SCHOOL CANTEEN HANDBOOK

A WHOLE SCHOOL APPROACH TO HEALTHY EATING
School Canteen Handbook
A Whole School Approach to Healthy Eating

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## CONTENTS

<table>
<thead>
<tr>
<th>Page</th>
<th>Section</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>OVERVIEW</td>
</tr>
<tr>
<td>3</td>
<td>FOREWORD</td>
</tr>
<tr>
<td>3</td>
<td>ACKNOWLEDGEMENTS</td>
</tr>
<tr>
<td>5</td>
<td>INTRODUCTION</td>
</tr>
<tr>
<td>5</td>
<td>The School Canteen Handbook</td>
</tr>
<tr>
<td>7</td>
<td>The Canteen Accreditation Program</td>
</tr>
<tr>
<td>8</td>
<td>A Whole School Approach to Healthy Eating</td>
</tr>
<tr>
<td>9</td>
<td>BACKGROUND</td>
</tr>
<tr>
<td>9</td>
<td>Tasmanian School Canteen Association (TSCA)</td>
</tr>
<tr>
<td>9</td>
<td>The Benefits of having a School Canteen</td>
</tr>
<tr>
<td>10</td>
<td>The Importance of Healthy Foods in Schools</td>
</tr>
<tr>
<td>11</td>
<td>What are Tasmanian Children Eating?</td>
</tr>
<tr>
<td>13</td>
<td>FOOD AND NUTRITION</td>
</tr>
<tr>
<td>13</td>
<td>The Nutritional Status of Australian School Children</td>
</tr>
<tr>
<td>14</td>
<td>The Australian Dietary Guidelines (2013)</td>
</tr>
<tr>
<td>15</td>
<td>Nutrients in Food</td>
</tr>
<tr>
<td>20</td>
<td>Nutrients to Monitor</td>
</tr>
<tr>
<td>21</td>
<td>Dietary and Cultural Considerations</td>
</tr>
<tr>
<td>27</td>
<td>MANAGEMENT OF A HEALTHY SCHOOL CANTEEN</td>
</tr>
<tr>
<td>27</td>
<td>The Role of a Healthy School Canteen</td>
</tr>
<tr>
<td>28</td>
<td>A Guide to Running an Effective Healthy School Canteen</td>
</tr>
<tr>
<td>33</td>
<td>Communicating Success</td>
</tr>
<tr>
<td>34</td>
<td>Ensuring a Viable Canteen Operation</td>
</tr>
<tr>
<td>34</td>
<td>Options for Canteen Management</td>
</tr>
<tr>
<td>37</td>
<td>How to Market your Canteen</td>
</tr>
<tr>
<td>41</td>
<td>Volunteers</td>
</tr>
<tr>
<td>43</td>
<td>The Number of Suppliers and the Range of Goods</td>
</tr>
<tr>
<td>43</td>
<td>Purchasing</td>
</tr>
<tr>
<td>44</td>
<td>Pricing Arrangements</td>
</tr>
<tr>
<td>44</td>
<td>Trading Statements</td>
</tr>
<tr>
<td>44</td>
<td>Canteen Equipment</td>
</tr>
<tr>
<td>44</td>
<td>Food Safety Requirements</td>
</tr>
<tr>
<td>45</td>
<td>Packaging, Recycling and Composting</td>
</tr>
<tr>
<td>46</td>
<td>Canteen Management Agreement</td>
</tr>
<tr>
<td>47</td>
<td>School Canteen Checklist</td>
</tr>
<tr>
<td>51</td>
<td>Example of Implementation Plan</td>
</tr>
<tr>
<td>52</td>
<td>Implementation Plan Template</td>
</tr>
<tr>
<td>53</td>
<td>Equipment Checklist</td>
</tr>
</tbody>
</table>
55 CANTEEN ACCREDITATION: BACKGROUND INFORMATION

56 Canteen Accreditation Program Requirements
58 How to Get Started?
58 Checklist

59 SECTION A: THE NEED FOR A HEALTHY EATING/CANTEEN POLICY AND CANTEEN PROCEDURES

59 Importance of a Healthy Eating/Canteen Policy
59 Importance of Canteen Guidelines and Procedures

60 SECTION B: THE IMPORTANCE OF FOOD SAFETY

61 Food Safety Requirements
66 Freezing Guidelines
66 Food Safety and Fundraising Events
66 Frequently Asked Questions that relate to Food Safety including Information on Food Allergies

69 SECTION C: TYPES OF FOODS AVAILABLE ON THE SCHOOL CANTEEN MENU

71 Food Categories
73 The GREEN Category ‘Always on the Canteen Menu’
74 The AMBER Category ‘Select Carefully’
76 The RED Category ‘Not Recommended on the Canteen Menu’
77 Nutrient Criteria Tables
77 GREEN Criteria
78 AMBER Criteria
79 Reading Nutrition Information Panels
82 Planning your Healthy School Canteen Menu
82 GREEN Ideas for your Menu
83 Healthy Canteen Ideas
84 Healthy Meal Deals
85 Frequently Asked Questions

89 SECTION D LINKING THE CANTEEN WITH A WHOLE SCHOOL APPROACH TO HEALTHY EATING

90 Linking the Canteen to Classroom Learning
91 Linking the Canteen to School Activities that Support Healthy Eating
92 Move Well Eat Well Schools and the School Canteen
92 Healthy Fundraising Ideas
FORM 1: POLICY ON HEALTHY EATING OR SCHOOL CANTEEN POLICY
FORM 2: CANTEEN GUIDELINES AND PROCEDURES
FORM 3: FOOD SAFETY
FORM 4: MENU ASSESSMENT GUIDE
FORM 5: HEALTHY EATING ACTIVITY
TEMPLATE 1: CLEANING SCHEDULE
TEMPLATE 2: TEMPERATURE RECORDS
TEMPLATE 3: THERMOMETER CALIBRATION RECORDS
TEMPLATE 4: REJECTED DELIVERIES LOG
TEMPLATE 5: STAFF ILLNESS LOG
TEMPLATE 6: FOOD HANDLER TRAINING RECORDS
TEMPLATE 7: MAINTENANCE REQUEST LOG

117 ADDITIONAL INFORMATION AND RESOURCES
117 CONTACT DETAILS
117 General Tasmanian Contacts
118 General Nutrition Websites
118 Food Safety
118 Allergies, Anaphylaxis and Coeliac Disease
118 Health Promoting Schools
118 State Canteen Associations in Australia
118 Other Important Links
119 GLOSSARY
122 KEY DOCUMENTS
FOREWORD

We all want our children to be healthy, happy and safe. We want them to learn and develop to the best of their abilities. Nutrition is important for health throughout a person’s life. It is particularly important at times of rapid growth and development, such as during the school years.

Good nutrition during childhood is very important. It assists in preventing those immediate and long term lifestyle diseases which have become so prevalent in our society. These conditions and diseases include obesity, dental disease, Type 2 diabetes, hypertension, constipation, osteoporosis, cardiovascular disease and a range of cancers.

Foods that are high in energy (kilojoules), fat (especially saturated fat), sugar and salt, and low in fibre, are being consumed at an increasing rate. The incidence of young Tasmanians being overweight and obese is rising. Currently 1 in 4 children are overweight or obese.

As Tasmanians, we need to address our increasing consumption of high fat/high sugar/high salt/low fibre foods. One strategy is for the school canteen to promote and provide healthy food and drink options that support a whole school approach to good health and wellbeing.

This Tasmanian School Canteen Handbook (2014) is an excellent resource. Its contents support, reflect and build on, local and national education and health initiatives, aimed at improving the health and wellbeing of young people. This Handbook will assist all Government, Catholic and Independent schools to achieve canteen accreditation. It explains how to provide the healthiest canteen menu or school food service to the school community, by providing foods that are nutritious, affordable, safe and locally sourced. The Tasmanian School Canteen Association’s Canteen Accreditation team members are available to support all schools through the Canteen Accreditation Program process.

