**Food safety and handling** **procedure**

**Purpose**

This procedure describes how Toowoomba Catholic Kindergarten and Care services (TCKC) staff and visitors are to prepare, handle and store food to ensure it is safe for consumption and to model best practice with children.

**To whom it applies**

This procedure applies to all TCKC staff, parents, visitors and children.

**Related policies**

TCKC Food safety and handling policy

TCKC Nutrition policy

**Procedure**

1. TCKC staff will
2. participate in training in relation to food preparation, handling and storage practices
3. ensure all parents and visitors are aware of food preparation, handling and storage practices
4. model food preparation, handling and storage practices with children
5. ensure children are not in food preparation areas
6. be made aware of children with food allergies, food intolerances and special diets and consult with parents/carers to develop individual management plans
7. foster independence by encouraging the children to serve themselves and use the appropriate utensils
8. ensure children do not have access to foods that may cause choking
9. ensure all children remain seated while eating and drinking
10. ensure all children are always supervised while eating and drinking
11. follow the guidelines for serving different types of food and the serving sizes
12. display nutritional information for parents/carers and regularly update this information
13. ensure age and developmentally appropriate utensils and furniture is provided for each child
14. not allow food to be used as a form of punishment or to be used as a reward or bribe
15. ensure water is readily available for children to drink both indoors and outdoors
16. establish healthy eating habits in the children by incorporating nutritional information into the educational program
17. talk to parents/carers about their child’s food intake and voice any concerns about their child’s eating
18. encourage parents/carers to continue healthy eating messages in their homes.
19. Each service is to display a copy of hand washing posters in all food preparation and serving areas.

1. TCKC staff will comply with the recommended food practices by
2. ensuring gloves, food tongs and other food handling equipment are used when handling food
3. ensuring food preparation surfaces and utensils are kept clean, sanitised and thoroughly cleaned before use
4. expecting the staff handling food to notify their nominated supervisor if they have recently or are currently experiencing any form of illness eg vomiting, diarrhoea, fever or carrying a food borne illness
5. encouraging staff to not wear jewellery on hands and wrists; cover and tie back hair; keep fingernails short; wear no nail polish; cover sores and avoid touching body parts when preparing food
6. minimising the risk of food contamination through personal hygiene practices and cleanliness including not sneezing, blowing or coughing over unprotected food or smoking where food is being handled
7. ensuring all children and staff washing and drying their hands (using soap, warm running water and single use or disposable towels) before handling food or eating meals and snacks
8. storing food and serving at safe temperatures
9. separating cutting boards for raw meat and chicken, fruit and vegetables
10. discouraging children from handling other children’s food and utensils.
11. Dishwashing
12. TCKC services that are using domestic dishwashers must ensure that the longest and hottest dishwasher program is used.
13. TCKC services that are hand washing their dishes must use a combination of hot water and detergent (changed regularly) followed by a sanitising agent.
14. Dishes and utensils are to be air dried on racks.
15. Storage
16. Storage temperatures
17. Fridge and freezer temperature should be checked and recorded at least twice during safety check to ensure they are within the safe zone.

* fridges: maximum 50C or below
* freezers: maximum -180C or below
* dry storage: between 10-150C or below or as per food manufactures directions

1. Storage requirements
2. The storage of consumables is to be in air tight containers.
3. All consumables are to be stored according to recommendations on packaging or Australian and New Zealand Food Standards Code.
4. Labelling
5. All consumables removed from the original packaging must be marked with the date of expiry/best before date and the batch number.
6. Containers used to store consumables must be emptied and cleaned before fresh product is placed in them eg one batch of flour or cereal must be completely used and container washed prior to using a new product
7. Monitoring
8. All food should be checked prior to use to ensure that it is within its use-by date or and is suitable for human consumption.
9. If the product is unsuitable for consumption, it is to be disposed of safely.
10. Cooling food
11. When cooking potentially hazardous food that is to be cooled and used later, the food must be cooled to 50C or colder as quickly as possible.
12. Food is to be cooled
13. from 600C to 210C in a maximum of two hours
14. from 210C to 50C within a further maximum period of four hours.

The food must be thrown out if these times are not met.

1. Temperature control
2. Food must be kept at safe temperatures all the time. It is expected that temperature checks of food are done regularly.
3. Measuring temperatures
4. Calibrate the thermometer regularly (at least once a quarter) to ensure it is accurate to within 10C. This can be done one of two ways
5. place the thermometer in an ice bath (a mixture of cold water and ice), wait for one minute and it should read 00C
6. place the thermometer in just boiled water, wait for two minutes and it should read 1000C.
7. Record the calibration results on the temperature record sheet for noting refrigeration temperature.
8. A new thermometer is required if a variation is of greater or less than 10C.

**Version control and change history**

**Effective date**

1/01/2020

**Review date**

1/01/2023