

# CANTEEN ACCREDITATION: FORMS AND TEMPLATES

In this section you will find forms that your school is required to complete for your *Canteen Accreditation Program* application as well as templates to support your canteen operation. The templates will need to be presented to the Environmental Health Officer from your Local Council when they visit for them to get an overview of the school canteen's operation.

All forms and templates outlined below are available on the TSCA website [www.tascanteenassn.org.au](http://www.tascanteenassn.org.au) in a format that can be edited to suit your school's needs.

## Section A: Healthy Eating / Canteen Policy and Procedure

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- Form 1: Healthy Eating or Canteen Policy
  - Form 2: Canteen Guidelines and Procedures
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## Section B: Food Safety Assessment

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- Form 3: Food Safety Assessment  
*TSCA Canteen Accreditation Program* requirement
  - PLUS the Local Council Food Safety Assessment Report – both to be completed by their Environmental Health Officer
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Template 1: Cleaning Schedule

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Template 2: Temperature Records

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Template 3: Thermometer Calibration Records

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Template 4: Rejected Deliveries List

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Template 5: Staff Illness Log

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Template 6: Food Handler's Training Log

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Template 7: Maintenance Request Log

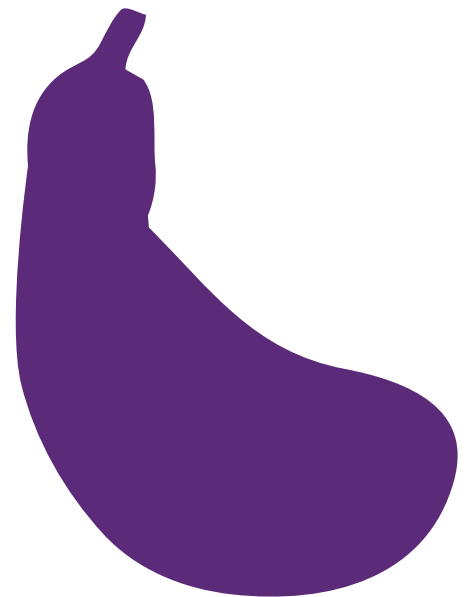
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## Section C: Canteen Menu Assessment

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- Form 4: Menu Assessment Guide
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## Section D: Evidence of Canteen Links

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- Form 5: Healthy Eating Activity Sheet
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## FORM 1

# POLICY ON HEALTHY EATING OR SCHOOL CANTEEN POLICY



School \_\_\_\_\_

Date \_\_\_\_\_

*Instructions: delete or add to the information that best reflects your school.*

\_\_\_\_\_ School acknowledges the importance of the food and drink provided to its students from its school canteen. The canteen reflects the value the school places on healthy eating practices and it supports classroom teaching and classroom nutrition activities by providing healthy eating options. Nutrition is important to health throughout life, especially during times of rapid growth and development, which is prominent in the school years.

## Our Purpose and Aims

- To promote healthy food options that foster good health in times of rapid growth and development
- To provide attractively presented, nutritious food and drink options at reasonable prices
- To demonstrate high standards of hygiene in relation to food preparation, storage, serving and documentation within the canteen environment
- To operate, as an efficient, cost effective business enterprise
- To provide practical learning experiences involving healthy food choices that link with classroom learning
- To provide the opportunity for the wider school community to have input into the operating of the school canteen through the Canteen Committee
- To encourage consideration and courtesy among all personnel using the canteen facilities
- To become accredited with the TSCA's *Canteen Accreditation Program* at:  
\_\_\_\_\_ level.

## Healthy Eating or Canteen Policy

At \_\_\_\_\_ school, we will:

- provide our school community with food and drinks consistent with the National Healthy School Canteen guidelines
- reinforce our canteen's nutrition message through curriculum and promotional activities that encourage healthy eating
- offer a range of healthy food options that takes into consideration our multi cultural society and reflects the needs of the school community
- where possible, we will cook simple meals using local ingredients and products.