This Handbook has evolved from past initiatives: the Tasmanian School Canteen Handbook (Tasmanian Department of Education, 2006); the Cool Canteen Accreditation Program (Tasmanian School Canteen Association, 2004); and the National Healthy School Canteen Guidelines, (Department of Health and Aging, 2011).

In addition, the Handbook supports, reflects and builds on the:

- Australian Dietary Guidelines (2013)
- Move Well Eat Well Program
- Australian Sustainable Schools Initiative – Tasmania (AuSSI)
- Stephanie Alexander Kitchen Garden Program
- Tasmanian Curriculum, Health and Wellbeing syllabus
- Australian Curriculum: Health and Physical Education (2013)
- National Partnership Agreement on Preventive Health
- Australia: the Healthiest Country by 2020
- Food Act Tasmania 2003

We wholly acknowledge the need for this Handbook and are pleased that its production has been jointly funded by the Tasmanian Departments of Education and Health and Human Services, and the Australian Government.

The Hon Nick McKim MP
Minister for Education and Skills

The Hon Michelle O'Byrne MP
Minister for Health
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Tasmanian Department of Education
- Policy Unit
- School Support Services
- Curriculum Services

Tasmanian Department of Health and Human Services
- Oral Health Services
- Population Health – Physical Activity and Community Nutrition Unit
- Public and Environmental Health Unit

Members of the TSCA Reference Group
- Association of Independent Schools of Tasmania
- Catholic Education Office
- Department of Education
- Department of Health and Human Services
- Eat Well Tasmania
- Home Economics Institute of Australia – Tasmania
- Move Well Eat Well Program
- Heart Foundation
- Cancer Council Tasmania
- Tasmanian Association of State School Organisations

School Canteen Managers – Statewide

The TSCA Canteen Accreditation Program team
(DHHS Population Health, Dietitians, Food Safety Officer, TSCA Project Officers, Executive Officer)

This resource has also been developed, utilising ideas and information, with kind permission from the

- ‘Go for Your Life’ – Healthy Canteen Kit (Victorian Department of Education and Training, 2006)
- National Healthy School Canteen guidelines (March, 2011), Department of Health and Aging (DoHA)
- Healthy Kids School Canteen Association, NSW.

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- The Tasmanian Government – Department of Health and Human Services, the Department of Education and the Australian Government as a joint initiative under the National Partnership Agreement on Preventive Health.
In this section

Introduction
The School Canteen Handbook
The Canteen Accreditation Program
A Whole School Approach to Healthy Eating

Background
The Tasmanian School Canteen Association (TSCA)
The Benefits of having a School Canteen
The Importance of Healthy Foods in Schools
What are Tasmanian Children Eating?

Healthy, enjoyable eating at school and at home will establish good habits at an early age that can be carried through life. Many students consume a third of their daily food and drink intake during school hours. The food available at school makes a significant contribution to a child’s total nutritional intake.

Our children should have healthy teeth and bones; energy to concentrate, learn and play; healthy weight; appropriate growth and development; healthy bowels; and reduced exposure to life-long risks of a range of chronic illnesses, such as, Type 2 diabetes, heart disease and some cancers. Also, through a balanced diet and healthy lifestyle, our children can have an improved self-esteem and healthy body image.

The School Canteen Handbook

The School Canteen Handbook (2014) has been designed for all Government, Catholic and Independent schools at primary, secondary and college levels by the Tasmanian School Canteen Association (TSCA) in consultation with the Tasmanian Department of Health and Human Services, Department of Education and the Australian Government’s Department of Health and Aging.

This Handbook is divided into six sections:
1. Overview
2. Food and Nutrition
3. Management of a Healthy School Canteen
4. Canteen Accreditation: Background
   Information – policy/guidelines/procedures; food safety; types of food available in the canteen; and linking the canteen with a whole school approach to healthy eating
5. Canteen Accreditation: Forms and Templates
6. Additional Information and Resources including resources from the National Healthy School Canteen guidelines (2011)
The School Canteen Handbook provides information on:

- why the availability of healthy food in the canteen and the school, is important
- how to develop a school policy that promotes healthy eating
- what foods to provide to ensure healthy options
- how to engage a whole school approach to healthy eating
- how to provide a safe food service from the school canteen or local supplier
- how to operate a successful, moderately profitable, school canteen
- menu ideas for healthy food choices
- resources to support the move towards a healthier school canteen
- how to read food labels, specifically for energy density, fat content and sodium levels.

The Tasmanian School Canteen Accreditation Program is based on the World Health Organisation’s Health Promoting Schools framework.

The School Canteen Handbook provides information that can assist schools with a canteen as well as those that use an outsourced food service, such as the local shop, to achieve a Canteen Accreditation Award.

This Handbook is a valuable resource for Canteen Managers, canteen volunteers, Principals, School Executive Officers (SEO), teachers, Move Well Eat Well coordinators, parents and students on how to provide and promote access to quality food and drinks at their school, i.e. food and drinks that are nutritious, affordable, safe and, where possible, locally sourced and prepared at the canteen.
**Tasmanian School Canteen Accreditation Program**

The School Canteen Accreditation Program is unique in that it promotes both best practice for canteen management and a whole school approach to healthy eating. This approach provides assurance to the wider school community that the school canteen is operating efficiently, safely and according to the school’s values.

The Tasmanian School Canteen Accreditation Program is based on the World Health Organisation’s *Health Promoting Schools* framework. This framework is a useful model for schools to promote a whole school approach to healthy eating.

The Canteen Accreditation Program is also based on the *Australian Dietary Guidelines* (2013), *the Australian Guide to Healthy Eating* (2013), the National Healthy School Canteen (NHSC) guidelines (2011) and the *Food Act Tasmania* (2003).

The Canteen Accreditation Program utilises a simple ‘traffic light’ system of GREEN, AMBER and RED food and drinks. Further details on this system can be found in Accreditation, Section C – Canteen Menu, page 69.

The Canteen Accreditation Program covers four areas:

- Healthy Eating/Canteen Policy and Canteen Procedures
- Food Safety
- Types of Foods and Drinks Available on the Canteen Menu
- Linking the Canteen With a Whole School Approach to Healthy Eating.

To achieve a School Canteen Accreditation Award all four areas of the program must be completed and the documentation sent to the Canteen Accreditation Program team for assessment. Accredited schools are presented with a certificate, accreditation level sticker to be placed in a prominent place within the school and a reward from the TSCA to acknowledge the school’s achievement. The TSCA Canteen Accreditation Program team supports schools through the accreditation process. Accreditation must be renewed annually. The TSCA Canteen Accreditation Program team will assist schools with this ongoing process.

Schools can aim for one of three levels of accreditation:

- **GOLD**
- **SILVER**
- **BRONZE**

**GOLD** indicates that your school meets the National Healthy School Canteen (NHSC) guidelines

**SILVER** indicates that your school is well on the way to meeting the NHSC guidelines

**BRONZE** indicates that your school is on the way to meeting the NHSC guidelines.
INTRODUCTION

The Canteen Accreditation Program complements the Move Well Eat Well Program, currently available to Tasmanian primary schools. Both programs share the goal of supporting and improving the health and wellbeing of Tasmanian children. As a result, if your school has achieved School Canteen Accreditation, then you will be well on the way to meeting your Move Well Eat Well ‘Limit Occasional Food’ icon!!

A Whole School Approach to Healthy Eating

A whole school approach to healthy eating is where the whole school environment supports consistent messages that make healthy choices a positive and normal part of every child’s day.

The World Health Organisation encourages schools to take a Health Promoting Schools approach to support healthy eating. The Health Promoting Schools framework provides a useful model for schools to link what is happening in healthy eating across the whole school community. This framework includes:

- curriculum, teaching and learning
- the school organisation, ethos and environment
- community links and partnerships.

A Canteen Accreditation Award publicly acknowledges the school’s commitment to a whole school approach to healthy eating.

