



Food Safety and Hygiene Policy

Quality Area 2

Authorisation	DSCC Management Committee
Review Date	October 2023
Approved Date	31 October 2023
Next Review Date	October 2026 (3 years) or sooner as required.
Relevant Documents	<ul style="list-style-type: none">• Attachment 1 – Hot drink guidelines• Administration of Medication and First Aid Policy• Anaphylaxis Policy• Child Orientation and Enrolment Policy• Child Safe Environment Policy• Illness, Infectious Disease and Emergency Care Policy• Nutrition and Active Play Policy• Occupational Health and Safety Policy

AUTHORISATION

This policy was reviewed and adopted by the Dawson Street Child Care Co-operative (DSCC), at a committee meeting on the Approved Date defined above.

POLICY STATEMENT

Values

DSCC is committed to protecting children and staff members from disease and illness by:

- complying with all legislative requirements relating to food safety and hygiene
- implementing and following effective hygiene practices
- taking all reasonable precautions to reduce potential hazards to children on the premises
- implementing infection control procedures to minimise the likelihood of cross-infection and the spread of infectious diseases and illnesses to children, staff and any other persons in attendance at DSCC
- fulfilling DSCC's duty of care requirement under the *Occupational Health and Safety Act 2004*, the *Education and Care Services National Law Act 2010* and the *Education and Care Services National Regulations 2011* to ensure that those involved with DSCC are protected from harm
- informing educators, staff, volunteers, children and families on the importance of adhering to the *DSCC's Food Safety and Hygiene Policy* to maintain a safe environment for all users, and communicating the shared responsibility between all involved in the operation of DSCC
- educating staff, parents/guardians, children and any other users of DSCC in the prevention of scalds and burns from hot drinks
- providing a safe, clean and humane environment for all animals and birds that visit or reside at DSCC (See *Attachment 5*)

Scope

This policy applies to the Director, the Management Committee, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of DSCC, including during offsite excursions and activities.

Purpose

This policy will provide guidelines for:

- effective food safety and hygiene practices at DSCC that comply with legislative requirements and meet best practice standards
- minimising the risk to children of scalds and burns from hot drinks

BACKGROUND AND RELEVANT LEGISLATION

Food Safety Background

Food safety is very important in early childhood service environments. Young children are often more susceptible to the effects of foodborne illness than other members of the community. Foodborne illness (including gastrointestinal illness) can be caused by bacteria, parasites, viruses, chemicals or foreign objects that are present in food.

Food provided by a children's service:

- must be fit for human consumption
- must not be adulterated or contaminated
- must not have deteriorated or perished

Safe food practices can also assist in reducing the risk of a severe allergic reaction (e.g., anaphylaxis) by preventing cross-contamination of any food given to children with diagnosed food allergies. Organisations that provide food to children have a duty of care to protect children from all hazards and harm. Employers are also required, under the *Occupational Health and Safety Act 2004*, to provide a healthy and safe working environment for employees and contractors, and to ensure that other individuals, including children, parents/guardians, visitors and the general public, are not endangered when attending the workplace. In addition, employees, visitors and contractors are responsible for complying with appropriate workplace standards and procedures that have been implemented to protect their own health and safety, and that of others.

The *Food Act 1984* aims to reduce the incidence of foodborne illness by ensuring that food manufactured, transported, sold, prepared and stored is safe, unadulterated, fit for human consumption and will not cause food poisoning. Under the Act, local councils in Victoria are required to classify every food premises in their municipality according to its food safety risk.

Early childhood services should confirm their food safety risk classification and related requirements with the local council in the area in which they operate.

Hygiene Background

Infections are common in children and often lead to illness. While it is not possible to prevent all infections in education and care environments, services can prevent or control the spread of many infectious diseases by adopting simple hygiene practices.

The implementation of appropriate hygiene and infection control procedures aims to break the cycle and prevent the spread of infections at every stage. The National Health and Medical Research Council (NHMRC) suggest that to reduce illness in education and care services, the three most effective methods of infection control are:

- effective hand washing
- exclusion of sick children, staff and visitors
- immunisation

Other strategies to prevent infection include:

- cough etiquette
- appropriate use of gloves

- effective cleaning of the Centre environment.

The NHMRC suggests that if these strategies are not implemented, all other procedures described in *DSCC's Food Safety and Hygiene Policy* will have reduced effectiveness in preventing the spread of infection and illness.

Legislation and Standards

Relevant legislation and standards include but are not limited to:

- Children's Services Act 1996
- Children's Services Regulations 2009
- Australia New Zealand Food Standards Code
- Child Wellbeing and Safety Act 2005
- Education and Care Services National Law Act 2010
- Education and Care Services National Regulations 2011: Regulations 77-80, 106, 109, 112, 168
- Food Act 1984 (Vic)
- National Quality Standard, Quality Area 2: Children's Health and Safety
Standard 2.1: Children's Health and Safety
 - (1) Element 2.1.2: Health practices and procedures
 - (2) Element 2.1.3: Healthy lifestyle
- Occupational Health and Safety Act 2004
- Public Health and Wellbeing Act 2008

DEFINITIONS

Department of Health and Human Services: The State Government department responsible for the health and wellbeing of Victorians, and with oversight of the administration of the *Food Act 1984*.

