



## Food Preparation and Sharing Policy

### Scope

The purpose of this policy is to provide clear guidelines to the preparation and sharing of food at Hawthorndene Primary School.

### Rationale

At Hawthorndene Primary School, we actively work to provide a safe environment for all staff, students and their families. We aim to have adequate procedures in place to ensure the safe preparation and sharing of food. We model positive food behaviours and aim to minimise potential risks to all staff and students, especially those with food allergies.

### Aim

The aim of this policy is to:

- clearly express the school's commitment to minimise the potential risks associated with food preparation and sharing
- establish clear expectations for both staff and parents/caregivers around food preparation and sharing
- implement a policy which maintains a safe workplace for staff and a safe learning environment for students

### Food Preparation

Food preparation is defined as handling operations, and actions undertaken to ensure food is prepared in a safe environment, that follows health and safety standards and is safe for consumption. Food preparation can include either/or both preparing and cooking.

Food sharing is defined as staff or students sharing food with others either from a shared learning experience involving preparation of food or bringing food from home.

### Relation to other policies

This policy directly relates to the Hawthorndene Primary School Nuts and Allergens Policy

### Roles and responsibilities

## **Principal**

- ensure the school's policy has been endorsed or ratified by governing council and is clearly communicated and accessible to all staff and families
- ensure there is a process for regular review of the school's local policy
- enforce the policy and responses to instances of non-compliance
- ensure that planning of 'special food days' align with the Right Bite standards
- ensure that our partner, Blackwood High School Canteen, complies with the Right Bite Food and Drink Supply Standards for School Canteens

## **School staff**

- ensure food preparation activities are linked directly with the curriculum
- be aware of all food allergies present in the classroom. These are included in student information and made available to all staff including relief staff
- when planning a food preparation activity submit an Application to Conduct Food Preparation and sharing form and a Food Preparation and sharing Risk Management Form to leadership
- once the food preparation activity is approved, parents/caregivers must be notified via detailed letter which includes a list of all ingredients and preparation instructions, with an opt-out option available
- secure enough registered volunteers to manage the food preparation activity
- all ingredients will align with the Right Bite standards available here [Right Bite Food and Drink Supply Standards for South Australian schools \(education.sa.gov.au\)](https://www.education.sa.gov.au/RightBite)
- follow good personal health and hygiene practices, including handwashing
- control the temperature of potentially hazardous food
- protect food from contamination
- keep the food preparation area clean during and after the activity
- clean and sanitise equipment and utensils before and after the activity
- supervise students during eating time in the classroom and/or a shared space outside
- remind students not to share food that is brought from home, eat only what their family has supplied
- do not offer students food items as rewards or for celebrations
- role model positive food behaviours
- do not accept food from home to be shared with the class for celebrations/rewards/cultural events

## **Parents/caregivers**

- be aware of the Food Preparation and Sharing Policy and the Nuts and Other Allergens Policy
- communicate all allergies to the school and provide necessary documentation and medication to support allergy management if applicable
- provide students with food for the school day that is not intended for sharing

- do not provide food for celebrations such as birthdays, to be shared or given out to other students
- role model positive food behaviours

Policy review date: 2025