Diagram 1: Health Promoting School Community
Source: Healthy Kids School Canteen Association. NSW.
BACKGROUND

Tasmanian School Canteen Association (TSCA)

The TSCA was formed in 1994. It is a not for profit, non-government organisation and is jointly funded by the Tasmanian Department of Education, the Tasmanian Department of Health and Human Services, and the Federal Government’s National Partnership Agreement on Preventive Health.

The TSCA supports the broader school community by ensuring a variety of healthy foods and drinks are served at the canteen. This support is given through:

- the provision of resources and advice on food selection and menu planning
- assistance with achieving good canteen management and operations
- assisting with the development of policies around nutrition
- providing food safety information
- encouraging the healthy eating message to the whole school through canteen, classroom and school activities
- the delivery of seminars, newsletters, food expos and workshops for canteen managers, teachers and the school community
- the Canteen Accreditation Program team assisting schools to achieve a School Canteen Accreditation Award.

Further information on the TSCA is available from the TSCA Strategic Plan which is located at the Tasmanian School Canteen Association Inc. website www.tascanteenassn.org.au

The Benefits of having a School Canteen

A school canteen is an integral part of a whole school approach to healthy eating. A school canteen should reflect the educational goals of the school and complement student learning. It is important that the school community (parents, principals, teachers, canteen managers and students) work together to support a school culture that actively promotes nutritious foods and a healthy lifestyle.

School canteens can benefit children by:

- making it possible for them to buy nutritious, safe, healthy and locally sourced food at affordable prices
- providing nutritious food to help them concentrate and learn
BACKGROUND

A school canteen can play an important role in promoting healthy foods and creating a school culture of healthy eating.

- providing the opportunity to experience a wide variety of foods
- being a best practice model for healthy eating
- reinforcing food and nutrition skills and knowledge learnt by students in the classroom
- providing an opportunity to use fresh produce from the school and/or community garden or local producers
- providing education around recycling, composting and packaging; and by
- being part of the school environment linking in to the broader school community with other programs such as Move Well Eat Well, Sustainable Schools, the Stephanie Alexander Kitchen Garden Program and the school garden.

The Importance of Healthy Foods in Schools

A school is an ideal place to promote the enjoyment of healthy eating, eating local produce and to nurture a positive body image amongst its students.

A school canteen can play an important role in promoting healthy foods and creating a school culture of healthy eating. This can be achieved by enhancing the food and nutrition knowledge taught in the school Health and Physical Education curriculum. Beyond the school environment, a school canteen can influence and reflect a family’s food choices and those of the broader community. It can also promote the social and multicultural aspects of food and eating.

The food provided by school canteens may comprise one third of a child’s total daily intake. For this reason it can have a significant influence on a child’s overall health, nutrition and potential learning outcomes.
Good nutrition is fundamental to children’s:

- growth
- bone health and development
- dental health
- weight management and body image
- mood, concentration and learning
- development of food preferences, tastes, eating habits and skills
- health and prevention of lifestyle diseases.

What are Tasmanian Children Eating?

Tasmanian children have access to some of the freshest foods produced in Australia. However, evidence indicates that our children are not eating enough fresh foods.

A report titled The Kids Come First – Outcomes for Children and Young People in Tasmania (2009) revealed that:

- 86% of children aged 4 – 12 only ate the National Health and Medical Research Council (NHMRC) minimum recommended serves of fruit per day (Tasmanian Child Health and Wellbeing Survey 2009)
- 37% of children aged 4 – 12 only ate the NHRMC minimum recommended serves of vegetables per day (Tasmanian Child Health and Wellbeing Survey 2009)

In addition to this report, the 2007 Australian National Children’s Nutrition and Physical Activity Survey that was completed in all Australian States and Territories, found that, on the day prior to the survey:

- 51% of the vegetable intake consisted of potatoes and 75% of these potatoes were eaten fried or mashed with added fats
- 35% of the surveyed children ate snack foods, such as potato chips
- 54% of the children surveyed had eaten confectionery
- 38% of the children surveyed drank beverages such as soft drink or cordial
- the amount of dairy foods eaten did not meet calcium requirements – in particular adolescent girls averaged less than 1 glass of milk per day and 37% of 16–18 year old girls drank no milk at all.

These results make it clear that a school food service, such as a school canteen, has a role to play in providing the necessary nutrients for our children to grow and learn.

Tasmanian children have access to some of the freshest foods produced in Australia. So let’s eat them!!
The Nutritional Status of Australian School Children

Healthy eating habits in childhood and adolescence provide the essential nutrients necessary for optimal health, growth and development, and mental wellbeing. The consumption of a wide variety of nutritious foods during childhood is also likely to establish food preferences that will last into adulthood and protect against the development of chronic diseases later in life.

While many children enjoy a healthy lifestyle, there are a significant number of Tasmanian children who are missing out on the benefits of healthy eating and physical activity. Their intake of vegetables, fruit, grain (cereal) foods, milk, yoghurt and cheese products or alternatives, are below recommended levels. Their intake of saturated fat and sugar exceeds recommendations1.

The incidence of children who are overweight and obese has increased significantly over the past two decades. In 1985 when the first National Nutrition Survey was conducted2, 10% of children were overweight or obese. In 1995 20% of children were in this category. The Australian National Children’s Nutrition and Physical Activity Survey (2007) found that 72% of children were within their healthy weight range; 17% were classified as overweight; 6% were found to be obese and 5% were found to be underweight3.

Being overweight and obese as a child can result in social discrimination, poor self-esteem and depression, and an increased risk of developing negative body-image issues and disordered eating4. Overweight children and adolescents are also more likely to develop:

- sleep apnoea
- dental diseases
- heat intolerance
- breathlessness on exertion
- reduced tolerance to exercise
- tiredness
- some orthopaedic and gastrointestinal problems
- high cholesterol and high blood pressure
- glucose intolerance and insulin resistance3,4.

Children who are overweight or obese have an increased risk of being obese in adulthood, which may increase their risk of chronic diseases later in life such as coronary heart disease, some cancers and Type 2 diabetes. The risk of chronic disease is also increased with rapid weight gain in infancy and early childhood5,6.

More immediately, poor diets can have a direct effect on children’s mouth hygiene and their performance in school and can contribute to lower academic achievements7. Therefore improving the quality of students’ food intake during the school day has educational benefits and can greatly influence the development of children’s long-term eating habits, food preferences and attitudes towards food.
The **Australian Dietary Guidelines (2013)**

The Australian Dietary Guidelines provide up-to-date advice about the amount and kinds of foods that we need to eat for health and wellbeing. They are based on scientific evidence and research.

The Australian Dietary Guidelines of most relevance to children are outlined in Table 1.

<table>
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<tr>
<th>Table 1: The <em>Australian Dietary Guidelines</em></th>
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<tr>
<td><strong>Guideline 1</strong></td>
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<td>To achieve and maintain a healthy weight, be physically active and choose amounts of nutritious food and drinks to meet your energy needs.</td>
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<tr>
<td>• Children and adolescents should eat sufficient nutritious foods to grow and develop normally. They should be physically active every day and their growth should be checked regularly.</td>
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<td><strong>Guideline 2</strong></td>
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<td>Enjoy a variety of nutritious foods from these five groups every day:</td>
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<tr>
<td>• Plenty of vegetables, including different types and colours, and legumes/beans</td>
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<tr>
<td>• Fruit</td>
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<tr>
<td>• Grains (cereal) foods, mostly wholegrain and/or high cereal fibre varieties, such as breads, cereals, rice, pasta, noodles, polenta, couscous, oats, quinoa, and barley</td>
</tr>
<tr>
<td>• Lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans</td>
</tr>
<tr>
<td>• Milk, yogurt, cheese and/or their alternatives, mostly reduced fat (reduced fat milks are not suitable for children under the age of 2 years)</td>
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<tr>
<td>And drink plenty of water.</td>
</tr>
<tr>
<td><strong>Guideline 3</strong></td>
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<tr>
<td>Limit intake of foods containing saturated fat, added salt, added sugar, and alcohol.</td>
</tr>
<tr>
<td>A. Limit intake of foods high in saturated fat such as many biscuits, cakes, pastries, pies, processed meats, commercial burgers, pizza, fried foods, potato chips, crisps and other savoury snacks.</td>
</tr>
<tr>
<td>• Replace high fat foods which contain predominately saturated fats such as butter, cream, cooking margarine, coconut and palm oil with foods which contain predominately polyunsaturated fats such as oils, spreads, nut butters/pastes and avocado.</td>
</tr>
<tr>
<td>• Low fat diets are not suitable for children under the age of 2 years.</td>
</tr>
<tr>
<td>B. Limit intake of foods and drinks containing added salt.</td>
</tr>
<tr>
<td>• Read labels to choose lower sodium options among similar foods.</td>
</tr>
<tr>
<td>• Do not add salt to foods in cooking or at the table.</td>
</tr>
<tr>
<td>C. Limit intake of foods and drinks containing added sugars such as confectionary, sugar sweetened soft drinks and cordials, fruit drinks, vitamin waters, energy and sport drinks.</td>
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<td><strong>Guideline 4</strong></td>
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<td>Encourage, support and promote breastfeeding.</td>
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<td><strong>Guideline 5</strong></td>
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<td>Care for your food, prepare and store it safely.</td>
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The Australian Guide to Healthy Eating diagram on page 16 is the national food selection guide. It gives specific information about food groups and the number of serves required from each food group to meet daily recommended intakes of nutrients.