Food allergies: Some foods and food ingredients, or their components, can cause severe allergic reactions including anaphylaxis. Less common symptoms of food allergies include infantile colic, reflux of stomach contents, eczema, chronic diarrhoea etc. Food allergies are often caused by peanuts, tree nuts, milk, eggs, sesame seeds, fish and shellfish, soy and wheat.

Food safety: Ensuring food provided by the centre is fit for human consumption.

Food safety supervisor: A person who:

- can recognise, prevent and alleviate food handling hazards at a premises
- has a Statement of Attainment from a Registered Training Organisation (RTO) that confirms competency in the required food safety standards
- has the ability and authority to supervise other individuals who handle food at the premises to ensure safe food handling at all times

Cleaning: The removal of visible residue such as food waste, dirt and grease, using hot water and detergent. During this process, micro-organisms will be removed but not destroyed

Communicable disease: A disease capable of being transmitted from an infected person or species to a susceptible host, either directly or indirectly

Cough etiquette: The correct way to prevent the spread of infectious organisms that are carried in droplets of saliva is to cough or sneeze into the inner elbow or to use a tissue to cover the mouth and nose. Place all tissues in the rubbish bin immediately and clean hands with either soap and water or a disinfectant hand rub

Hazardous food: Food containing dangerous biological, chemical or physical agents, or food in a condition that has the potential to cause adverse health effects in humans

High-risk foods: Bacteria that has the potential to cause food-poisoning which can grow and multiply on some foods more easily than others. High-risk foods include meat, seafood, poultry, eggs, dairy products, small goods, cooked rice/pasta and prepared salads (such as coleslaw, pasta salads, rice salads and fruit salads). Food that is contained in packages, cans or jars can become high-risk once opened, and should be handled and stored appropriately

Hot drink: Any container holding a liquid that has been heated or boiled, and that remains above room temperature (25°C) for any period of time

Hygiene: The principle of maintaining health and the practices put in place to achieve this

Infectious disease: An infectious disease is designated under Victorian Law or by a health authority (however described) as a disease that would require the infected person to be excluded from an education and care service

Neutral detergent: A cleaning agent available commercially and labelled as 'neutral' or 'neutral pH'

Sanitise: A solution such as 12ml of domestic bleach (4% chlorine) to nine litres of clean water at 50 degrees Celsius. Note: Detergents and sanitisers must always be used in accordance with the manufacturer's instructions

Scalds: Burns by hot fluids, steam and other hot vapours

SOURCES AND RELATED POLICIES

Sources

- Communicable Disease Section, Victorian Department of Health & Human Services (2019), *A guide to the management and control of gastroenteritis outbreaks in children's centres*. Victorian Government, Melbourne:
<https://www2.health.vic.gov.au/about/publications/researchandreports/A-guide-to-the-management-and-control-of-gastroenteritis-outbreaks-in-childrens-centres>
- *Australia New Zealand Food Standards Code*:
<https://www.foodstandards.gov.au/code/Pages/default.aspx>
- Department of Health – Food Safety. Contact the Department of Health if your inquiry relates to general food compliance issues (and you don't know where to start) or you are looking for publications on food safety or information on legislation.
 - Telephone: 1300 364 352 (free call within Australia)
Email: foodsafety@health.vic.gov.au
Website: <https://www.health.vic.gov.au/public-health/food-safety>
- Department of Health: <https://www.health.vic.gov.au/public-health/infectious-diseases>
- National Health and Medical Research Council (2013) *Staying Healthy: Preventing infectious diseases in early childhood education and care services* (5th edition):
<https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services>
- Keeping food safe: <https://www2.health.vic.gov.au/public-health/food-safety/food-businesses/food-how-to-keep-it-safe>
- Food safety library: <https://www2.health.vic.gov.au/public-health/food-safety/publications-guides-resources>
- dofoodsafely – a free online food safety program: <http://dofoodsafely.health.vic.gov.au/>
- The Royal Children's Hospital Melbourne – Kids Health Info:
<https://www.rch.org.au/kidsinfo/>

- Kidsafe Australia: telephone (03) 9036 2306 or email: info@kidsafevic.com.au. For a fact sheet on scalds and burns, visit their website: www.kidsafevic.com.au/images/stories/pdfs/Burns_Scalds.pdf
- Kidsafe Australia: information sheet for information on potential choking hazards: <https://www.kidsafeqld.com.au/images/stories/pdfs/inews.97362.1.pdf>

External Resources

- Department of Education and Training *Program and Services Guide*: <http://www.education.vic.gov.au/childhood/providers/funding/Pages/devgroupproguid e.aspx>
- Food Safety Victoria: www.health.vic.gov.au/foodsafety
- Department of Human Services, Victoria, Food Safety Unit
- National Health and Medical Research Council (2005), *Staying Healthy: Preventing infectious diseases in early childhood education and care services (5th Edition)*, <https://www.nhmrc.gov.au/guidelines-publications/ch55>.