## School Endorsement

We, the undersigned certify that this policy has been adopted by the:

School \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

SEO \_\_\_\_\_ Date \_\_\_\_\_

Canteen Manager \_\_\_\_\_ Date \_\_\_\_\_

Parent/Volunteer \_\_\_\_\_ Date \_\_\_\_\_

P & F President (or) \_\_\_\_\_ Date \_\_\_\_\_

School Association President \_\_\_\_\_ Date \_\_\_\_\_

# CANTEEN GUIDELINES AND PROCEDURES



School \_\_\_\_\_

Date \_\_\_\_\_

*Instructions: delete or add to the information below to reflect what is happening at your school*

## Procedures and Guidelines

### The Canteen Committee

A canteen committee will be established and it will consist of: *(include /delete relevant positions)*

- Principal
- Teacher
- SEO
- Canteen Manager
- Volunteers
- Parents
- Students
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

### Canteen Committee Role

The canteen committee will be responsible for:

- the development of a Canteen/Healthy Eating Policy
- the annual review of the Canteen/Healthy Eating Policy
- providing assistance to the Canteen Manager to attain canteen accreditation at a level agreed upon by the school
- identifying necessary financial assistance for the operation of the Canteen
- acting as a resource and support to the Canteen Manager
- assisting the Canteen Manager to attain and maintain Occupational Health and Safety and Food Safety regulations
- assisting the Canteen Manager to promote healthy food options, meal deals or specials
- providing assistance to the Canteen Manager with regard to pricing and the introduction of new products
- holding a volunteer "thank you" event each year.

### Canteen Manager's Role

The Canteen Manager will be responsible for:

- attaining the level of canteen accreditation decided with the Canteen Committee
- the supervision of canteen staff and volunteers
- liaising with food suppliers; stock ordering and stock management
- canteen hygiene and safety (which includes maintaining relevant documentation)
- liaising with the canteen committee regarding the introduction of new foods and pricing structure
- collating food orders on a daily basis
- the canteen budget
- day to day monetary operation of the canteen.

## FORM 2

### Canteen Operations

#### Canteen Operating Hours

The canteen will be open \_\_\_\_\_ days per week



#### Financial Management (tick which one)

- Canteen is run by paid employee of the Education Department (Govt/Catholic/Independent)
- Canteen is run by School Association
- Canteen is run by Parents & Friends Committee
- Canteen is run by volunteers
- Canteen is leased
- Canteen is outsourced

#### Staff and Volunteer Training & Development

Canteen staff and volunteers will be required to:

- complete Food Safety training (every 2 – 3 years)
- undertake appropriate Professional Development – available through the TSCA.

#### The Menu

The canteen menu will:

- be developed in line with the National Healthy School Canteen guidelines (2011)
- be seasonally based
- be reviewed annually/each term
- be designed to meet the standard for GOLD/SILVER/BRONZE canteen accreditation
- included in the first edition of the school newsletter each term.

#### Food Safety and Hygiene

It is the responsibility of the School Council/ P&F/Canteen Committee/Canteen Manager to:

- ensure that Food Safety Laws are complied with
- ensure staff and volunteers are committed to providing safe food
- ensure that all staff & volunteers complete food safety training
- ensure all food handlers handle food in a safe manner
- ensure that relevant records are kept to support safe food handling practices.
- ensure that the Council Environmental Health Officer visits annually to sign off on the *Canteen Accreditation Program* Food Safety section as well as complete their own EHO report
- ensure that the canteen is registered as a Food Business.

#### Occupational Health and Safety

The School Council/Canteen Committee/Canteen Manager must ensure that:

- all canteen staff and volunteers are aware of the evacuation procedures in case of emergencies (e.g. fire)
- only canteen staff/volunteers are in the canteen during operating hours
- all canteen staff and volunteers are dressed appropriately. For example, they must wear closed toe shoes, keep jewellery to a minimum, have long hair tied back, wear hair nets or disposable hats, and an apron for protection.

## FORM 2



### Stock Management

Stock takes will be completed:

- once yearly/at the end of each term/June & December.

### Canteen Equipment

The School Council/Canteen Committee/P&F/Canteen Manager will:

- oversee the canteen equipment and ensure it is kept in a safe, workable and hygienic manner
- determine any new canteen equipment to be purchased.

### Review, Monitoring and General Policy Issues

- A copy of the current Canteen/Healthy Eating Policy will be available to parents on request.
- A copy of the Canteen/Healthy Eating Policy will be kept on display in the canteen.
- A copy of the Canteen/Healthy Eating Policy will be kept at the school office at all times.
- The Canteen/Healthy Eating Policy will be reviewed yearly and any changes will be presented to the Canteen Committee for discussion and sign off.
- The Canteen/Healthy Eating Policy will be presented as part of the *Canteen Accreditation Program* requirements.