The five food groups include:
- grain (cereal) foods, mostly wholegrain and/or high fibre varieties
- vegetables and legumes/beans
- fruit
- milk, yoghurt, cheese and/or alternatives, mostly reduced fat
- lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes.

The five food groups form the basis of a healthy diet and the size of each segment on the Australian Guide to Healthy Eating plate (Diagram 2) represents the proportion of the diet to choose from each food group. These are known as everyday foods and are classified as GREEN in the Canteen Accreditation Program. They are encouraged in a healthy school canteen as they contain a wide variety of nutrients and are generally lower in saturated fat, sugar and sodium (salt) and higher in fibre.

The foods not on the main plate, such as sweet drinks, chocolate, confectionery and fried foods do not fit into the five food groups. These are known as ‘discretionary choices’ or ‘occasional foods’ and are higher in fat, sugar and sodium and lower in fibre.

Although occasional foods can contribute to the overall enjoyment of eating, they are not essential to the body for good health. They should only be eaten sometimes and in small amounts. These discretionary choices are classified as RED in the Canteen Accreditation Program and are not recommended for sale in a healthy school canteen.

For detailed information on GREEN, AMBER, RED foods and drinks refer to Accreditation, Section C: Types of Foods Available on the School Canteen Menu page 69.

How Many Serves Do Children Need?

How much children need to eat each day from the five food groups will depend on their size, physical activity level, gender and stage of growth. The Australian Guide to Healthy Eating provides a guide for most healthy children to achieve their recommended minimum daily nutrient intake. Diagram 3 highlights the minimum number of serves recommended for children and adolescents per day. Diagram 3 also provides information on ‘serve size’ which is a set amount that doesn’t change. It is used alongside the ‘serves per day’ information to work out the total daily amount of food required by individuals from each of the five food groups.

Nutrients in Food

The Australian Guide to Healthy Eating encourages children and adolescents to eat a variety of nutritious foods to ensure they obtain all of the nutrients they need for good health without consuming excess kilojoules also known as energy. A kilojoule is a unit of energy. It refers to the energy value of food and the amount of energy our body’s burn. Nutrients are needed to grow and repair tissues. The major classes of nutrients in food are outlined in Table 2.

Diagram 2: Australian Guide to Healthy Eating
Source: Australian Government, National Health and Medical Research Council, DoHA. 2013

Enjoy a wide variety of nutritious foods from these five food groups every day.
Drink plenty of water.

- **Grain (cereal) foods**, mostly wholegrain and/or high cereal fibre varieties
- **Lean meats and poultry**, **fish**, **eggs**, **tofu**, **nuts and seeds** and **legumes/beans**
- **Fruit**
- **Vegetables and legumes/beans**
- **Milk**, **yoghurt**, **cheese** and/or **alternatives**, mostly **reduced fat**

Use small amounts

Only sometimes and in small amounts
### Table 2: Nutrients in Food

<table>
<thead>
<tr>
<th>Nutrient</th>
<th>Reason needed</th>
</tr>
</thead>
</table>
| **Protein**     | • Proteins are the building blocks of the human body.  
• The body uses the proteins that we eat in plants and animal foods to make its own proteins that are used for growth and repair e.g. muscle cells, collagen, hormones.  
• Food sources include red meat, chicken, fish, eggs, legumes, nuts, seeds, milk, yoghurt and cheese.                                                                                       |
| **Carbohydrate**| • Carbohydrates consist of ‘simple’ sugars such as glucose, fructose (fruit sugar), lactose, sucrose (table sugar) and ‘complex’ sugars or starches.  
• Once eaten, carbohydrates are broken down to glucose and used for energy by the body.  
• Food sources include bread, rice, pasta, grains, some starchy vegetables – potato, corn, legumes, fruit and milk and are good sources of nutrients, as well as energy. |
| **Fibre**       | • Fibre is a type of carbohydrate that humans cannot digest; therefore it passes through the intestine undigested. In the large intestine it provides bulk to stool, promotes healthy bowel bacteria and promotes feelings of fullness.  
• High fibre foods include wholegrain or wholemeal breads and cereals, vegetables, fruits and legumes.                                                                                       |
| **Fat**         | • Fats are an energy source for the body and are also needed to absorb and transport some nutrients around the body.  
• The body requires some fat to be consumed in the diet, but the type of fat is important. Saturated fat is known to contribute to the prevalence of cardiovascular disease. The foods high in saturated fat include visible fat on meat or marbling in mince, high fat meats (e.g. bacon, ham), butter, full cream dairy foods, coconut milk and cream and many processed foods. These foods are discouraged in a healthy school canteen.  
• Unsaturated fats are better choices, as they are known to be protective against heart disease. Foods containing a high proportion of unsaturated fats include plant foods such as vegetable oil and spreads (olive, canola, corn, sunflower and safflower), avocado, oily fish (e.g. salmon, sardines), nuts and seeds. These foods are encouraged in a healthy school canteen. |
| **Vitamins and minerals** | • Vitamins and minerals are needed in small amounts to promote growth and the maintenance of good health.  
• Vitamins include the water soluble B group vitamins and vitamin C and the fat soluble vitamins A, D, E, K.  
• Minerals include sodium, iron, iodine, calcium and magnesium.  
• Eating a variety of everyday foods recommended by the Australian Guide to Healthy Eating will provide the range of vitamins and minerals needed for good health. |
| **Water**       | • Water is considered an essential nutrient, forming part of the cells of the body. It also helps maintain blood volume, body temperature and is used as a medium to transport substances.  
• Most of the water in the body needs to be provided in the diet, this includes in the foods we eat as well as what we drink.                                                                                     |
Diagram 3: Serving sizes for children and adolescents

**Serve Sizes**

### Vegetables and legumes/beans

- ½ cup
- ½ medium
- 1 cup
- ½ cup

### Fruit

- 1 medium
- 1 cup
- 2 small
- ½ cup cooked
- ½ cup cooked

### Grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties

- 65g
- 80g
- 100g
- 2 large
- 1 cup

### Lean meats and poultry, fish, eggs, tofu, nuts and seeds, and legumes/beans

- 1 cup
- 2 slices
- ¾ cup
- 1 cup

### Milk, yoghurt, cheese and/or alternatives, mostly reduced fat

- 1 cup

To meet additional energy needs, extra serves from the Five Food Groups or unsaturated spreads and oils, or discretionary choices may be needed by children who are not overweight but are taller, more active or older in their age band.
### FOOD & NUTRITION

