

POLICY STATEMENT

HEALTH & SAFETY

Nutrition/Food/Beverages/Dietary Requirements

AUTHORISATION

POLICY TYPE:	Operational
POLICY LOCATION:	Corporate and Community Services
RESPONSIBLE OFFICER:	CSU Coordinator
AUTHORISED BY:	Director Corporate and Community Services
DATE ADOPTED:	16 October 2012
ADOPTED BY:	Manex
MINUTE NO:	
REVIEW DUE DATE:	September 2026
REVISION NUMBER:	4
RELATIONSHIP TO THE COMMUNITY STRATEGIC PLAN	This policy supports Council's Delivery Program Strategy 4.2: Provide quality, accredited and affordable Education and Care Services within Bland Shire and surrounds (Bland Preschool, Family Day Care, Mobile Resource Unit, Vacation Care and Toy Library services).

DOCUMENT HISTORY

VERSION NO.	DATE	DESCRIPTION OF AMENDMENTS <i>Include names of former policies that this policy will replace if applicable</i>	AMENDED BY <i>(Where required)</i>
0	16 October 2012		May 2014
1	17 June 2014		May 2016
2	9 October 2018		August 2020
3	11 May 2021		September 2022
4	10 November 2022		November 2026

REVIEW OF THIS POLICY

This Policy will be reviewed within FOUR (4) YEARS from the date of adoption or as required in the event of legislative changes. The Policy may also be changed as a result of other amendment that are to the advantage that Council and in the spirit of this Policy.

Any amendment to the Policy must be with the approval of the General Manager/Manex.

1. Purpose:

The purpose of this policy is to guide educators and staff about the importance of developing healthy habits and making healthy choices during early childhood, to promote a long term, healthy lifestyle and well-being.

2. Scope:

This policy document applies to all educators, staff, children and families enrolled within a Bland Shire Children Services service.

3. Outcomes:

To clearly advise all educators and staff about the importance of role modelling healthy eating habits, promoting healthy food choices and to educate families about the importance of nutritional value.

4. Roles and Responsibilities:

Responsibilities:

The Nominated Supervisor will:

- ensure that all children have access to safe drinking water at all times;
- ensure that all children are offered food and beverages appropriate to the needs of each child on a regular basis throughout the day;
- ensure that staff are aware of the need to implement adequate health and hygiene practices and follow safe food handling procedures when preparing and storing food to minimise cross contamination at the service;
- ensure that as per the Medical Conditions Policy the service shall remain nut and allergen aware and that all dietary requirements relating to medical conditions are adhered to;
- collect and record relevant information about individual special dietary requirements of children (i.e.allergies, cultural etc) if required and display for educator reference;
- ensure all services have a designated area for food preparation which is safe and hygienic;
- ensure each service have facilities that include a stove or microwave oven, sink, refrigerator, suitable waste disposal, and a hot water supply;
- ensure all food and bottle preparation and storage areas are separate from nappy change and toileting areas;
- ensure staff & volunteers that assist in preparing food are inducted on food handling and hygiene procedures;
- ensure all staff participate in Munch and Move professional development or receive similar training and information;
- ensure staff have access to Munch and Move resources.

Educators will:

- ensure water is available to the children at all times and that water bottles are stored at child level and are refilled with water during the day;
- implement adequate health and hygiene practices and use safe practices for handling, preparing and storing food to minimise risks to children;
- ensure that as per the Medical Conditions Policy services shall remain nut and allergen aware and that all dietary requirements relating to medical conditions are adhered to;
- be responsible for knowing children's special dietary needs;
- promote healthy eating through role modelling;
- encourage children to make healthy food choices;
- encourage children to try new foods, and their food likes and dislikes are respected;
- positively involve children in mealtimes;
- adhere to best practices around safe storage and heating of both expressed breast milk and formula (Family Day Care);

- ensure the introduction of solids to babies and toddlers will be done in consultation with families and in line with recognised guidelines (Family Day Care);
- encourage families to provide adequate and nutritious meals for their children in care in accordance with healthy eating guidelines;
- ensure children are seated allowing meals to be relaxed, positive and timed to meet the needs of children whilst encouraging independence and social skills;
- sit with the children at meal and snack times where possible, to role model healthy food and drink choices and actively engage children in conversations about the food and drink in children's lunchboxes;
- always supervise children while drinking and eating – ensuring safe bottle feeding and eating practices at all times;
- prohibit the use of food as punishment, reward or bribe. Prohibit any form of force feeding;
- support families' choices regarding infant feeding, including breastfeeding and bottle feeding where required;
- provide families with up to date information on dietary requirements of young children to ensure optimal growth and development, and provide families with opportunities to discuss ways to maximise the health and well-being of their child/ren;
- engage children in learning experiences that are fun and enjoyable and incorporate key messages around healthy eating;
- ensure implemented learning experiences will be guided by the EYLF principles and incorporate the child's identity.

Families will:

- provide the service with updated information on dietary requirements or any change in allergy conditions;
- provide open communication in regards to the individual needs of the child and the family;
- give permission to the service to display information about food allergies throughout the service as per determined by the Nominated Supervisor, including photo of the child for educator reference.

5. Definitions:

In this policy 'staff and educators' refers to staff employed by Bland Shire Council Children Services Unit and educators registered with the Bland/Temora Family Day Care Scheme.

Nut aware - Bland Shire Children Services Unit services are 'Nut and Allergen Aware'. It is not possible for an early education and care service to remain totally allergen free considering the nature of such a service and the involvement of a large number of children, parents, staff and community members. The service will implement a range of specific procedures and risk minimisation strategies to reduce the likelihood of common allergens within the service. Whilst all care is taken to reduce a child's exposure to any triggers, allergens or potential allergens, the service cannot guarantee that exposure will not occur.

6. Legislation and Supporting Documents:

Australian Children's Education and Care Quality Authority (2020) Guide to the National Quality Framework.

Education and Care Services National Law 2010

Education and Care Services National Regulations 2011

Staying Healthy in Child Care: Preventing Infectious Diseases in Child Care, 5th Edition, 2013

The Australian 24 hour movement guidelines for the Early Years (Birth – 5 years)

NSW Government – Munch and Move program

Get up and Grow: Healthy eating and physical activity for early childhood directors

Australian Directory Guidelines

7. Attachments:

Policy Procedure

Medical Conditions Policy

Medical Management, Risk Minimisation and Communication Plan