

## Food, Nutrition and Canteen Policy

August 2014

### 1. Rationale:

Healthy nutritional habits are essential to the growth and development of children. Williamstown North Primary School recognises its responsibility to create and maintain an environment that will have the best possible impact on the health of students, staff and the wider community. At our school we will promote a whole school approach to Food and Nutrition, incorporating curriculum, classroom programs, food service, fundraising and community involvement.

Williamstown North Primary School has a whole school approach to Food and Nutrition. The school community has indicated a strong preference for a greater focus by the school on healthy eating.

### 2. Aims:

- To educate students in healthy eating habits.
- To ensure that any foods provided by the school are consistent with a healthy eating philosophy.
- To provide an efficient and effective school canteen which: -
  - reinforces healthy eating practices,
  - provides a service for parents wishing to purchase snacks and lunches for their children and
  - to operate at a profit whilst maintaining a healthy menu.
- To build, within the school community, an understanding of food and nutrition choices and the impact of food and nutrition on health and well-being.
- To ensure that learning outcomes, as stated within the Health and Physical Education Domain of the Victorian Essential Learning Standards (VELS) document, are covered in all classrooms, using appropriate and reliable support material and information.
- To ensure that fundraising within the school is consistent with the school's approach to Food and Nutrition.

### 3. Implementation

Williamstown North Primary School, in promoting healthy eating will: -

- Educate students, staff and community about all aspects of healthy eating, food and nutrition.
- Provide a canteen which encourages and promotes healthy food choices
- Regularly communicate the school's healthy eating policy and healthy eating strategies within the school community.

- Utilise the Everyday ('Green'), Select Carefully ('Amber') and Occasionally ('Red') food item categories defined by the DEECD

### 3.1 Curriculum, Teaching and Learning: -

- Nutrition education is integrated into the school curriculum at all levels of the school. Specific nutrition related study will be developed for each level of the school linked to Inquiry Learning.
- The school is committed to supporting nutrition education/healthy eating for all students to enhance their general wellbeing and academic outcomes.
- Staff are seen as important role models in eating healthy foods.
- Staff are encouraged and supported to participate in professional learning and access information on nutrition education.
- It is appropriate that staff use non-food rewards for positive behaviour or academic achievement. 'Red Foods' are not to be used as rewards.
- Food and nutrition activities for special weeks or programs, e.g. Japanese Week, are supported and encouraged. The focus should be on healthy food.
- In undertaking such activities as class parties, teachers are encouraged to maintain a variety of foods with a balance of "Everyday", "Select Carefully" and "Occasionally," food items.

### 3.2 School Organisation

The school endorses a healthy approach to eating, in line with Nutrition Australia guidelines, and encourages all families to provide healthy lunches and snacks for their children on a daily basis.

- **Fruit and Vegetable Snack Time:** All children are encouraged to eat fresh fruit and vegetables daily and to promote this, a Fruit and Vegetable Snack Time will take place in each class around 10.00am each day.
- **Fresh Fruit Friday:** The school will continue to support and fund the Fresh Fruit Friday program, where each class receives a platter of fruit on Fridays.
- **Water:** All children are encouraged to regularly drink water throughout the day and bring a clear water bottle to drink from. The bottle of water may be placed on the child's work table.
- **Prohibited Items:** the following items are not permitted at school at any time.
  - Chewing Gum
  - Energy or stimulant drinks such as Red Bull or V
  - Glass bottles
- **Discouraged Item:** 'Occasionally' food (Red items), are discouraged from daily consumption at school. These include chips, lollies, chocolate and soft drinks.
- **Lunch Boxes:** Families are encouraged to send food to school in lunch boxes and are encouraged to provide nutritional foods and snacks. To assist with waste reduction, and litter reduction families are encouraged to send food to school in re-usable packaging. Reusable packaging and lunch boxes are encouraged and this is promoted by our school's Nude Food day
- **Special Occasion Days:** The school recognises that children sometimes enjoy foods, drinks and snacks which are of 'minimal nutritional value'. Whilst healthy

eating is the clear priority of the school, up to two days per Term may be designated 'Special Occasion Days'. On these days' food regarded as 'Occasionally' (Red) food may be sold or served. Special Occasion Days may include Sausage Sizzles, Fete Days, Fun Days and Class Parties. Teachers will encourage and monitor a balance and variety of foods that are brought in for class parties and individual birthday celebrations.

- **Before and After School Care Program:** The providers of the Before & After School Care program will be informed of the school's Food and Nutrition Policy and will be encouraged to provide food which complements the school policy.
- **Nut and Food Allergies:** A number of students attending Williamstown North Primary School are recognised as being allergic to some foods, including nuts and eggs. Some allergies may have serious side effects and the school therefore has developed an Anaphylaxis Management Plan. To limit the risks associated with some of these allergies:
  - The School does not sell nut products in the canteen.
  - In classes where there are children with nut allergies, families are discouraged from sending along peanut butter sandwiches or nut type snacks for lunch or snack time. (Refer WNPS Anaphylaxis Policy)
- **Diabetes:** Children with diabetes have specific food requirements. These foods are allowed by the school even though they may be outside the school's general food and nutrition approach.