### School Endorsement

*This document needs to be signed by the Canteen Manager, Principal and at least two others.*

**We, the undersigned certify that this policy has been adopted by the:**

School \_\_\_\_\_ Date \_\_\_\_\_

Principal \_\_\_\_\_ Date \_\_\_\_\_

SEO \_\_\_\_\_ Date \_\_\_\_\_

Canteen Manager \_\_\_\_\_ Date \_\_\_\_\_

Parent/Volunteer \_\_\_\_\_ Date \_\_\_\_\_

P & F President (or) \_\_\_\_\_ Date \_\_\_\_\_

School Association President \_\_\_\_\_ Date \_\_\_\_\_

# FOOD SAFETY

This assessment must be undertaken annually by your Environmental Health Officer (EHO). If your EHO is unable to do the assessment or your Local Council doesn't have an EHO please contact the TSCA for assistance.

**This assessment is in addition to the Council's own document.**

The requirements of the Canteen Accreditation Program go above and beyond the legal minimum and include due diligence and best practice. This is because the food service is specifically for children.

## Practices

Requirement	Yes	No	Comments
Are temperatures of foods checked with a thermometer?	<input type="checkbox"/>	<input type="checkbox"/>	
Is thermometer regularly calibrated to be accurate to +/-1°C in the range of -18°C to 100°C?	<input type="checkbox"/>	<input type="checkbox"/>	
Are perishable foods kept at the correct temperature?	<input type="checkbox"/>	<input type="checkbox"/>	
Are foods kept covered?	<input type="checkbox"/>	<input type="checkbox"/>	
Are foods date coded?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the canteen kept in a clean condition?	<input type="checkbox"/>	<input type="checkbox"/>	
Are cleaning chemicals stored appropriately?	<input type="checkbox"/>	<input type="checkbox"/>	
Have all food handlers had training commensurate with their activities?	<input type="checkbox"/>	<input type="checkbox"/>	
Are posters or signs concerning Food Safety and hygiene on display?	<input type="checkbox"/>	<input type="checkbox"/>	

**Structure**

Requirement	Yes	No	Comments
Are floors, walls, ceilings and surfaces easily cleanable?	<input type="checkbox"/>	<input type="checkbox"/>	
Is the canteen pest proof?	<input type="checkbox"/>	<input type="checkbox"/>	
Is there a separate & suitably located hand wash basin available with warm water and supplied with soap and paper towel?	<input type="checkbox"/>	<input type="checkbox"/>	
Are food contact equipment and surfaces cleaned and sanitised?	<input type="checkbox"/>	<input type="checkbox"/>	
Is ventilation adequate to remove fumes & smoke, etc?	<input type="checkbox"/>	<input type="checkbox"/>	
Are procedures in place for timely maintenance of equipment?	<input type="checkbox"/>	<input type="checkbox"/>	

**Documentation**

Requirement	Yes	No	Comments
Canteen/Healthy Eating Policy (Form 1)	<input type="checkbox"/>	<input type="checkbox"/>	
Canteen Guidelines and Procedure document (Form 2)	<input type="checkbox"/>	<input type="checkbox"/>	
Cleaning Schedule (Template 1)	<input type="checkbox"/>	<input type="checkbox"/>	
Temperature Records (Template 2)	<input type="checkbox"/>	<input type="checkbox"/>	
Cold storage (5°C/-18°C)	<input type="checkbox"/>	<input type="checkbox"/>	
Cooking (75°C)	<input type="checkbox"/>	<input type="checkbox"/>	



**FORM 3**



Thermometer Calibration Records (Template 3)	<input type="checkbox"/>	<input type="checkbox"/>
Rejected Deliveries Log (Template 4)	<input type="checkbox"/>	<input type="checkbox"/>
Staff Illness Log (Template 5)	<input type="checkbox"/>	<input type="checkbox"/>
Food Handler's Training Record (Template 6)	<input type="checkbox"/>	<input type="checkbox"/>
Recipes for consistency, portion control and allergen control	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance Request Log being actioned (Template 7)	<input type="checkbox"/>	<input type="checkbox"/>

**Recommendation**

The canteen passes the assessment where there is satisfactory level of compliance with Chapter 3 of the Food Standards Code.

