



ST VINCENT'S PRIMARY SCHOOL

Canteen policy

Background

The school canteen can reinforce nutrition messages being taught in the classroom by modelling healthier food and drink choices that are tasty, interesting and affordable. This has the potential to influence food choices by students at school and in the wider community, and help to equip students with the knowledge to continue to make healthy choices throughout their adult lives.

Role of the school canteen

The canteen will comply with the requirements of the Department of Education's *Healthy Food and Drink* policy.

The role of the canteen should be clearly stated as being able 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.

Department of Education's *Healthy Food and Drink* policy

The policy will apply to all operators of a canteen on school sites including P&F Associations, external contractors and local caterers / shops that provide a food service to the school. The policy also applies to all areas in the school where the principal is directly responsible for the supply of food and drinks – for example, classroom rewards, school camps and excursions.

The Australian Guide to Healthy Eating (AGTHE) and the national Dietary Guidelines for Children and Adolescents in Australia (2003) establish the basis for a healthy eating approach. A key message of the AGTHE is to enjoy a variety of foods every day. All products are measured against criteria for each food type using the national Federation of Canteens in Schools (FOCiS) nutrient criteria to determine if products are able to be registered in the Star Choice Buyers' Guide. All processed food and drink sold in school canteens must meet a minimum nutrient standard.

Each school is required to have a written school canteen policy.

Role of the canteen committee

Each school is to have a canteen committee with representation from the whole school community, including students, parents and teachers. The committee is to participate in the decision making process for the canteen menu, pricing, purchasing and maintenance of equipment etc.

Menu planning

- The canteen menu needs to be consistent with the Department of Education's *Healthy Food and Drink* policy.
- It is recommended that menus change according to the summer and winter seasons.

School canteens will support healthy eating by:

- having available every day and promoting a wide range of the foods that should make up the majority of a healthy diet (GREEN)
- having available only sometimes, choosing healthier alternatives and avoiding large serving sizes of foods that should be eaten in moderation (AMBER)

- not making available foods that do not meet specified minimum nutrient criteria (RED).
- a wide range of foods will be offered taking into consideration Australia's multicultural society.

Note - Savoury commercial products in the AMBER group will be limited to those that meet the criteria for registration and will be available no more than twice a week. Judgment needs to be exercised over issues such as serving size.

Links with the curriculum

Childhood obesity is now recognised as a world wide epidemic. Schools and their canteen are well placed to support healthy eating. A whole school approach can provide consistent messages through the curriculum, social and physical environments. The relationships between school, home and the community are key elements of health promotion in schools.

School community involvement

Students, parents and teaching staff contribute to the canteen's promotion of healthy eating. The school newsletter must include at least 1 newsletter communication per term on healthy eating and the school's canteen policy.

Food safety and hygiene

The *Food Act 2008 (WA)* and the *Food Regulations 2009* legislates that:

- All food services must apply for registration with the local council as a food business. A fee may be applicable.
- Schools must notify the local council prior to conducting a charitable or community event involving food (i.e. a cake stall or sausage sizzle).

All canteen staff must:

- Complete the FoodSafe Food Handler Training program or its equivalent. The training must be completed in a timely manner, preferably prior to commencement;
- Wear hats, hairnets and aprons which will be provided by the canteen;
- Not sell foods made at home through the canteen; and
- Must prepare, cook, transport and serve food in such a way as to retain nutrients and to minimise bacterial contamination and growth.

Occupational health and safety

The canteen is a workplace and will comply with the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*. The Department of Education has a number of policies and procedures related to health and safety. Some of the requirements include:

- 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 wear enclosed footwear. Shoes with heels, open sandals are not acceptable.
- Students and teachers are not permitted to enter the canteen premises during normal trading hours unless it is part of a supervised school curriculum activity.
- Only canteen workers and those rostered for duty may enter the canteen premises during normal canteen opening hours.
- Children are not permitted in the canteen during normal canteen opening hours.

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 and school Principal.
- The canteen will comply with equal opportunity guidelines for employment.
- The canteen 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).

2. Skills and knowledge

- Canteen supervisor and employer (e.g. P&F representative) must undertake 'traffic light' training conducted by the Western Australian School Canteen Association and achieve competencies in nutrition, food safety and hygiene and canteen management.

3. Pricing policy/profits

- The canteen should be a financially viable business enterprise.
- The average mark-up on healthy (GREEN) food items shall be lower than that applied to AMBER products.
- The canteen will endeavour to provide a financial contribution towards resources for all students in the school. The amount of money contributed will be dependent on the financial needs of the canteen (eg for maintenance of facilities and equipment, new equipment, professional development and training etc).

