



Peterborough Community Preschool  
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# Food Handling and Storing Procedure

## Rationale:

All food which is handled at our centre is to be handled using all care to ensure that the food is not contaminated, nor allowed to be contaminated, or unfit to be eaten. Every staff member who handles food has an important and professional responsibility to maintain the safe and hygienic food practices as outlined below. Our centre complies with the Food Safety Standards.

## Legislation:

- Food Act 2001

## Children need:

- Safe and hygienic daily routines that support children to manage health and hygiene tasks independently.
- A safe and hygienic care environment.
- An educator who is patient and understanding in their attempts to develop independence in their self-help skills.

## Parents need:

- To know that their child's centre is safe and hygienic.
- That the individual need of their child is being catered for.

## Staff need:

- Sound knowledge of the centre practices and an understanding of their responsibility to adhere to them.

- To model and encourage the child in the use of age-appropriate self-help skills in daily practice and incidental teachable moments.
- Provide a physical environment that supports the development of the child's self-help skills.

#### Management need:

- To be informed of any issues in relation to the procedure policy that may impact on the management of the service.

#### Implementation:

In the interest of good hygiene our preschool adheres to the following practices. The director and staff will be responsible for ensuring that all food preparation and preparation areas comply with all laws and regulations, including Local council by-laws where applicable.

- All food preparation surfaces and utensils will be thoroughly cleaned before and after use with warm water and detergents.
- All facilities and equipment for food preparation and storage will be in good repair and working order.
- Pests and vermin should be prevented and removed from the premises.
- Correct hand washing and drying is undertaken by staff in the food handling area with adequate hand cleaner, warm water and paper towels. Gloves are available for handling foods.
- The refrigerator is emptied at the end of the day of left-over foods/juices from the children and wiped over. The refrigerator is cleaned thoroughly regularly and checked that the correct temperature range is maintained. (below 5 degrees C.)

#### Preventing food poisoning:

In order to avoid food poisoning staff must comply with the following procedures for hand washing, cleaning and sanitizing and safe food storage and handling.

Hand washing: Staff and children must thoroughly wash and dry hands before handling food. Soap and warm running water should be used and hands should be thoroughly dried on a single paper towel. Staff must ensure that children are familiar with this practice and wash their hands before handling, preparing and eating food.

(See posters in all hand washing areas for correct technique)

Safe food storage: Foods must be stored in areas designed for food storage *only*.

- Perishable items will be labeled, covered and refrigerated. Staff should be aware of the "temperature danger zone for food storage. Keep cold food cold (below 5degrees C) and hot food hot (above 60degrees C.)
- Non-perishable items will be stored in airtight containers that are clean and in good condition.
- Perishable food bought by staff and children will be refrigerated as soon as possible. Any food bought in by children that is left in the refrigerator at the end of the day will be discarded and the fridge will be checked for cleanliness.
- Staff should be aware of the standards for heating, cooling and thawing food
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### Safe food handling:

- Keep raw food separate from cooked food and ready-to-eat food to prevent cross contamination.
- Utensils, chopping boards and equipment must be thoroughly cleaned in hot soapy water or the dishwasher between uses.
- Fruit and vegetables must be thoroughly rinsed in clean water before use.
- Staff will not permit any child to eat food that has fallen on the ground, or been handled by another child or placed in the bin.
- Children are not allowed into the food preparation area without adult supervision.
- Food that is not fit to be eaten will be disposed of appropriately so that it will not be eaten.
- All children's lunch boxes and water bottles should be labeled.
- The water cooler will be checked, cleaned and maintained regularly.
- Children are encouraged to become familiar with the practice of safe food handling through staff modeling, guided practice, feedback and discussions.
- Children should be seated while eating to prevent choking.

### Cleaning and sanitizing –

- Benches and tables will be wiped over with the *blue cleaning cloths and hot soapy water* before and after each use.
- Drinking and eating utensils are cleaned with *yellow cloths and hot soapy water or sanitized in the dishwasher.*
- *Blue cleaning cloths* are for inside art and craft tables cleaning only.
- *Red cleaning cloths* are for cleaning art easels and outside art tables only.
- Sweeping and mopping floors will be done every night and the internal food bins emptied every night.

References and useful websites:

[www.cyh.com.au](http://www.cyh.com.au)

[www.sahealth.sa.gov.au](http://www.sahealth.sa.gov.au)

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

[www.parenting.sa.gov.au](http://www.parenting.sa.gov.au)

[www.raisingchildren.net.au](http://www.raisingchildren.net.au)

[Education and Care Services National Law Act 2011](#)

[Education and Care Services Regulations 2011 \(amended 2013\)](#)

_____ Chairperson Governing Council 20.....	_____ Director Peterborough Community Preschool and Rural Care Service.
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