

Canteen Policy 2013

Background Information and Rationale

The school's canteen reflects to students and the school community the value the school puts on healthy eating practices. The school canteen is an integral part of the school and as such will illustrate and complement classroom programs by modeling healthier food and drink choices.

For many students, the food purchased at the canteen makes a significant contribution to their total food intake and nutrition. Nutrition is important to health throughout life. It is particularly important at times of rapid growth and development, which includes the school years. The canteen has the potential to influence the future food choices of students and the wider community.

Role of the School Canteen

The role of the school canteen is 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.

School Canteen Will:

- Comply with the requirements of the WA Department of Education policy for Healthy Food and Drink choices in schools.
- Provide nutritious and attractively presented food and drinks at reasonable prices.
- Function as a self sufficient business enterprise and service.
- Encourage courtesy and consideration among all personnel and students.

Nutrition Policy

The canteen will provide foods consistent with the Dietary Guidelines for Children and Adolescents, The Western Australian School Canteen Association (WASCA) and Federation of Canteens in School (FOCiS) nutrient criteria.

All processed food and drink sold in the canteen must meet the minimum nutrient standard.

Foods and drinks to be sold and available daily (GREEN)	Foods to be sold but limited availability (AMBER)	Foods NOT to be sold at all (RED)
<ul style="list-style-type: none"> • Fruit - fresh in season, frozen or canned (in natural juice) • Vegetables and salads- to include fresh, frozen and canned. Salad consists of lettuce, tomato, cucumber and carrot when making sandwiches. Extra vegetables, such as celery, beetroot available for salad plates. Low fat dressings only to be offered. • Variety of wholemeal or hi- fibre bread types (eg sandwich, Lebanese) as recommended by WASCA. • Sandwich fillings to be available with salad, lean meats, skin free chicken, reduced fat cheese and egg. • Reduced fat dairy products including plain and flavoured milk cheese and yoghurts. • 100%Fruit Juices. • Plain water. 	<ul style="list-style-type: none"> • Reduced fat pastry items approved by WASCA • Hot Dogs approved by WASCA. • Muffins approved by WASCA • Savoury Snack food approved by WASCA • Ice-creams approved by WASCA 	<ul style="list-style-type: none"> • Full fat pastry items • High fat foods of any type (e.g. deep fried food, sandwich meats, hot chips, crisps) • Confectionary of any type unless approved by WASCA and then on special occasions only • Carbonated drinks of any type unless approved by WASCA.

Menu Planning

The canteen menu will be consistent with this canteen policy and standards for healthy food and drink choices in the school setting. The canteen menu will also be reviewed to ensure it remains consistent with the canteen policy. The committee will review and present to the Principal in preparation for endorsement by the School Council.

The canteen manager with the co-operation of the canteen committee and Principal will be responsible for making decisions about changes to the menu.

The canteen manager with the co-operation of the canteen committee will be responsible for planning summer and winter menus changing term 2 and term 4. Each menu require consultation with the Principal and endorsement by the School Council.

The canteen manager will be responsible for determining the selling prices of the food items. Consideration to the operational costs of the canteen and the profit margin set by the canteen committee will occur.

The canteen will support healthy eating by having available every day and promoting a range of foods that make up the majority of a healthy diet (GREEN).

The canteen will limit savoury commercial processed foods in the (AMBER) group to no more than twice a week and judgment will be exercised in the serving sizes available.

The canteen will subsidize the cost of all GREEN items with the costs being offset by increasing the AMBER items.

The canteen will promote special meal deals days through the school newsletter and on a whiteboard at the front of the canteen area.

Linking the Canteen with the Curriculum

A whole school approach to provide a consistent message through the curriculum, social and physical environments, with the relationship between school, home and the community, are all key elements of health promotion in schools.

The canteen will provide students with practical learning experiences about making healthy food choices that reinforce classroom education.

The canteen will conduct at least 1 promotional day per term promoting healthy food. These promotions will link in with the curriculum.

The canteen manager will liaise with the relevant education staff to ensure consistency of message and school support of the promotional event.

Each year the canteen will participate in Heart Week, Safety House Week and Fruit 'n' Veg Week.

Additional themes are at the discretion of the canteen manager in consultation with the canteen committee and the teaching staff.

Through the above mentioned promotional events, the canteen will provide an opportunity for parents and the community to be involved (assisting & or purchasing) in the educational environment.

Food Hygiene

The canteen will comply with the current Food Hygiene Regulations.

All canteen staff will complete the Food Safe Program.

All canteen staff and volunteers dealing with food are required to wear hats and aprons, which will be provided by the canteen.

Only food prepared in a commercial kitchen and the school canteen will be sold.

No food prepared and cooked by parents in their homes will be accepted for sale through the canteen.

Occupational Health and Safety

The canteen will comply with the current Occupational health and Safety Regulations. These require:

- All canteen staff and volunteers to be made aware of evacuation procedures in case of fire or other emergency.
- All canteen staff and volunteers to be required to wear closed in shoes.
- Students and teachers will not be permitted to enter the canteen premises.

Canteen Management Issues

1. Employment

- The Canteen Manager shall be appointed by, and if necessary, dismissed by the Executive of the Parent Body in consultation with the Canteen Committee, School Principal and School Council.
- The canteen will comply with equal opportunity guidelines for employment.
- The 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).
- Refer to the policy Support Document for the Canteen Manager's duty statement.

2. Training

- The Canteen manager will be required to attend the Healthy Choice Food Expo co-ordinated by WASCA & the Heart Foundation each year. In the event that the Canteen Manager cannot attend, another representative from the school will attend.
- The Canteen Manager will be required to train all volunteers (e.g. Food Safe etc)

- The Canteen Manager will be required to ensure all food Hygiene and occupational health and safety legislation is adhered to.

3. Canteen Equipment

- The Canteen Committee shall provide essential, safe equipment and ensure that it is well maintained, in good repair and is used correctly.
- The Canteen Committee shall report to the Principal any structural defect(s) within the canteen.

4. Pricing Policy/Profits

- The canteen will provide a financial contribution towards resources for all students in the school. The amount of money contributed will be dependant on the financial needs of the canteen. (e.g. for maintenance, new equipment etc)

5. Gifts/Concessions

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

Distribution of the Policy/General Policy Issues

Department of Education policy and standards for healthy food and drink choices and the school-based policy will be on permanent display in the school canteen.

A current copy of this policy and supporting documents will be on permanent display in the school canteen. An advertisement will also be made in the 1st newsletter following the P & C Annual General Meeting that this policy is on display and that a copy will be made available in the canteen and the front office.

A copy of the current canteen policy will be given to all Canteen Committee members at the first canteen committee meeting following the P & C AGM.

This policy should not be added to, or amended, except at the P & C AGM, or special meeting thereof (called for that purpose), and then only with the approval of the majority of those present and entitled to vote.

This policy will be reviewed bi-annually by the canteen committee and suggested amendments will be forwarded to the P & C at least one month prior to the P & C AGM.

The School Council will be required to endorse any changes to the canteen policy for it to become active.