#### A standard serve of vegetables is about 75g (100-350kJ) or:

<table>
<thead>
<tr>
<th>Serves per day</th>
<th>2-3 years</th>
<th>4-8 years</th>
<th>9-11 years</th>
<th>12-13 years</th>
<th>14-18 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys</td>
<td>2½</td>
<td>4½</td>
<td>5</td>
<td>5½</td>
<td>5½</td>
</tr>
<tr>
<td>Girls</td>
<td>2½</td>
<td>4½</td>
<td>5</td>
<td>5</td>
<td>5</td>
</tr>
</tbody>
</table>

*with canned varieties, choose those with no added salt*

#### A standard serve of fruit is about 150g (350kJ) or:

<table>
<thead>
<tr>
<th>Serves per day</th>
<th>2-3 years</th>
<th>4-8 years</th>
<th>9-11 years</th>
<th>12-13 years</th>
<th>14-18 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys</td>
<td>1</td>
<td>1½</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Girls</td>
<td>1</td>
<td>1½</td>
<td>2</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Or only occasionally:
- 125ml (½ cup) fruit juice (with no added sugar)
- 30g dried fruit (for example, 4 dried apricot halves, ½ tablespoon of sultanas)

#### A standard serve (500kJ) is:

<table>
<thead>
<tr>
<th>Serves per day</th>
<th>2-3 years</th>
<th>4-8 years</th>
<th>9-11 years</th>
<th>12-13 years</th>
<th>14-18 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>7</td>
</tr>
<tr>
<td>Girls</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>5</td>
<td>7</td>
</tr>
</tbody>
</table>

- 1 slice (40g) bread
- ½ medium (40g) roll or flat bread
- ½ cup (75-170g) cooked rice, pasta, noodles, barley, buckwheat, semolina, polenta, bulgur or quinoa
- ½ cup (170g) cooked porridge
- ½ cup (30g) wheat cereal flakes
- ¼ cup (30g) muesli
- 3 (35g) crispbreads
- 1 (60g) crumpet
- 1 small (35g) English muffin or scone

#### A standard serve (500-600kJ) is:

<table>
<thead>
<tr>
<th>Serves per day</th>
<th>2-3 years</th>
<th>4-8 years</th>
<th>9-11 years</th>
<th>12-13 years</th>
<th>14-18 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys</td>
<td>1½</td>
<td>2½</td>
<td>2½</td>
<td>2½</td>
<td>2½</td>
</tr>
<tr>
<td>Girls</td>
<td>1½</td>
<td>2½</td>
<td>2½</td>
<td>2½</td>
<td>2½</td>
</tr>
</tbody>
</table>

- 65g cooked lean meats such as beef, lamb, veal, pork, goat or kangaroo (about 80-100g raw)*
- 80g cooked lean poultry such as chicken or turkey (100g raw)
- 100g cooked fish fillet (about 115g raw weight) or one small can of fish
- 2 large (120g) eggs
- 1 cup (150g) cooked or canned legume beans such as lentils, chick peas or split peas (no added salt)
- 170g tofu
- 30g nuts, seeds, peanut or almond butter or tahini or other nut or seed paste

*weekly limit of 455g

#### A standard serve (500-600kJ) is:

<table>
<thead>
<tr>
<th>Serves per day</th>
<th>2-3 years</th>
<th>4-8 years</th>
<th>9-11 years</th>
<th>12-13 years</th>
<th>14-18 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys</td>
<td>½</td>
<td>2½</td>
<td>3½</td>
<td>3½</td>
<td>3½</td>
</tr>
<tr>
<td>Girls</td>
<td>½</td>
<td>1½</td>
<td>3</td>
<td>3½</td>
<td>3½</td>
</tr>
</tbody>
</table>

- 1 cup (250mL) fresh, UHT long life, reconstituted powdered milk or buttermilk
- ½ cup (120mL) evaporated milk
- 2 slices (40g) or 4 x 3 x 2cm cube (40g) of hard cheese, such as cheddar
- ⅛ cup (150g) ricotta cheese
- ⅛ cup (200g) yoghurt
- 1 cup (250mL) soy, rice or other cereal drink with at least 100mg of added calcium per 100mL

- An allowance for unsaturated spreads and oils for cooking, or nuts and seeds can be included in the following quantities: 4–5g per day for children 2–3 years of age, 7–10g per day for children 3–12 years of age, 11–15g per day for children 12–13 years of age and 14–20g per day for adolescents 14–18 years of age.

- For meal ideas and advice on how to apply the serve sizes go to:
  
  www.eatforhealth.gov.au
**Nutrients to Monitor**

**Calcium**
Calcium is an important nutrient that is required for healthy bones and teeth. The skeleton is in a phase of rapid growth throughout childhood and adolescence, with bones reaching their maximum strength and density or ‘peak bone mass’ during this period. The best protection against age-related bone loss and increased risk of bone fractures is the accumulation of a high ‘peak bone mass’ during childhood and adolescence, which can be achieved by consuming a diet containing adequate calcium. Milk, cheese and yoghurt are the richest sources of calcium in the Australian diet and provide the mineral in a readily absorbable and convenient form.

The Australian Children’s Nutrition and Physical Activity Survey (2007) identified calcium as a nutrient of concern, especially for adolescents aged 9 to 16 years. Individuals in this age group were the least likely to meet the estimated average requirements of 800-1050 mg of calcium daily. In the 12–13 year old age group almost 70% of all children did not meet recommendations, with this figure rising to almost 90% for girls in this age bracket.

**Sodium (salt)**
Sodium (salt) occurs naturally in food, however most sodium consumed in the Australian diet comes from processed foods as well as being added to food in cooking or at the table. The function of sodium in the body is to control the pressure and volume of the blood and to balance the water content inside the body cells. Overconsumption of sodium has been shown to contribute to the incidence of high blood pressure, which is a risk factor for stroke and cardiovascular disease. The Australian Children’s Nutrition and Physical Activity Survey (2007) found that consumption of sodium in all age groups exceeded the recommended upper level of intake.

**Saturated fat**
Saturated fat is often referred to as ‘bad’ fat. It is known to contribute to plaque formation in the arteries and the prevalence of cardiovascular disease. The Australian Dietary Guidelines encourages individuals to limit saturated fat and moderate total fat intake, and suggests that 20 – 35% of energy intake should come from total fat with no more than 10% coming from saturated fat and trans fat.

The Australia Children’s Nutrition and Physical Activity Survey (2007) found that total dietary fat contributed to 30% of total energy in children and adolescents, with saturated fat contributing about 14%. Milk products accounted for about 20 – 25% of saturated fat and occasional foods such as sweet biscuits, cakes, pastries, chocolate and chocolate based confectionery contributing around 19% for children aged between 4 – 16 years.

**Sugar**
Sugar occurs naturally in foods such as fruits (fructose) and milk (lactose) and is known as carbohydrate. Naturally occurring sugars in foods are not a problem as they contain important nutrients as well as a source of energy (kilojoules). However, when sugars are extracted from their natural source and added to processed foods it can increase the energy density (i.e. increase the number of kilojoules in that food) and decrease the amount of nutrients. These sugars are added to foods such as biscuits, cakes, confectionery and sweetened drinks. It is important to limit this type of sugar as they play a role in dental caries and there is increasing evidence of a relationship between sugar-sweetened drinks and excess weight gain in children and adults.
Dietary fibre

It has been suggested that diets high in dietary fibre are lower in energy and might help people to maintain a healthy body weight\(^1\). The Australian Children’s Nutrition and Physical Activity Survey (2007) found that the intake of fibre in all age groups was close to the recommended adequate intake\(^1\).

Dietary and Cultural Considerations

A canteen menu should take into account the cultural and special dietary needs of a school community whilst also being consistent with the Australian Dietary Guidelines. This can be achieved with some careful planning and consideration.

Religious and Cultural Practices

Australia is a multicultural nation with one in four Australians being born overseas. This population represents over 270 ancestries\(^9\). This diversity of cultural backgrounds means that, it is likely, that students in your school community will observe different religious and cultural food practices. This diversity is a unique opportunity for your canteen to introduce the whole school community to a range of ingredients and dishes that they may not have previously experienced; and at the same time, meet the special needs of individual students and families.