### 3.3 Food Service:

The first priority of the school Canteen is to provide healthy food choices and in doing so provide fresh quality food at a competitive price. Healthy foods will be presented in a positive manner and promoted to the school community. The operations of the canteen will be reviewed on an annual basis. The current arrangements are:

- Monday and Tuesday: - Counter sales only, managed by Education Support staff.
- Wednesday, Thursday and Friday: - Counter Sales and Lunch Orders, managed by Canteen Manager and supported by parent volunteers.
- Special Lunch Days. These may be organised from time to time on a Monday or Tuesday when the canteen does not normally prepare lunch orders. The usual arrangements for these days will be that the Canteen Manager organise the lunch orders assisted by volunteers. An example of a Special Lunch Day is a 'Footy Day Lunch'.
- **Canteen Budget:** Each year a budget will be prepared which will take into account all canteen expenses (wages, administration, entitlements, purchases and equipment). It is aimed to make a modest profit from the operation of the Canteen, whilst at the same time maintaining a healthy eating priority. The profit of the Canteen will be used to support the programs of the school, such as ICT, and Performing Arts. The targeting of initiatives with a health focus will also be encouraged.

- **Canteen Management:** The school Canteen will be registered with the local Council and comply with all relevant food regulations. The Canteen Manager will:
  - be responsible for all aspects of the canteen operation.
  - ensure that food sold in the Canteen complies with the school's Food and Nutrition Policy.
  - be trained in all aspects of food preparation and handling
  - be provided with opportunities to update their training by attending workshops and food information sessions
  - ensure that all health regulations and food preparation requirements are complied with.
- The school is responsible for maintaining and replacing equipment in the Canteen.
- The Principal or Assistant Principal will meet with the Canteen Manager on a regular basis to: -
  - Review canteen operations.
  - Monitor and review the Menu.
  - Consider new items in consultation with Nutrition Australia and the 'Go For Your Life' program.
  - Organise Information Sessions for parents and staff.
- The Principal and Assistant Principal will invite feedback from families on the operations of the Canteen and the school's approach to Food and Nutrition.
- **Menu:**
  - The Canteen will provide a standard daily menu. It will be issued at the start of the year. The Menu will be re-issued during the year if there are price alterations to menu items or new items are endorsed to be included on the Menu.
  - The Canteen Menu will predominantly contain food regarded as 'Everyday' (Green) items. Some 'Select Carefully' (Amber) Food will also be included.
  - No 'Occasionally' (Red) food, will be included on the Canteen Menu
  - All Items on the menu will be identified by their colour code.
  - Snacks sold in the Canteen will conform to guidelines issued by The Department of Education and Early Childhood Development and Nutrition Australia.
  - New items will be assessed in relation to nutritional value. Only 'Green' or 'Amber' foods will be considered for inclusion on the Canteen Menu. New items will be promoted through the Newsletter.
- **Beverages:** The canteen will sell: 100% juice, water, milk, flavoured milk or other drinks which meet Canteen Guidelines.
- **Over the Counter Sales** will comprise of a variety of snacks such as popcorn, fruit, dried fruit and a small variety of ice-creams, which meet Canteen Guidelines.
- **Volunteers:** The successful operation of the Canteen will continue to rely on the assistance of volunteer community helpers.
  - Volunteer helpers must be trained in food safety procedures. This training will be conducted by the Canteen Manager.
  - Volunteers will not be permitted to have children in the Canteen.
  - However, the foyer of the Gym, adjacent to the Canteen, may be
  - used as a play area for the children of Canteen helper's children.

- The school will regularly advertise for canteen volunteers through the Newsletter, as well as encouraging volunteers, via parent Information Sessions.
- The Canteen Manager will provide volunteers with appropriate training, including food hygiene and safety.
- **Students assisting in the Canteen:** Students in Year 5/6 may assist in the School Canteen at recess times, provided written permission is received from their parents, and this is endorsed by the classroom teacher and the Principal/Assistant Principal.
- Students will only assist with Counter sales, and not food preparation.

### **3.4 Family and Community:**

- **Newsletter:** The school will regularly promote, through the Newsletter, information about food and nutrition, healthy lunch and snack options and canteen food.
- **Information Sessions:** The school will endeavour to provide Information Sessions for parents and staff on food, nutrition, healthy eating and lunch box ideas.
- **Organisational links:** The school will aim to maintain a close link with health promoting organisations and services such as 'Nutrition Australia'.
- **Fundraising:**
  - Fundraising within school should complement the school's Food and Nutrition Policy. This does not exclude the sale of 'Occasionally' Food, however, the school will aim to predominantly focus on healthy alternatives.
  - The school will look to include a variety of food and non-food fundraising activities.
- **Sponsorship:** Any Sponsorship or Advertising organised by the school should be considered in the context of the school's Food and Nutrition Policy. (Refer WNPS Sponsorship Policy)

## **4 Evaluation and Review**

- The Food and Nutrition Policy will be reviewed in line with the school's Policy Review process.

## **5 References and Related Policies**

WNPS Sponsorship Policy  
 WNPS Anaphylaxis Policy  
 Nutrition Australia  
 Go for your Life Website  
 DEECD Healthy Canteen Kit