Royal Children's Hospital Community Information Team

Royal Children's Hospital
Flemington Road
Parkville VIC 3052
Royal Children's Safety centre
Website: www.rch.org.au/safetycentre
Email: safetycentre@rch.org.au
Telephone: 03 9345 5085

PROCEDURES

The Management Committee are responsible for:

- ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within
- providing parents/guardians with a copy of this policy, and with up-to-date information on the safe provision of food for their children
- ensuring staff are informed of current information relating to nutrition and food safety, including implementing adequate health and hygiene practices, and safe practices for handling, preparing and storing food (Regulation 77(1))
- monitoring staff compliance with food safety practices
- contacting the local council in the area of operation to determine DSCC's food safety risk classification and requirements under the Food Act 1984
- complying with all requirements of DSCC's food safety risk classification under the Food Act 1984, as outlined by local council, including implementing a food safety program and employing a food safety supervisor, if required
- the provision of a calibrated thermometer, suitable for food preparation areas, to monitor temperature of fridge/freezer
- ensuring a First Aid kit is kept in the kitchen
- ensuring the centre has laundry facilities or access to laundry facilities, or other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering (Regulation 106(1))
- ensuring that there are adequate and appropriate hygiene facilities provided for nappy changing which are designed, located and maintained in such a way that prevents unsupervised access by children (Regulations 112(2) & (4))
- ensuring that adequate, developmental and age-appropriate toilet, washing and drying facilities are provided for use by children, and that these are safe and accessible (Regulation 109)

The Director (Nominated Supervisor) or delegate are responsible for:

- ensuring that all staff and volunteers are provided with a copy of this policy and have a clear understanding of the procedures and practices outlined within
- reviewing staff training needs in relation to understanding and implementing effective hygiene practices in early childhood settings
- ensuring that a copy of the NHMRC guidelines for the prevention of infectious diseases in child care is available at the centre
- implementing a cleaning schedule for the kitchen area. This schedule can be found in the Food Safety Plan folder, which is kept in the kitchen
- ensuring hot drinks provided at the centre comply with the guidelines outlined in Attachment 1.
- the provision of a calibrated thermometer, suitable for food preparation areas, to monitor temperature of fridge/freezer
- ensuring a First Aid kit is kept in the kitchen
- ensuring children are not able to enter the kitchen
- ensuring parents are not able to enter the kitchen without a staff member, unless it is on a social activity day
- ensuring all staff implement adequate health and hygiene practices and safe practices for handling, preparing and storing food
- establishing robust induction procedures that includes the provision of information regarding the implementation of the practices outlined in this policy
- developing an appropriate cleaning and sanitising schedule for the Centre that outlines daily, weekly, monthly, quarterly and annual cleaning and sanitising requirements and responsibilities
- arranging for the centre to be cleaned regularly including floors and other surfaces, as per the cleaning contract and schedule
- reviewing the cleaner's contract and schedule on an annual basis
- providing hand washing guidelines for display at each hand washing location
- ensuring there is an adequate supply of non-toxic cleaning and hygiene products, including gloves, at all times
- developing effective hygienic systems for cleaning, such as using colour-coded cloths in each area
- ensuring cloths are cleaned, rinsed and stored separately and replaced regularly
- encouraging educators and volunteers to complete training in safe food handling techniques, as required.
- ensuring that good hygiene practices are maintained at all times
- actively encouraging parents/guardians to keep children who are unwell at home to prevent the spread of infection to other children and educators
- displaying hygiene and safety guidelines/posters in the food areas of the service for the reference of staff and families involved in the preparation and distribution of food to children
- ensuring measures are in place to prevent cross-contamination of any food given to children with diagnosed food allergies
- maintaining the service in a clean and hygienic manner throughout the day, such as wiping benches and tables before and after eating, and cleaning up spills
- contacting the local council's Environmental Health Officer for information about obtaining a needle/syringe/sharps disposal unit and instructions for its use
- ensuring that this policy is referred to when undertaking risk assessments for excursions and other service events
- ensuring the sand, soft-fall areas, tanbark, paths and grassed areas are monitored regularly and maintained in a safe and clean manner
- ensuring the provision of paper towels in the kitchen area

- ensuring that information about correct hand-washing procedures is displayed in relevant areas of the service including food preparation areas, including visual aids for children
- contacting the local council in the area of operation to determine DSCC's food safety risk classification and requirements under the Food Act 1984
- complying with all requirements of DSCC's food safety risk classification under the Food Act 1984, as outlined by local council, including implementing a food safety program and employing a food safety supervisor, if required
- identifying potential hazards that may reasonably be expected to occur at each stage of the food-handling and preparation cycle and developing procedures to minimise these hazards. Stages of the cycle include ordering, delivery, storage, thawing, preparation, cooking, cooling, handling post-cooking, reheating and serving
- ensuring that all facilities and equipment for food preparation and storage are clean, and in good repair and working order
- contacting the Communicable Disease Section, if there is an outbreak of two or more cases of gastrointestinal illness in a 48-hour period
- ensuring the centre has laundry facilities or access to laundry facilities, or other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering (Regulation 106(1))
- ensuring that the laundry and hygiene facilities are located and maintained in a way that does not pose a risk to children (Regulation 106(2))
- ensuring that there are adequate and appropriate hygiene facilities provided for nappy changing which are designed, located and maintained in such a way that prevents unsupervised access by children (Regulations 112(2) & (4))
- ensuring that current nappy-changing procedures are displayed in toilet and nappy-changing areas
- ensuring that adequate, developmental and age-appropriate toilet, washing and drying facilities are provided for use by children, and that these are safe and accessible (Regulation 109).