The degree to which families observe these dietary practices may differ. Discuss the food requirements of individual families within your school community, to ensure that the school offers a menu that meets everyone’s needs. The dietary requirements of different religious groups are outlined in Table 3.

### Table 3: Dietary Requirements of Different Religious Groups

<table>
<thead>
<tr>
<th>Religion</th>
<th>Dietary Requirement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baha’i</td>
<td>No dietary restrictions</td>
</tr>
<tr>
<td></td>
<td>Exclude alcohol</td>
</tr>
<tr>
<td>Buddhists</td>
<td>Usually vegetarian or vegan</td>
</tr>
<tr>
<td>Christian</td>
<td>No dietary restrictions</td>
</tr>
<tr>
<td>Exclusive brethren</td>
<td>No dietary restrictions</td>
</tr>
<tr>
<td>Hindu</td>
<td>Often vegetarian, dairy may be acceptable</td>
</tr>
<tr>
<td></td>
<td>Beef and pork excluded</td>
</tr>
<tr>
<td>Islam</td>
<td>Pork or pork products excluded</td>
</tr>
<tr>
<td></td>
<td>Halal beef, lamb, poultry and fish are eaten</td>
</tr>
<tr>
<td></td>
<td>Dairy is usually acceptable</td>
</tr>
<tr>
<td>Judaism</td>
<td>Pork, pork products and shellfish are excluded</td>
</tr>
<tr>
<td></td>
<td>Kosher beef, lamb, poultry and fish are eaten</td>
</tr>
<tr>
<td></td>
<td>Meat and dairy foods are not eaten at the same meal</td>
</tr>
<tr>
<td></td>
<td>Dairy may not be eaten until 3 hours after meat or poultry</td>
</tr>
<tr>
<td>Mormon</td>
<td>Consume meat sparingly</td>
</tr>
<tr>
<td>Seventh Day Adventist</td>
<td>Pork and/or seafood excluded</td>
</tr>
<tr>
<td>Sikhism</td>
<td>Predominantly vegetarian</td>
</tr>
<tr>
<td></td>
<td>Those who eat meat, poultry and fish will generally exclude beef and pork</td>
</tr>
<tr>
<td></td>
<td>Will not eat kosher or halal meat</td>
</tr>
<tr>
<td>Rastafarianism</td>
<td>Pork and pork products excluded</td>
</tr>
<tr>
<td></td>
<td>Vegetarian and exclude eggs</td>
</tr>
<tr>
<td></td>
<td>Exclude stimulants like tea, coffee and alcohol</td>
</tr>
</tbody>
</table>
Many religious and cultural groups follow a vegetarian diet which is predominately based on plant foods. There are three main types of vegetarians. These are:

- **Lacto-ovo vegetarians** – people who avoid red meat, poultry and seafood, but include dairy foods (milk, cheese, yoghurt), eggs and plant foods
- **Lacto-vegetarians** – people who avoid red meat, poultry, seafood and eggs, but include dairy foods (milk, cheese, yoghurt) and plant foods
- **Vegans** – people who consume only plant foods.

A healthy vegetarian diet requires careful planning to make sure it is well balanced and includes a wide variety of foods to meet nutritional needs. If you are including a vegetarian dish on your canteen menu aim to include a meat-alternative as an ingredient such as eggs, legumes, lentils, or tofu. This will ensure the dish is a good source of important nutrients such as protein, iron and zinc that are found in animal and meat alternative foods.

### Food Allergy

Some people are allergic to the protein in common foods. Contact with the food can be life threatening and induce what is called an anaphylactic reaction, usually within minutes of exposure. The most common food triggers of anaphylaxis are:

- peanuts and tree nuts (cashews, walnuts etc.)
- cow’s milk
- egg
- wheat
- soy
- fish and shellfish.

A food allergy should be diagnosed by a specialist and your school should have an up-to-date medical plan for any child that suffers from a food allergy. In most cases, strict avoidance of the offending food is extremely important. All staff need to be aware of the schools policy and student management plans regarding nuts and other common food allergens, and if necessary take measures to remove products containing the offending food.

If you have any children with allergies in your school and you need advice, the organisation Allergy and Anaphylaxis Australia can assist you with many useful resources. You can access their website at [www.allergyfacts.org.au](http://www.allergyfacts.org.au)

For information on how to manage food allergies in your canteen refer to Accreditation, Section B: Importance of Food Safety on page 61.
Food Intolerance
Some people are intolerant to some of the chemicals found in foods (for example: salicylates, amines, glutamate, preservatives and artificial colours). These chemicals can be naturally present or added by food manufacturers (glutamates for example). The chemical you might be most familiar with is MSG (monosodium glutamate, also represented by the number 621 on food packaging labels). This chemical occurs naturally in certain foods such as parmesan cheese, tomato sauce and mushrooms or it can be added during processing to enhance flavour in savoury snack foods such as flavoured crisps and two-minute noodles.

Unlike a food allergy, food intolerance is difficult to diagnose. Not all chemicals will be a problem for people who are sensitive and even if intolerance is diagnosed, the individual may be able to tolerate small amounts with no symptoms. Symptoms will vary for each individual and may take several days to appear. The most common symptoms are hives, swellings, headaches, gastrointestinal symptoms and behavioural changes e.g. irritability.

Coeliac Disease
Coeliac disease is a medically diagnosed condition of intolerance to gluten in the diet. Gluten is the protein component of wheat, rye, oats and barley. In people with coeliac disease, after consuming gluten the small intestine becomes inflamed and they can suffer from a range of gastrointestinal symptoms such as nausea, bloating, pain and changed bowel habits. Coeliac disease is a life-long condition and there is no cure. The only treatment available is a diet free from all gluten. This prevents further damage and allows the small intestine to heal and return to normal function, so that nutrients can be properly absorbed. People need to follow the diet even if they are not unwell with symptoms. A gluten free diet involves choosing foods that do not contain gluten from wheat, rye, oats, barley, triticale and all of their derivatives (e.g. malt). Coeliac Queensland has a very useful Gluten Free Catering Guide that is suitable for school canteens, sporting club canteens and school camps. It can be found at www.qld.coeliac.org.au

Food Additives
Food additives are chemicals added to foods to keep them fresh or to enhance their colour, flavour or texture. They may include food colourings, flavour enhancers or a range of preservatives. There is evidence that a small number of individuals will have reactions to food additives, including behaviour changes, but not all children. Additives are usually found in foods which can have high concentration of fat, sugar and/or salt. These foods and drinks are classified as RED in the Canteen Accreditation Program. These include confectionery, sweet drinks and savoury snacks, all are usually high in additives. As a result, the Canteen Accreditation Program encourages GREEN foods to be the focus of the canteen menu. These GREEN foods form the basis of the Australian Dietary Guidelines. These foods not only contain minimal additives, but are nutritious and come with limited packaging.
For more information on food additives, coeliac disease and food intolerance visit the following:

Anaphylaxis Australia
www.allergyfacts.org.au

Coeliac Australia
www.coeliac.org.au

Coeliac Queensland
www.qld.coeliac.org.au

Food Standards Australia New Zealand
www.foodstandards.gov.au

Royal Prince Alfred Hospital Allergy Unit

Shepherd Works
www.shepherdworks.com.au

The Australian Society of Clinical Immunology and Allergy
www.allergy.org.au

References


Additives are usually found in foods which can have high concentration of fat, sugar and/or salt.


Fruit and vegetables form the basis of the Australian Dietary Guidelines. These foods not only contain minimal additives, but are nutritious and come with limited packaging.
MANAGEMENT OF A HEALTHY SCHOOL CANTEEN

In this section

The Role of a Healthy School Canteen
A Guide to Running an Effective Healthy School Canteen
Ensuring a Viable Canteen Operation
Options for Canteen Management
How to Market your Canteen
Volunteers
The Number of Suppliers and the Range of Goods
Purchasing
Pricing Arrangements
Trading Statements
Canteen Equipment
Food Safety Requirements
Packaging, Recycling and Composting

Like any business, a canteen requires good management to be efficient and successful. Effective canteen management requires that:

- the schools goals and objectives are reflected in the role of the school canteen
- an agreed arrangement to manage the canteen is clearly documented
- staff are adequately trained and comply with relevant legal requirements regarding Food Safety and preparation, and occupational health and safety standards
- staff carry out efficient stock management, accounting and financial procedures and are supported in these processes.

