NUTRITION, FOOD & BEVERAGES, DIETARY REQUIRMENTS POLICY

Quality Area 2

Policy Statement & Commitments

Tally PS OSHC recognises that families need their religious and cultural beliefs, practices and lifestyle choices to be respected. Families also need input into and feedback about what and when their child eats. Tally PS OSHC aims to meet these needs to ensure that children have a balanced diet with their food preferences respected through regular snack times during which they can eat at their own pace.

Tally PS OSHC is committed to:

- promoting healthy eating habits and providing nutritious menu options
- respecting and supporting any special dietary requirements of individual children
- reflecting the cultural and religious diversity of the community in menu options
- providing a flexible approach to serving and consuming food for children attending Tally PS OSHC
- complying with all legislative requirements.

Planning to Support the Nutritional Needs of School-aged Children

When planning the menu Tally PS OSHC aims to meet the nutritional needs of the school age children by:

- providing balanced snacks, consistent with the five major principles of the Australian Government's *Dietary Guidelines 2013,* available online at https://www.eatforhealth.gov.au/guidelines/australian-dietary-guidelines-1-5
- providing snacks that meet recommended daily nutritional needs of school-age children and that are adequate in quantity, take into account the child's growth and developmental needs, and any specific cultural, religious or health requirements
- wherever possible, using fresh seasonally available produce.
- providing attractive and well-presented snacks that are appetising and provide variety in colour, texture and taste.
- incorporating nutrition education, appropriate to the age of the children, into the children's program - the importance of good, healthy food, and hygienic and safe food handling and storage practices are discussed with children as part of the daily program.
- consulting with families about their child's individual needs, including likes and dislikes in relation to food and any special dietary requirements, with consideration to cultural perspectives and known allergies.
- maintaining food preparation facilities in a hygienic condition.

Procedures for Menu Planning

Tally PS OSHC understands it has a duty of care to ensure that children's nutritional needs are met and food is prepared and stored safely within Tally PS OSHC. Good nutrition is essential to healthy living and enables children to be active participants in play and leisure.

When considering menu planning and serving suggestions for children before and after school, Tally PS OSHC takes into account the following:

- the Australian Dietary Guidelines.
- the different food preferences of children - Children are exposed to a wide variety of foods and are encouraged to taste all of the foods offered; however, are never forced to eat.

- input from children, families, food preparation staff, and Educators.
- the cultural backgrounds of families and the local community.
- any special dietary considerations in relation to children's allergies and other special needs.

Menus are planned in advance and are displayed on the notice boards in the MP room, externally facing door, and are made available via the OSHC website. Families and the school community are welcome to view them at any time. Parents and children are also welcome to forward any ideas, suggestions and recipes for consideration in the planning of the menu.

Procedures for Managing Special Dietary Requirements

It is parents' responsibility to inform the service of any foods their child is not able to eat for any reason. They can add the relevant information to the child's enrolment form and advise the service of any changes to this requirement as the need arises. Children with special dietary needs and/or allergies will be catered for accordingly, with strict adherence to each of their requirements and special diets.

If a child is on a special diet, their parent/guardian will be asked to provide a list of suitable foods and the child's food preferences.

For a child with diabetes, a Diabetic Health Support Food Plan should be completed by their parent/guardian, including maintenance of a hypo-kit for children at risk of hypoglycemia. (See Dealing With Medical Conditions Policy.)

Procedures for Snack Times

The Coordinator and Educators at Tally PS OSHC ensure that children are offered food and beverages appropriate to the needs of each child on a regular basis throughout the day as per the following table.

Warm Season (Terms 1/4)	**Cold Season (Term 2/3)**
Ritz biscuits and Cheese Saladas Rice crackers Pancakes Sandwiches Jelly Cordial Water Icy Poles Season Fruits – watermelon, strawberries, grapes, apples, pears, peaches, mangos, kiwi fruit	Ritz biscuits with cheese Saladas Rice Crackers Pancakes Toast Cordial Water Milo Milk Season Fruits – apples, pears, kiwi fruit, peaches, mangos

Snack times are held in an informal manner where children may choose when to eat. Snack times are set to a regular schedule (as above) but individual needs are accommodated and children who are still hungry will be offered small nutritionally appropriate snacks. Snacks are not provided as a reward.

Safe drinking water is always readily available and is regularly offered to children:

- Individual cups will be made available during Before School Care and After School Care
- Water bubblers (outside) are available to all children throughout the day.

Independence is encouraged during all meal and snack times. Children will be assisted where required, but will be supported to be independent and to help themselves wherever appropriate e.g. using tongs to serve themselves food.

Children will not be required to eat food they do not like, or eat more than they want.

The Role of Tally PS OSHC is to:

- ensure that children are provided with nutritious balanced snacks
- limit fat, sugar and salt
- provide suitable eating environments model good eating behavior
- discuss foods being eaten.

Procedures for Safe Food Handling, Preparation & Storage

Any foods that cause allergic reactions are put in separate containers with their own tongs to avoid cross-contamination.