Educators/Staff are responsible for:

- where possible, using utensils such as tongs to handle food
- before handling food, washing hands thoroughly
- ensuring that hand basins are only used for washing hands, faces, or cleaning teeth
- if a hand dryer is installed, checking it is working and, if not, reporting it to the Director/Management Committee and providing paper towels until it is fixed
- ensuring the provision of soap and handtowels (if used) on a daily basis
- keeping the kitchen clean and tidy at all times and complying with the cleaning schedule displayed in the kitchen.
- disposing of any eating or drinking utensils that are chipped, broken or cracked and informing the Director/Management Committee of any items which need replacement
- restricting the food preparation areas for that purpose only
- cleaning all food contact surfaces, appliances and equipment after use
- removing hazardous food and offering child/ren an alternative snack
- informing the Management Committee ~~beard~~ six months prior to the expiration of first aid qualifications
- covering all wounds or cuts on hands or arms with brightly coloured wound strips or bandage. If the wound is on the hand, disposable gloves are to be worn over the top of the wound strip if involved in food handling
- notifying the Director of their inability to work if affected with vomiting or diarrhoea within the past 48 hours
- ensuring people suffering from diseases which are likely to be transmitted through food are not involved in food handling

- providing guidelines to parents/guardians on appropriate food for their child to bring to the centre. These will be developed in consultation with the Director/Management Committee
- complying with the hot drink's guidelines (Attachment 1)
- ensuring children are kept out of the kitchen
- the cook is responsible for complying with the internal and external audit requirements each year
- ensuring that children's lunchboxes are kept indoors, away from heat sources (including direct sunlight) and refrigerated if necessary
- informing parents/guardians if an outbreak of gastroenteritis or possible food poisoning occurs at the service

FOOD SAFETY

Children and eating

Staff/Educators are ~~also~~ responsible for:

- encouraging and directing children to wash their hands before they eat
- teaching children to turn away and cover their mouth when they cough or sneeze and then to wash their hands
- ensuring tables are wiped with appropriate cleaning materials prior to children using them for food consumption
- making sure children are sitting when they eat and drink
- washing and sanitising all dropped utensils prior to re-using
- discouraging children from sharing utensils and sharing food they have begun to eat
- promptly cleaning up any food or drink that is dropped indoors or outdoors, or remove children from area until it has been cleaned

Preparing food

Staff/Educators are ~~also~~ responsible for:

- using separate utensils, chopping boards and other equipment for raw and for ready-to-eat foods to avoid cross-contamination. If this is not possible, thoroughly washing and sanitising equipment between uses
- removing food items in damaged packaging such as dented cans, leaking packages, or cracked eggs
- ensuring that hot drinks are only prepared and consumed in areas inaccessible to children, such as the kitchen, staffroom and office

Handling food

Staff/Educators are ~~also~~ responsible for:

- using utensils such as tongs, spoons, and spatulas for cooked or ready-to-eat foods. Raw food which will be cooked can be safely handled with bare clean hands
- washing hands before putting on gloves and putting on new gloves when changing from raw food to ready-to-eat food
- checking the operating temperature of refrigerators and freezers. Reporting malfunctioning equipment to the Director and/or Management Committee
- ensuring items placed in the fridge/freezer are covered with a lid, foil or plastic film
- using cleaning cloths or paper towels to clean up spills
- ensuring that no potentially hazardous food is at room temperature for longer than two hours. Cover and place food in cool room if there are any unavoidable delays during preparation.

Parents/guardians are responsible for:

- washing hands if participating in food preparation

- encouraging their child/ren to develop and follow effective hygiene practices at all times, including handwashing on arrival at the Centre
- complying with the hot drink's guidelines (Attachment 1).

Heating and Cooling Food

Cooks or relevant staff are responsible for:

- keeping food hot (more than 60°C) or cold (5°C or less); otherwise, do not keep it at all
- heating and cooling food properly to prevent germs from growing in the food
- using a food thermometer to ensure that cooked or reheated food reaches the correct temperature. Keep a non-mercury thermometer in your fridge so that you can check that the temperature is below 5°C
- checking that the food has cooled before giving it to the child. Remove a small piece of food with a spoon to another plate and test the temperature of the food with your hand. Throw this piece of food away and wash the spoon.
- throw out all leftovers. Tell parents what food their child left, but do not return the leftover food to the parents.

Separating Raw and Cooked Foods

If foods have been properly reheated, any germs that were in the food will have been killed. It is important not to let raw food come in contact with cooked food, because the raw food may have germs in it.

To prevent cross-contamination between raw and cooked foods:

- keep raw and cooked foods separate, even in the fridge
- keep cooked food above uncooked food in the fridge
- use separate utensils (such as cutting boards and knives) for raw and cooked food.