Pass assessment

Fail assessment

School \_\_\_\_\_

EHO \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

# MENU ASSESSMENT GUIDE



For the *Canteen Accreditation Program* team (Program Officer and Dietitian) to assess your menu it would help if you can complete or make a start by answering the questions for each section of the menu assessment as outlined below. This information will form the basis of discussion for your meeting/s with the *Canteen Accreditation Program* team.

This is only one part of the four part accreditation process. For all accreditation requirements refer to Table 4 page 57.

## Section 1

<b>Sandwiches/ rolls/ wraps/ toasted</b>
<b>Set lines</b>
How many set lines of sandwiches/ rolls/ wraps (including toasted) are on the menu?
How many have at least one fruit or vegetable?
<b>Ingredients</b>
What type of bread is offered (white, wholemeal, multigrain etc.)?
What type of cheese is used (full fat or reduced fat)?
Are any RED ingredients used (chocolate spread, 100s & 1000s, processed meat etc.)?
<b>Optional ingredients</b>
If there are optional ingredients, how many in total?
How many optional ingredients are fruit or vegetables?

If unsure if the processed meats used are AMBER or RED please complete the following:

Brand	kJ/100g	Sat fat/ 100g	Sodium/ 100g



**Section 3**

<p><b>Confectionary</b></p> <p>How many lines of confectionary?</p> <p>Are sales limited (e.g. lunch time only, 2-days per week etc.)?</p>
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**Section 4**

<p><b>Drinks</b></p> <p>Does the canteen offer at least one reduced fat milk (plain or flavoured)?</p> <p>Does the canteen have any RED drinks?</p>
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For example:

GREEN	AMBER	RED
<p><b>Water</b></p> <ul style="list-style-type: none"> <li>• Tap, spring, mineral or sparkling</li> <li>• Plain with nothing added</li> </ul>	<p><b>Full fat milk and soy drinks</b></p> <ul style="list-style-type: none"> <li>• Plain and flavoured</li> <li>• Encourage 375ml serve size</li> <li>• May contain artificial and intense sweeteners</li> <li>• Coffee-style milk drinks high school only, maximum 375ml</li> </ul>	<p><b>Soft drinks, iced tea, cordial, sports waters, flavoured mineral water, energy drinks, sweetened water, fruit juice drinks, large juices (&gt;250ml primary, &gt;350ml high) school etc</b></p>
<p><b>Low or reduced fat milk and soy drinks</b></p> <ul style="list-style-type: none"> <li>• Plain and flavoured</li> <li>• Encourage 375ml serve size</li> <li>• May contain artificial and intense sweeteners</li> <li>• Coffee-style milk drinks: high school only, maximum 375ml</li> </ul>	<p><b>Fruit and vegetable juice</b></p> <ul style="list-style-type: none"> <li>• At least 99%</li> <li>• Maximum 250ml for all primary &amp; GOLD high schools</li> <li>• Maximum 350ml for SILVER &amp; BRONZE high schools</li> </ul>	

**Section 5: Meal Deals**

<b>Meal Deal 1</b>
Any RED food or drinks? .....
Is the main-meal GREEN? .....
How many AMBER food or drinks?

<b>Meal Deal 2</b>
Any RED food or drinks? .....
Is the main-meal GREEN? .....
How many AMBER food or drinks?

<b>Meal Deal 3</b>
Any RED food or drinks? .....
Is the main-meal GREEN? .....
How many AMBER food or drinks?









TEMPLATE 2

# TEMPERATURE RECORDS



Month \_\_\_\_\_

Year \_\_\_\_\_

Date	Fridge temperatures (°C)			Cooking temperatures (°C)		
	Unit 1	Unit 2	Unit 3	Meal 1	Meal 2	Meal 3
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						

**Idea:** This can be laminated and a non-permanent pen used for each month. Copy it before starting the next month for your records and presenting to the EHO.

TEMPLATE 3

# THERMOMETER CALIBRATION RECORDS



Record your calibration checks on your temperature probe monthly.

Calibrate thermometer by:

- placing the probe in iced water, it should show 0°C
- then place the probe in boiling water, it should show 100°C.
- If the temperature is more than a few degrees out, it is not working properly and needs to be repaired or replaced.

Date	Temperature	Comments
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	