Evidence shows that, with good management and sound marketing practices, a canteen can be financially viable and provide healthy food.

The Role of a Healthy School Canteen

As part of the school environment, a canteen is in a unique position to make a positive contribution to students’ health and welfare. The functions of school canteens are to:

- provide a service to the school community
- provide a variety of nutritious and attractively presented food and drinks at a reasonable cost
- reinforce classroom learning.

Parents who get involved in the work of a canteen can:

- contribute to goal setting and to policies that incorporate healthy eating
- participate in the development or the evaluation of the healthy eating policy
- have input into student health and wellbeing
- be an integral member of the canteen’s success through volunteering time each term.

The canteen provides a rewarding opportunity for parents to be involved in their child’s school. A canteen can become an essential source of nutrition education that supports what students learn in the classroom and supports a whole school approach to healthy eating such as; the school produce garden.
A Guide to Running an Effective Healthy School Canteen

The following flowchart (Diagram 4) provides a step by step guide on how to run an effective school canteen or review your current school canteen by involving the most appropriate people in the school community. To use this flow chart, firstly determine how far along the flowchart path you are to running an effective healthy school canteen. For example, you may already have a committee established and have had the school canteen running for a couple of years and just want to review its progress. If this is the case you can start at point 5 of the flow chart. If you are considering establishing a canteen, start at point 1.

The Canteen Accreditation Program is a school food service improvement program which offers a model of best practice for food service management. The program also recognises the school’s dedication to the health and well being of the school community. Becoming accredited provides reassurance to the wider school community that the food service aims to provide a high quality and safe food service for students and staff.

1. Form a Healthy Eating Committee or Working Party

The school community could establish a healthy eating committee or use an existing food focused committee, e.g., Move Well Eat Well, to work towards a draft policy. This group could include representatives from:

- school teaching / administration staff
- canteen staff and volunteers
- the parents association
- student council / representatives.

A carefully selected committee can:

- ensure efficiencies in the way the canteen operates
- provide an opportunity to hear about the needs of the school community
- share the work load involved in organising the canteen and planning menus
- assist in coordinating the canteen with other programs such as Move Well Eat Well and the Stephanie Alexander Kitchen Garden Program.

**Duties**

The committee should aim to develop good communication with teachers, the Principal and the canteen manager. Teamwork will bring the best results.

Duties may include:

- developing a healthy eating or canteen policy
- training and supporting paid and voluntary workers
- promoting the canteen – by keeping people up-to-date with the latest canteen developments, and by raising the profile of the canteen
- making decisions on what foods to sell, at what price
- establishing a profit margin and budget control statement
- developing new food ideas and activities to link with classroom activities
- ensuring a stock-take is carried out
- presenting regular financial statements
- ensuring that the canteen premises, staff and volunteers are meeting the requirement of the Food Safety legislation.

**Running Successful Meetings**

The canteen committee needs to meet in a timeframe that suits its members. There are numerous templates to assist in the running of meetings available on the TSCA website. www.tascanteenassn.org.au

Before a meeting:

- encourage feedback and input from the school community by displaying meeting agenda and previous minutes. This also ensures everyone knows when a meeting is scheduled.

During a meeting:

- keep to agenda items only
- clearly explain each item
- limit the time on each item
- encourage participation
- write minutes.

Minutes are a summary of all decisions made during the meeting. They can be written directly into a book or typed up and circulated. Keep a copy of the minutes in a safe place.

2. Gather Information

The School Canteen Handbook (2014) is a great starting point to gather information. The list in the Additional Information Section provides some excellent related websites and resources.
3. Talk to the School Community

There are numerous ways of collecting information and engaging support. Below are some examples:

- Run a school canteen survey. Students can help design the survey and collect results.
- Arrange discussions for parents, teachers and students in a variety of settings.
- Use regular newsletters to invite comments.

- Try to build agreement about canteen management and menus.
- Canvas views about what the canteen is, or should be, selling.
- Ensure that any discussion about the preferred range and types of food is guided by accurate nutrition information, as detailed in the Food and Nutrition Section of this resource.

4. Promote Your Canteen

Members of the school community should be aware of the role of the canteen in encouraging healthy food choices. Increasing their awareness of this can be done in a variety of ways by using appropriate resources and people from the wider school community. This may include guest speakers such as sports stars and other role models, dental therapists and other health professionals. Linking in with existing programs and promotions on health, nutrition and physical activity such as Move Well Eat Well, Go for 2 & 5 or Healthy Bones Week, further increases the community’s awareness.

5. Check Existing Policies

Find out what school policies exist to cover health and healthy eating education.

- How are these policies implemented in the classroom?
- Do canteen operations complement classroom teaching and learning?

Ensure that any discussion about the preferred range and types of food is guided by accurate nutrition information.
6. Develop a Draft Policy
A Healthy Eating / Canteen Policy statement will provide direction for the development of the canteen and for the work of canteen staff. This could be modeled on Form 1 located in the Forms and Templates Section starting at page 95 of this Handbook.

A Healthy Eating / Canteen Policy ensures long term commitment to healthy eating at the school.

7. Plan for Change
The draft policy statement could be widely circulated for further comment and discussion. This may lead to amendments or additions to the policy before it is ready to be assessed by the Canteen Accreditation Program team. Many approaches can be taken to change to a healthier canteen. The types of changes would depend on how many days per week the canteen is open, the canteen’s food preparation facilities, and the school’s policy on a whole school approach to health and wellbeing.

An example of planning for change can be found on page 51. A template for implementing for change can be found on page 52.

Changes that canteens may take include:

- making healthy changes gradually
- gaining input from the students, staff and the wider school community and communicating to them about why the changes are necessary
- marketing and promoting the positive aspects of the menu changes
- advertising and promoting these changes well in advance
- not drawing attention to the removal of certain foods
- remaining positive about the need for healthy changes.

8. Introducing Healthier Choices
Healthier choices are easier to introduce:

- after school holiday breaks, reopen the canteen with a new menu. This approach works best if it has the support of the wider school community, and if the canteen strongly communicates, promotes and markets the links between what the canteen sells and classroom learning. Initially, you may need a larger outlay of resources to make a large change.
- by trialling new, healthy foods using theme days or food specials. If they are popular, they can then be added to the regular menu.
- by removing RED items from the menu
- by aiming to restrict the times that AMBER and RED foods are sold and sell them only in small quantities. This will encourage children to purchase healthy options first. Refer to Section C for details on RED and AMBER food and drinks, starting at page 69.
- when planning a new menu, consider the amount, variety and range of foods.

Children need a variety of different foods across all five food groups. Ensure that several choices from all the food groups are offered. Refer to Food and Nutrition Section page 13.
Limit the menu to a small range of foods, but provide variety by having a daily or weekly special such as a hot canteen prepared dish. This can:

- reduce the cost of goods by reducing the range of products required
- save time on preparation and the help needed
- allow more time to prepare fresh food, trial new healthy options and run promotions.

When planning a menu:

- choose low fat and wholegrain options
- limit the use of high fat ingredients
- use low fat cooking methods such as oven baking
- read labels, especially looking at the saturated fat, sugar, sodium (salt) and fibre content and check that recipes are healthy and suitable
- ensure good quality fruit and vegetables are included daily
- choose meals that are easy and safe to prepare, using inexpensive ingredients that need little packaging
- make sure that the healthy options are at the top of the menu board
- be aware of food allergies that can trigger anaphylaxis in children – your school will have a list of children who are allergic to foods and they will have a policy on food allergy.

For more ideas on how to market your school canteen refer to page 37 in this section.