Nappy Changing and Toileting

The possibility of spreading infectious disease increases when an educator changes nappies in the centre and also prepares and serves food on the same day. Where practical and possible, the person who prepares and serves food should not be the person who changes nappies or assists with the toileting on that day.

In terms of changing nappies for children, educators/staff are responsible for:

- attending to the individual personal hygiene needs of each child as soon as is practicable
- changing nappies and attending to individual personal hygiene and toileting needs of each child according to recommended procedures (refer to Attachment 2 – Sample nappy-changing and toileting guidelines)
- disposing of soiled nappies in a safe and hygienic manner in line with this policy
- washing hands thoroughly following the disposal of soiled nappies

In terms of the toileting of children, educators/staff are responsible for:

- ensuring soap and drying facilities are available at all times when children are in attendance at the Centre
- ensuring children do not share the use of items related to personal care, such as hand towels for drying hands, toothbrushes and hairbrushes
- encouraging children to flush the toilet after use
- encouraging and assisting (where required) children to wash their hands according to hand washing guidelines (refer to Attachment 3) after toileting
- encouraging children to tell a staff member if they have had a toileting accident
- monitoring and maintaining toileting facilities in a safe, clean and hygienic manner while children are in attendance; this requires periodic checking of the bathroom area
- respecting diverse styles of toileting children due to cultural or religious practices

- respecting the possible need to maintain privacy of toileting and dressing
- working in partnership with parents/guardians to support children who are learning to use the toilet (see Toilet Training Guidelines - Attachment 4)

HYGIENE

At DSCC, we are committed to ensuring that we provide a clean and safe environment for the children. Part of this is ensuring that the children's toys, clothing and other surroundings are kept in tidy and hygienic manner.

DSCC will follow a regular cleaning schedule to maintain a hygienic environment. All toys, play areas, and common surfaces will be cleaned and sanitised daily.

Toys

For cleaning toys-educators/staff are responsible for:

- removing toys that a child has sneezed or coughed on (place in a 'toys-to-be-cleaned' box)
- wearing gloves when cleaning (general purpose gloves are sufficient; wash and hang outside to dry when finished)
- washing mouthed toys daily using warm water and detergent and, if possible, drying in the sun
- wiping over books with a moist cloth treated with detergent
- ensuring washable toys and equipment are cleaned term by term or annually, as required
- where applicable, washing and disinfecting mattress covers and linen

Child Contact

In regards to children's contact with one another, educators/staff are responsible for:

- educating and encouraging children in good personal hygiene practices, such as:
 - washing their hands after blowing and wiping their nose
 - not touching one another when they are cut or bleeding
 - disposing of used tissues promptly and appropriately, and not lending them to other children
 - using their own equipment for personal care, such as toothbrushes, hats, brushes and combs
 - only touching the food, they are going to eat
 - using their own drink bottles or cups

Other Surroundings

For the indoor and outdoor environments, educators/staff are responsible for:

- keeping the indoor and outdoor environments as clean and hygienic as possible at all times, including the safe disposal of discarded needles/syringes/sharps
- promptly removing blood, urine and faeces (including animal) either indoors or outdoors, using the appropriate cleaning procedures
- covering the sandpit when overnight to prevent contamination
- emptying water containers, such as water trays, each day (refer to Water Safety Policy)
- disposing of any dead animals/insects found on the premises in an appropriate manner.

Safe Handling of Body Fluids or Materials in Contact With Body Fluids

Accidental spills and secretions of body fluid are a fact of life in a child care setting. In managing these spills, the Director and other staff/educators must ensure that they:

- avoid direct contact with blood or other fluids
- are not at eye level when cleaning/treating a child's face that has blood on it, as a child's blood can enter the mouth/nose of a staff member when a child cries or coughs
- wear gloves wherever possible

- cover any cuts/abrasions on their own hands with a waterproof dressing
- wash their hands thoroughly following any contact with bodily fluids

Effective Environmental Cleaning

Cleaning is an important part of infection control as germs are unable to multiply on clean, dry surfaces. Effective cleaning with detergent and warm water followed by rinsing and drying removes the bulk of infectious organisms from a surface. Educators/staff need to pay particular attention to the following:

- toilets/sinks must be cleaned daily and separate cleaning cloths/sponges must be used for each task
- mouthed toys must be washed immediately or placed in a separate container for washing at a later time
- all bench tops and floors must be washed regularly
- children's cups/drink bottles used for water must be washed daily
- when washing at the child care premises, staff are to consider washing items separately to minimise cross-contamination, for example, tea towels washed separately from sheets, face washers washed separately to play mats/rugs
- nappy change areas/mats must be cleaned with vinegar magic after each use

EVALUATION

In order to assess whether the values and purposes of the policy have been achieved, DSCC will:

- regularly seek feedback from everyone affected by the policy regarding its effectiveness
- keep the policy up to date with current legislation, research, policy and best practice
- revise the policy and procedures as part of the service's policy review cycle, or as required

