healthy 5th Edition, which is the reference) for cleaning to be done by educators.

- o **Paper towel or Yellow cloth**– Contamination, body fluids, urine, faeces, blood.
- Kitchen dishes** - Children's dishes are washed in the dishwasher and allowed to steam or air dry when possible. Dishes should not be stacked when wet, a clean tea towel may be used to dry when needed. Then put that towel in the laundry as soon as that group of dishes are done. Use a paper towel for single items.
- o Staff are to wash and dry their own dishes, or large items using neutral detergent brush.

Tea Towels - Dishes should be air dried when possible. Tea towel is used for one batch of dishes only then taken straight to the laundry. Wash tea towels in hot water. Dry in the sun when possible. (Approved procedure Newcastle City Council 25/1/17 Sarie Wheatland Senior Environmental Health Officer- Food Inspector)



Sanitising cutting boards and bench tops – Dishmatic brushes will be used for washing up. Chopping boards and benchtops will be washed with detergent and water and then rinsed wherever possible chopping boards are to undergo a cycle in the dishwasher. Blue cloths (only) will be used for the tops of the benches. Sanitise both bench tops and chopping boards with ‘Rinse Free Sanitiser” before use as a food preparation area as per instructions on bottle. Allow time to dry before using.

Fridges - Food items to be cleaned out weekly. Soiled surfaces should be washed immediately. At the end of term the fridge trays will be removed and washed in the sink with detergent and water. Wash surfaces with Soap or neutral detergent and water.

Kitchen appliances – Appliances are to be wiped down weekly with detergent and water.

Stove - Every 6 months the stove will be cleaned surfaces to be washed with soap or neutral detergent and water. Remove trays and wash in the sink with detergent and water. Should heavy soiling be present, use oven cleaner taking care to protect yourself and others from chemical impact. Dispose of any cloth in contact with the oven cleaner.

Dishwasher – The dishwasher will be cleaned with cleaning solution through an empty machine every 6 months

Tables used for eating. Inside and outside - Soap or neutral detergent and water will be used in a container taken to tables.

Resources:

National Quality Standards Quality Area 2 – Children’s Health and Safety

Standard 2.1 Each child’s health and physical activity is supported

Element 2.1.2 Effective illness and injury management and hygiene practices are promoted and implemented.

Quality Area 7 Governance and Leadership

Standard 7.1 Governance Supports the operation of a quality service

Element 7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service

Food Standards Australia and New Zealand (FSANZ) 1996

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017



5th Edition *Staying Healthy Preventing infectious diseases in early childhood education and care services* (updated June 2013)