

# Food Handling and Hygiene



Review Date: 28/11/2025

## Introduction

Safe food handling practices are essential for the health and wellbeing of children and adults in Early Childhood Education and Care settings.

Guidelines assist all stakeholders to be mindful of their responsibility to follow procedures consistently.

## Goals – What are we going to do?

Our service will provide a safe environment through good hygiene and food handling practices for children, staff and volunteers.

## Strategies - How will it be done?

### The Approved Provider will:

- Oversee policy and procedure updates regularly.
- Examine Work Health & Safety issues around food handling and hygiene brought to them by the Nominated Supervisor, or other channels.
- Ensure staff have access to training as necessary.

### The Nominated Supervisor will:

- Ensure staff and volunteers are informed of safe food handling during orientation and as needed.
- Ensure practices are being followed.
- Report back to the Management Committee about any Work Health & Safety issues arising including food handling and hygiene.
- Update the policy in collaboration with staff, families and dieticians or other suitable health care professionals.
- Ensure parents receive information on safe food handling practices.
- Replace cutting boards regularly so they aren't cracked or creviced.

## Statutory Legislation & Considerations

Education and Care Services  
National Regulations 2011

Children (Education and Care  
Services National Law  
Application) Act 2010

## Sources

Physical Activity and Nutrition  
Outside School Hours  
[www.health.qld.gov.au/  
ph/documents/hpu/24](http://www.health.qld.gov.au/ph/documents/hpu/24)

Food Standards & Food Act, 2023  
(NSW)

Childrens Services Voluntary Food  
Safety: [foodauthority.nsw.gov.au](http://foodauthority.nsw.gov.au)

## Related Policies

- Nutrition/Food/Beverages/  
Dietary Requirements
- Medical Conditions
- First Aid
- Emergency and Evacuation
- Enrolment and Orientation

## Educators and volunteers will:

1. Wash their hands before preparing, serving or eating food. Staff will use warm water and soap to wash hands and use disposable paper towels to dry hands.
2. Use tongs or gloves when serving food.
3. Clean food preparation and eating areas and utensils regularly.
4. Store all perishable food in the refrigerator. The refrigerator temperature will be monitored regularly to ensure it is between 0-4°C.
5. Ensure all perishable food is kept cold while transporting.
6. Store food in sealed containers.
7. Regularly use the *Food Handling Checklist for Out of School Hours* to review, evaluate and document the service's food handling practices.
8. Discuss food handling and hygiene with children when serving, preparing and eating food.
9. NOT CONSUME HOT BEVERAGES SUCH AS TEA/ COFFEE AROUND CHILDREN AND WILL BE AWARE OF THE TEMPERATURE OF SOUP, STEWS, CURRIES, ETC. if they are consumed in the company of children.
10. Not use the microwave to reheat children's food.
11. Cloths are colour-coded and staff only use cloths to clean a surface according to colour-code.

### On behalf of the Management Committee:

Name: ..... Narissa Cuskelly (President) .....

Signature: .....

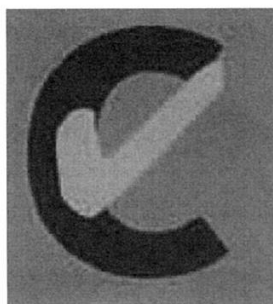
Date: ..... 28/11/2023 .....

REVIEW DATE: ..... 28<sup>th</sup> November 2025 .....

## PLAN REVISION

Reviewed	Adopted by	Review date
25/06/2018	Belinda Fayle (President)	25/06/2020
15/06/2021	Aaron Kennedy (Treasurer)	15/06/2023
28/11/2023	Narissa Cuskelly	28/11/2025

### Appendix 1: Food Handling Checklist



# 1.0 Checklist

## 1.1 Food handling checklist for Out of School Hours Services

Use this checklist regularly to check your service's procedures.

Date \_\_\_\_\_

Yes No

### Food preparation facilities

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 1. There is access to hot and cold running water.                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. A sink is available for washing up.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. There is soap available for hand washing.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Paper towels are available for hand drying.  | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. There is sufficient refrigerator space for storing all perishable food.              | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. The refrigerator contains a thermometer.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. There is adequate seating or floor space for children to sit whilst eating.          | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Equipment, such as cutting boards, are in good condition with no crevices or cracks. | <input type="checkbox"/> | <input type="checkbox"/> |

### Good personal hygiene

- |  |                          |                          |
|--|--------------------------|--------------------------|
| 9. Staff and children who are sick do not prepare food.                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Staff wash their hands with soap and warm running water before handling food.          | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. After washing, staff dry their hands completely with a paper or single use towel.      | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Staff wear disposable gloves or use tongs when handling cooked or 'ready to eat' food. | <input type="checkbox"/> | <input type="checkbox"/> |
| 13. Staff prevent their hair from falling into food.                                       | <input type="checkbox"/> | <input type="checkbox"/> |
| 14. Staff do not smoke in food preparation area.   | <input type="checkbox"/> | <input type="checkbox"/> |
| 15. Children wash their hands before handling or eating food.                              | <input type="checkbox"/> | <input type="checkbox"/> |
| 16. Children do not share food, plates, cups or utensils.                                  | <input type="checkbox"/> | <input type="checkbox"/> |