ATTACHMENTS

- Attachment 1: Hot drinks guidelines
- Attachment 2: Sample nappy-changing and toileting guidelines
- Attachment 3: Handwashing guidelines
- Attachment 4: Toilet Training Guidelines
- Attachment 5: Animals in the Environment

Food Safety and Hygiene Policy

Date Reviewed	Details of Changes (if any)	Date of Next Review
October 2023	Major updates and inclusions based on Quality Area 2 – Food Safety and Hygiene, including added definitions, updated source links and New Sections: Food Safety Background, Heating and Cooling Food, Separating Raw and Cooked Foods.	October 2026
April 2018	Minor changes only	April 2022
June 2016	Inclusion of Toilet Training Guidelines	March 2018
March 2014	Hygiene Policy incorporated into Food Safety and Hygiene Policy	March 2018
April 2013	Updated to comply with revised legislation, regulations and policies	April 2015
November 2009	Insertion of requirement about annual audits; insertion of rule about parent access to kitchen	September 2011
September 2008	New policy based on KPV template, the Victorian Government's FoodSmart guide and existing practice.	September 2009

Hygiene Policy (merged)

Date Reviewed	Details of Changes (if any)	Date of Next Review
March 2014	Incorporated into Food Safety and Hygiene Policy	Nil
April 2013	Updated to comply with revised legislation, regulations and policies	April 2015
November 2009	Insertion of requirement about annual audits; insertion of rule about parent access to kitchen	September 2011
September 2008	New policy based on KPV template, the Victorian Government's FoodSmart guide and existing practice.	September 2009

Attachment 1: Hot drinks guidelines

Purpose

These guidelines outline the provision of a safe environment for the children attending the centre and procedures to minimise the risk of scalds or burns from hot drinks whilst complying with all relevant legislative requirements.

The guidelines promote the practice of excluding hot drinks from all areas accessed by children. Lukewarm drinks in mugs/cups/lidded mugs are not acceptable practice in areas accessed by children as they present the impression of being hot and do not support the implementation of safe practices through appropriate role modelling.

Background

“Burns and scalds are among the most distressing injuries that a child can receive. Although rarely fatal in children they may cause considerable pain, often need prolonged treatment and can result in lifelong disfigurement through scarring” (The Monash University Accident Research Centre (2004 p.11 Hazard 57)).

Each year in Victoria at least 350 children aged 0-4 years present to hospital emergency departments with hot drink scalds, most commonly from tea, coffee and boiled water. About 150 of these children require hospital admission. The most common scenario for scalds is a child pulling a cup of tea, coffee or hot water from its resting place (bench, table etc.) with the hot drink spilling over their head and face, upper arm and chest.

The centre recognises the role of educators and centre providers in educating parents/guardians and the community in burn and scald prevention through the provision of information, role-modelling and safe practices.

Procedures

General guidelines for the preparation of hot drinks

- Hot drinks are to be prepared in kitchen area or staff areas
- Hot drinks may be consumed in kitchen and staff areas according to criteria outlined in these guidelines
- Hot drinks are not to be taken into children’s rooms, outdoor areas or any other area accessible to children whilst children are in attendance

All staff are responsible for:

- the implementation of these guidelines
- ensuring parents/guardians on duty, visitors to the centre, students and volunteers are informed of the centre’s hot drink guidelines and the reasons for it
- educating users of the centre in prevention of burns and scalds by providing information on safe practices to prevent burns and scalds in the home, including appropriate first aid for scalds. This can be provided in newsletters, noticeboard displays, informal discussions and by role modelling
- ensuring children do not have access to the kitchen or staff area
- ensuring hot drinks being moved from the kitchen to staff area is undertaken when the children are outdoors
- ensuring hot drinks are never left unattended
- ensuring alternative drink/s are offered at social events when it is decided hot drinks will not be provided. for example, juice, water, iced coffee
- ensuring that a staff member is present with a current First Aid qualification

The Director/Management Committee are responsible for:

- ensuring that a person is in attendance with a current First Aid qualification for events outside operational hours when hot drinks are consumed
- reviewing and approving requests to provide hot drinks at social events during operational hours
- supervising their own children when attending the centre for committee duties. If children are present in the office, no hot drinks are to be consumed.
- dealing with any questions/concerns that arise in relation to any aspect of these guidelines
- providing a copy of the guidelines to other groups who may utilise the building, such as playgroups, birthday party groups
- reviewing and approving any changes to the guidelines

Social Events

This includes events during operational hours and outside operational hours. For example, mother's day morning tea, grandparents' day, working bee, family barbeque, and any other social event which is provided where children will be present at the centre.