4. Canteen/food service equipment

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

5. Gifts/concessions

- All discounts, allowances, complimentary articles, gifts concessions 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

- A current copy of the Department of Education's *Healthy Food and Drink* policy and the school's policy will be on permanent display in the school canteen.
- A copy of the current canteen policy that has been signed and dated will be given to all canteen committee members at the first canteen committee meeting following the Parent Body Annual General Meeting.
- This policy shall not be added to, or amended, except at the Annual General Meeting of the Parent Body, or a 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 annually by the canteen committee and suggested amendments will be forwarded to the Parent Body at least one month prior to the Parent Body's Annual General Meeting.

Endorsement

We the undersigned, hereby certify that this policy was adopted at the annual general meeting of the Parent Body held on:

_____ the _____ day of _____ 20 _____

Canteen Manager) _____

P & F President (Parent Body) _____

Principal) _____

What's on the menu for WA schools

The table below provides examples GREEN, AMBER AND RED foods under the traffic light system for WA public schools. This is not the entire list of available foods.

Nuts and nut spreads do not appear in the table.

Schools are advised to refer to the Department of Health's *Anaphylaxis Management Guidelines for WA Schools* <http://www.health.wa.gov.au/anaphylaxis/roles/schools.cfm>.

GREEN – Fill the menu	Examples
Breads	A variety of bread types
Cereal foods	Wholegrain cereals, pasta, noodles, rice
Vegetables	Vegetables and salads (reduced fat dressing only), all salad mixtures
Fruit	Fresh, frozen and tinned (in natural juices)
Legumes	Tinned (eg bean mix, kidney beans), cooked
Reduced fat dairy products	Reduced fat: milk (plain and flavoured), yoghurt (fresh, frozen, plain or fruit), cheese
Lean meat, fish, poultry and alternatives	All lean meats, chicken (no skin) or registered meats, * fish (eg tuna, salmon, sardines), and egg
Sandwich fillings	All lean meats, lean chicken, fish, creamed corn/corn kernels, egg, canned spaghetti (reduced salt), salads, baked beans, low fat cheese, hommos, vegemite, yeast spreads and fish spreads *
Hot food	Jaffles/hot rolls/toasted sandwiches (fillings as for sandwich fillings), baked potatoes, rice, soups, toast, English muffins, crumpets (wholemeal), raisin toast, and meals meeting the criteria for registration such as curry and rice and pasta dishes
Snacks	Yoghurt, scones, raisin or fruit bread, pikelets, cheese sticks, bread sticks, bruschetta, water crackers, rice cakes, rice crackers, popcorn (plain/ low fat/ flavoured), dried fruit, seed packs, trail mix based on breakfast cereals, registered snacks *
Drinks	Water, reduced fat milk, fresh fruit milkshakes, soy, 100% fruit juice (small size), plain mineral water
AMBER – Select carefully and limit	Examples
Breakfast cereals	Refined cereals with added sugars
Full fat dairy foods	Milk, yoghurt, custard, low fat dairy desserts and cheese
Savoury commercial products	Registered products such as ovenable fish/chicken/ potato portions should be chosen because they are lower in fat/salt*
Snack foods bars	Registered products such as breakfast bars, cereal bars and fruit bars *
Savoury snacks	Registered products such as oven baked vege chips, garlic or herb bread (lightly spread) *
Cakes, muffins and sweet biscuits	Registered products such as cakes, muffins and biscuits (reduced fat and/or sugar and based on wholemeal flour) *
Ice creams, ice blocks, fruit based icepoles, slushies	Registered ice-creams, milk based ice confectionary, frozen yoghurts and rice cream *
Drinks	Fruit drinks, mineral waters flavoured with fruit juice, low joule cordials
RED – Off the menu	Examples
Sugar and artificially sweetened drinks	Soft drinks, artificially sweetened soft drinks, energy drinks, cordials, sports drinks and mineral waters flavoured with sugar, high caffeine drinks (eg drinks containing guarana)
Confectionery	All types, caramelised popcorn
Pastry items	All types that do not meet the criteria for registration
Sandwich meats	High fat sandwich meats including polony (devon) and salami
Deep fried foods	All types
Savoury snacks	Crisps, chips and other similar products that do not meet the criteria for registration
Ice creams	Chocolate coated and premium ice creams
Sandwich fillings	Honey, jam, chocolate spreads, confectionary sprinkles
Cakes muffins, sweet pastries	Croissants, doughnuts, cream filled buns/ cakes, sweet pastries, slices

* Meets the criteria for Star Choice™ registration