Tally PS OSHC follows strict safe food storage and preparation guidelines, found within the *Dietary Guidelines for Children and Adolescents in Australia,* to ensure children's protection from food-borne illness. At least one educator who has specific training in food preparation, handling and food safety program supervision is present at Tally PS OSHC at all times and oversees the food preparation.

Safe food-handling and hygiene practices are undertaken at all times.

- Children are not permitted in Tally PS OSHC's kitchen, except under supervision during cooking activities or when helping clean up.
- Children use food tongs when choosing food.
- All foods will be prepared in a hygienic manner.
- Cleanliness will be observed when food is stored, handled and prepared. Thorough washing procedures will be observed.
- Food and utensils will be protected at all times from contamination.
- Cutlery, plates, bowls and cups will be washed in the dishwasher.
- Tea towels will be washed weekly.
- Gloves will be worn to cover any broken skin.

Jewelry is to be removed if necessary – this includes rings that may rupture gloves, and all bracelets are to be removed before food is prepared.

Accredited food safety training is completed and kept updated as necessary by Educators at Tally PS OSHC.

- Food safety audits may be undertaken in accordance with legislation.
- Tally PS OSHC may have a Food Safety Supervisor as required by the Food Act.
- Tally PS OSHC has a Food Safety Program that is adhered to.
- Tally PS OSHC kitchen is registered with the Greater Shepparton Council as required by the Food Act 1984.
- Tally PS OSHC may do an annual audit of its food safety program.

Website - https://dofoodsafely.health.vic.gov.au/index.php/en/

Cleaning of the kitchen and food preparation area will be in accordance with the food safety plan.

Records are kept of fridge and freezer temperatures, approved food suppliers, goods receiving, and cleaning roster.

Stock is used by rotation so that 'used by' or 'best before' dates are used first.

All hazardous materials are stored away from food in a locked and labelled cupboard.

Food from Home

To ensure the protection of children, families are asked not to bring food into Tally PS OSHC to be shared among other children due to the risk of allergies, food-borne bacteria and for cultural reasons. This is particularly the case with foods containing nuts or nut products (e.g. Nutella and peanut butter) as well as uncooked egg product as they may cause life-threatening anaphylaxis to other children.

Families may arrange with the service to provide dietary requirements of their child on a regular basis where there are medical or health requirements.

Procedures for Managing Food Allergies

Tally PS OSHC endeavours to ensure the health and safety of children with allergies while minimising their feeling of 'difference'.

Medical confirmation of a child's allergies will be required, which includes symptoms of allergen exposure and any Medical Management Plan – refer to the Tally PS OSHC Dealing with Medical Conditions Policy. A checklist for children at risk of anaphylaxis is to be completed at time of enrolment.

The OSHC Coordinator will conduct an assessment of the potential for accidental exposure to allergens while a child with food allergies is in the care of Tally PS OSHC, and develop a Risk Minimisation Plan in consultation with Educators and the family of any child who has such allergies (as per the WPS OSHC Dealing with Medical Conditions).

Relieving Educators are introduced to any children with allergies as they arrive, and are requested not to give any child food or milk unless the OSHC Coordinator gives their permission. Relief Educators are also informed of the first-aid procedure if an allergen is ingested.

As far as possible, food to which a child is allergic is not to be presented on the days on which that child is in attendance. If it is unavoidable that other children will be eating food that contains ingredients to which a child is allergic, then the food of the child with the allergy will be prepared and plated separately, covered, and labeled with the child's name.

Children's allergies are kept in a folder at the OSHC office. Parents are requested to complete the parent agreement attached to their child's enrolment form requesting consent for the display of their child's food allergy details.

A **Risk Minimisation Plan** for each individual with anaphylaxis are kept in a folder at the OSHC office, in accordance with Tally PS OSHC Dealing with Medical Conditions Policy.

This Policy should be read in conjunction with:

- Health and Safety Policy
- Inicident, Injury, Traum and Illness Policy

Sources & Legislative References

National Health and Medical Research Council 2013, *Australian Dietary Guidelines,* https://www.nhmrc.gov.au/guidelines/publications/n55

National Professional Support Coordinator Alliance 2012, *Getting started with policies for the NQF: Policies in Practice template – Healthy Eating & Food Handling,* www.pscalliance.org.au

Education & Care Services National Regulations (2011) – Regulations:77, 78, 80, 91, 91, 92, 168
National Quality Standards for Early Childhood Education and Care & School Age Care (2010) – Elements: 2.2.1, 3.1.1, 3.1.2, 4.2.1, 6.1.2, 6.2.1
Victorian Early Years Learning & Development Framework (2009) – Practice Principles 1, 2, 4, 5, 8
Framework for School Age Care in Australia (2012) – Outcomes
1, 2, 3 Australian Dietary Guidelines for Children & Adolescents
(2013) Victorian Food Act 1984
Food Standards Australia & New Zealand (1991)
Victorian Public Health & Wellbeing Act 2008

AUTHORISATION

This policy was adopted by the approved provider of Tally PS OSCH on 21st Aug 2026

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