If hot drinks are to be provided the following conditions will apply:

- if using an urn, it needs to be placed out of reach of all children
- children are not permitted in the kitchen area
- committee members are nominated to serve hot drinks
- a designated area is set aside for the consumption of hot drinks
- informing parents/guardians and other persons observed not complying with the guidelines of the guidelines and reasons for it
- ensuring a person is in attendance with a current First Aid qualification

Attachment 2: Sample nappy-changing and toileting guidelines

Suggested practices

- ensure that the nappy change area is separate from food preparation and serving areas
- ensure that hand washing and drying facilities are adjacent to the nappy change area
- ensure that staff wear disposable gloves when changing soiled nappies
- display a waterproofed poster of the nappy-changing procedure in all nappy change areas
- provide a nappy change mat or bench with an impervious, washable surface
- ensure that a walking child walks to the nappy change area and provide steps for the child if a bench is used (refer to *DSCC's Occupational Health and Safety Policy*)

Procedures to consider if providing care for children under three years of age

- have an adequate number of clean nappies stored within reach of the nappy change area
- keep all nappy change solutions, wipes, soiled nappies and clothes in a place that is not accessible to children
- if using cloth nappies, use nappy covers where practicable. Ensure nappy covers are replaced at each nappy change. Wrap-around nappy covers are preferable as they avoid the spread of germs that can occur when nappy covers are pulled down over a child's legs and feet
- during outbreaks of diarrhoea, use disposable nappies rather than cloth nappies
- where possible, staff who change nappies should not be involved in food preparation on the same day

Nappy changing for older children

All children's personal hygiene needs must be attended to as soon as is practicable; therefore, if a child is not toilet trained or soils their underclothing, the centre will need to ensure that appropriate facilities and supplies are provided for changing nappies/clothing in a safe and hygienic matter. It is not appropriate to leave a child in a wet or soiled nappy/clothing until the parent/guardian is available to attend to their child's personal hygiene. How and where these facilities are provided in a child care environment will depend on the space and layout of the bathroom area (refer to *DSCC's Occupational Health and Safety Policy*).

Services are advised to consider implementing procedures that ensure that the requirements of the regulations are met while recognising an individual child's need for respect and privacy, hygiene, supervision and occupational health and safety requirements. Services are reminded that it is not acceptable to change a child's clothing or nappy in areas that are not licensed for such activities, such as the office, foyer, kitchen and adult/disabled toilets.

Changing nappies

Children should not be left alone for the entire time their nappy is being changed.

- staff should think about the way they are going to approach the child to let them know you are going to change their nappy
- gather required items i.e., nappy, bottom washer, gloves, clean clothing if required
- lift child onto the change bench using proper lifting techniques or encourage child (if mobile) to climb up the steps
- ensure one hand is kept on the child at all times; children should never be left unattended on the change bench
- wear disposable gloves for soiled nappies. All soiled items of clothing should be removed from the child's body along with the nappy.
- nappies must be placed into plastic bags or a lined rubbish bin
- children should be cleaned, and bottom wipes placed into the nappy bucket on the bench

- place soiled clothes in plastic bag, if required
- use a new glove if applying nappy cream
- the adult must remove their gloves before touching the child's clean clothes or putting on a clean nappy, taking care not to let their skin touch the outer contaminated surface of the glove. Used gloves must be discarded in the bin along with other soiled items
- dress the child and wash the child's hands if necessary
- the nappy change area must be cleaned immediately after each use with Vinegar magic bench spray and wiped with a paper towel
- adults involved in the nappy change process must ensure that their hands are washed and dried thoroughly after each change

Attachment 3: Handwashing guidelines

These guidelines are based on information provided in *Staying Healthy in Child Care: Preventing infectious diseases in child care* (5th Edition), National Health and Medical Research Council (2013).

Handwashing techniques

Hands are the body parts most responsible for transferring infectious organisms, which can then lead to the spread of illness and disease.

It is essential that hands are properly washed upon arrival and at intervals throughout the day. Correct handwashing techniques are a vital part of good hygiene practices, and all staff should be trained in a set handwashing procedure.

The process of thoroughly washing, rinsing and drying your hands or a child's hands should take around 30 seconds. This is the approximate amount of time it takes to sing *Happy Birthday* twice, or the *Alphabet Song* once. Alternately, you could count to 10 while you wash and then count to 10 again while you rinse.

There are five steps to washing hands:

1. Wet hands with running water (warm water is most comfortable)
2. Apply soap to hands
3. Lather soap and rub hands thoroughly, including the wrists, palms, between fingers, around the thumbs and under the nails. Rub hands together for 20 seconds
4. Rinse under running water
5. Dry thoroughly

When to wash hands

Before	After
Educators and other staff <ul style="list-style-type: none"> • Eating or handling food • Starting work • Giving medication • Putting on gloves 	Educators and other staff <ul style="list-style-type: none"> • Taking off gloves • Changing a nappy • Coming in from outside play • Using the toilet • Cleaning the nappy change area • Helping children use the toilet • Wiping a child's nose or your own nose
	<ul style="list-style-type: none"> • Handling garbage • Cleaning up faeces, vomit or blood • After removing gloves • Smoking, coughing, sneezing, using a handkerchief or disposable tissue, eating, drinking or using tobacco or similar substances
Children <ul style="list-style-type: none"> • Starting the day at the centre • Eating or handling food • Going home 	Children <ul style="list-style-type: none"> • Eating or handling food • Touching nose secretions • Using the toilet • Coming in from outside play • Having their nappy changed

Attachment 4: Toilet Training Guidelines

Educators/staff will work in partnership with parents/guardians to support children who are learning to use the toilet. Children need to be consistently demonstrating the signs of readiness listed below before toilet training commences. If educators/staff feel that a child is not showing the required signs of readiness while at DSCC, it will be expected that parents/guardians wait a period of time before recommencing toilet training. The age of the child is not considered an indication of their readiness to commence toilet training.

The signs of readiness may include, but are not limited to those listed below.

The child;

- has dry nappies for up to two hours
- can pull their pants up and down
- can tell you (or show obvious signs) when they have a dirty nappy
- can sit down quietly in one position for two to five minutes
- understands the physical signals that mean they have to go to the toilet and can tell you before it happens or even hold it until they have time to get to the toilet
- dislikes the feeling of wearing a wet or dirty nappy
- shows interest in others' bathroom habits

When toilet training is commenced the following procedure should be followed:

- gather information from parents about how their child is toilet training at home
- give information to parents on how the toilet training process begins if required or requested
- let the parents know that it is important that the child has at least 4 changes of labelled clothes in their bag when starting out
- assist the child with getting to the toilet, undressing, sitting on the toilet, wiping/cleaning them if needed, redressing, pressing the button and washing and drying hands
- ensure that clean clothes are readily available for the child when accidents happen
- educators to dispose of faeces where applicable into the toilet, place soiled underwear in plastic bag and put in child's bag, if underwear is extremely soiled place in plastic bag and then in bin
- educators to wash and dry hands thoroughly
- it is very important for educators and children to follow proper hygiene procedures after toileting
- educators and parents are to consult on how the child's toilet training is going to ensure consistency between the centre and home
- ensure effective supervision of the bathroom areas at all times
- it is important to remember that the toileting procedure is to be a positive experience for the child where they are able to gain confidence and reassurance during this time
- encourage the child's attempts and respond in a positive manner at all times

Attachment 5: Animals in the Environment

Introduction

Element 2.3.2 of the National Quality Standards provides that: "Children have a right to be protected from possible or potential hazards and dangers posed by products, plants, objects, animals and people in the immediate and wider environment."

Standard 3.2 aims to ensure that: "The environment is inclusive, promotes competence, independent exploration and learning through play." The guidelines to this standard ask us to consider "How do we foster children's capacity to understand and respect the natural environment and the interdependence between people, plants, animals and the land?"

Responsible ownership of pets, animals or birds that may reside at the Education and Care Services or visit the premises is vital. Role models of appropriate behaviours with animals and guidance in caring for the needs of animals is beneficial for children. This policy also considers the management of unwanted visitors such as pests and vermin.

GOALS – What are we going to do?

DSCC will:

- provide a safe, clean and humane environment for all animals and birds that visit or reside at the service;
- ensure pest control measures are regularly undertaken, and;
- ensure there are procedures in place for removing unwanted animals, pests and vermin from the premises.

STRATEGIES – How will it be done?

Centre Pets and Invited Visitors

- educators will ensure that all pets and their enclosures are kept clean and hygienic. Educators must ensure they have clean bedding and water. Food is available for the pet, but kept out of reach of children at all times. A cleaning roster will be established to ensure the area is cleaned regularly
- children must be supervised at all times when interacting with pets or animals. Educators will manage any health or safety risk for the children that may be caused by animals, such as asthma and allergies
- pets will not have access to children's bedding, toys, food preparation areas, eating surfaces or utensils
- animals and birds visiting the education and care service as part of the educational program are the responsibility of the owner(s). The educators will ensure that the environment remains safe and hygienic at all times during the visit. Educators will complete risk assessment paperwork in relation to the visit

Animals and Birds Other than Pets or Invited Visitors

- there are situations that may spontaneously occur, involving animals. For example, there may be a situation where an animal or bird has made its way into the education and care service. Educators may use this as a spontaneous learning experience for the children. At all times, they will ensure the safety and wellbeing of the children.
- if an animal or bird is potentially dangerous; such as a snake or spider, educators will contact an appropriate authority for assistance, such as **Wildlife Victoria: ph: 8400 7300**
- the animal's movements should be monitored to ensure a speedy and efficient capture by a professional, but priority is to be given to educator, child and family safety. At no time is the potentially dangerous animal, insect or bird to be approached or touched by educators, children or families

Pests and Vermin

- pest control will occur at the education and care service on an annual basis. Educators will monitor any occurrences in the service to determine the success of control measures
- if pests and vermin are seen, educators will advise the nominated supervisor. The approved provider is responsible for arranging additional pest control visits.
- where appropriate, educators discuss with children safety issues relating to dangerous products, plants, vermin and objects
- educators will thoroughly clean all areas that animals or pests have accessed in the education and care service with hot, soapy water. If the remains of some animal or animal faeces have been found, the remains will be disposed of according to the local Council guidelines and the area where the remains were found will be thoroughly disinfected with hot, soapy water
- educators will be responsible for assessing any situation in the education and care service where animals are involved to ensure the health, safety and well-being of children, families and animals

EVALUATION

The presence of animals in the education and care service will be managed by educators to ensure that the safety and wellbeing of children, families, educators and animals is maintained at all times. Educators will consider the risks versus the benefits

Policy Review

This policy will be regularly reviewed by Dawson Street Child Care Co-operative and any necessary changes will be implemented by the Management Committee.