9. Make Lasting Changes

A Healthy Eating/Canteen Policy is the key to maintaining the success of healthy food provision in schools. The policy will support the changes being made in the school canteen, and will make it clear that the healthy school canteen program is a long term commitment.

10. Link the Canteen with the School Community

Link healthy eating with other parts of the school’s business such as: the curriculum and its teaching and learning programs; the school organisation, its ethos, its environment, and its community links and partnerships. This will not only ensure that the changes to the canteen are successful and sustainable, but that they will be more effective in promoting a whole school approach to healthy eating.

11. Get Feedback

Once changes have been made to the canteen, it is important to assess their success. The canteen committee should evaluate and review the Healthy Eating/Canteen Policy and plan for continuous improvement. Information should be gathered throughout the year. Do this as simply as possible. Below are some examples of what can be done.

Students can assist by:

- developing, implementing and collating surveys aimed at fellow students and parents viewpoints
- interviewing other students or writing feedback letters to the canteen staff (as part of English classes)
- preparing graphs of the sales of different foods over time, for example pre and post healthy changes (as part of mathematics classes).
Assess the success of the changes by answering questions such as:

- did sales increase, decrease or stay the same once a healthier option was introduced?
- what are the menu’s best sellers?
- were there any Food Safety or stock issues throughout the year?
- did the canteen invest in any new equipment? Was this beneficial?

It is important to hold regular canteen committee meetings to check progress towards your school achieving or maintaining a School Canteen Accreditation Award.

12. Review Healthy Eating Policy

Each year the Canteen Accreditation Program will ask if your school has reviewed its Healthy Eating/Canteen Policy. The canteen committee should review the information gathered throughout the 12 month period of accreditation and decide whether changes to the policy are needed. The committee may need to change statements, set new goals or address particular issues in the updated policy or the policy may still be adequately representing the schools values.

13. Communicating Success

Communicating the success of the changes and achievements of the school canteen is a very important part of the change process. Being positive about the outcomes will help build continuing interest and commitment from the school community and ensure ongoing success.
Ensuring a Viable Canteen Operation

School canteens exist to:

- primarily provide a food service to students and the general school community
- provide nutritious foods at the lowest unit cost
- support the school food and nutrition learning program
- implement a life skills program.

School canteens should not run at a loss unless this is factored into the school's operations policy. Canteen Managers and school Principal's need to recognise the difference between low profits; a loss that results from inefficiencies and a loss that results from deliberate pricing policies.

An efficient canteen can return a small profit as it should aim to receive a gross profit of around 25% of sales to cover employment costs and ingredient costs, where applicable.

Funds raised from the operations of a school canteen can be a significant source of revenue for some schools but this should not be at the detriment of serving healthy food and drink options. Consequently, it is important that nutritious food items are attractive to students and are offered at an affordable and practical price – meeting the needs of the students as well as covering costs of labour and ingredients. Foods made from fresh, seasonal ingredients are often less expensive than highly processed ready to eat foods and therefore allow a greater mark-up. However, some canteen made foods can take longer to prepare. To manage this, offer a smaller menu.

The time worked by paid employees should be reviewed regularly with regard to the ability of the canteen’s operational profits to meet wage costs, particularly when wage increases occur. A review of the costing of the menu will be necessary at this time.

Adequate reserves should be maintained to meet future costs, such as; equipment replacements, training, maintenance, staff replacements and long-service leave.

The TSCA can provide assistance in operating your school canteen efficiently. Contact the TSCA on 03 62238023.

Options for Canteen Management

School canteens may operate under a variety of management structures, depending on a school’s characteristics and particular needs. However, most canteens in schools are run under the direction of the Principal with the Canteen Manager employed earning a wage (refers to Government, Catholic and Independent schools). Often schools request that the operation of the canteen covers the cost of employing the Canteen Manager, so that at least a cost neutral situation operates.

The major options available to schools for canteen operation are outlined below. Every school that operates a canteen is required to adopt one of the options or seek permission to vary the school canteen operation.

Option A:
The canteen is run by the school or an Incorporated Body (such as the School Association or a Parents and Friends Committee).

Option B:
The canteen is operated by a private enterprise under the terms of a Management Agreement.

It is recommended that for both options, your school becomes a member of the Tasmanian School Canteen Association and has its canteen accredited through the Tasmanian School Canteen Accreditation Program. The cost of this membership is minimal.
Managing the Canteen
Option A: The canteen is operated by the school or Incorporated Body (such as the School Association or Parents and Friends Committee).

Employees and volunteers
The Principal may employ staff specifically to undertake canteen duties, delegate canteen duties to existing school staff members, or to voluntary assistants.

Where a school decides to employ staff specifically to undertake canteen duties it should follow the same procedures prescribed for all school employees. Appropriate rates and salary scales for Government School Canteen Managers are available on the Department of Education website. For Catholic and Independent schools refer to their specific websites or contact their Central Office. For contact details refer to page 117.

Where a canteen is run by an Incorporated Body, they are totally responsible for the operation of the canteen and its policies. The Incorporated Body and the Principal must sign an appropriate management agreement and keep it in a secure place.

The Incorporated Body is totally responsible for the employment, remuneration, provision for all leave, superannuation, taxation and dismissal of staff in accordance with the Restaurant Keepers Award, P058, of the Industrial Relations Act, 1984.

Volunteers may be used to support the canteen. Volunteers will need to:
- undergo a Good Character Check
- be recorded as such by the Principal in an official log book maintained by the school
- be reimbursed for actual non-salary costs incurred in the course of their duty and supply proof of these costs
- be covered by appropriate worker’s compensation and public liability insurance and sign the volunteer’s book in schools
- complete Food Safety training every 2-3 years.

Volunteers should not receive any payment in cash (honoraria) or in-kind at any time.

Canteen Finances
The Canteen Manager, School Executive Officer (SEO) and/or Association are responsible for the overall financial management of the canteen. The school can assist in the budgeting and keeping of up-to-date financial records. A bank account that is completely separate from other school accounts managed by the school should be opened to support the canteen. This bank account must be held in the school’s name. Receipts and expenditure records should be excluded from the financial reports that are sent to the Tasmanian Education Department. For Catholic and Independent Schools check what financial requirements are necessary from your Central Office.

Arrangements have to be made for an independent audit of annual accounts of the canteen by an eligible person. The Department of Education’s internal audit section does not conduct an audit of these accounts. For Catholic and Independent schools check what procedure is required for auditing of the canteen operation.

Foods made from fresh ingredients are often less expensive than highly processed ready to eat foods.
If the canteen is to be a success, promoting and marketing the canteen’s healthy foods is essential.

**Insurance**
Canteen Managers employed by the school should be covered by an appropriate Workers Compensation Policy.

If the Canteen Manager is employed by the School Association then it must ensure that its operations are covered by appropriate insurance and that it is an Incorporated Body. Insurance will include Workers Compensation cover for employees and insurance for product liability, public liability and equipment.

Volunteers must sign the volunteers’ book in schools, in order to be covered by appropriate Workers Compensation and Public Liability Insurance as per school requirement.

**Option B:**
The canteen is operated by private enterprise under the terms of a management agreement either within the school’s existing canteen setup or as a separate body.

In this case it is recommended that:

- Government schools, seek advice from the Coordinator of the Department of Education Procurement Services. For Catholic and Independent schools refer to the appropriate area of your Central Office for advice.
- Schools use a public process to appoint an operator.
- Schools reserve the right to have input into the menu to ensure that only nutritious foods are made available to students and staff.
- Schools utilise the TSCA Canteen Management Agreement. A Canteen Management Agreement is required in the case of a canteen operating as a private enterprise. This agreement should be kept in a secure place and signed by all parties. A draft agreement can be found at the end of this section on page 46.
Good management practices will be needed to ensure that the school’s Healthy Eating / Canteen Policy and Canteen Procedures are carried out and any areas of possible concern can be monitored effectively. This can be done by:

- marketing your canteen effectively
- developing a good volunteer base
- having an appropriate number of suppliers and a range of goods
- utilising the school’s purchasing power
- having an adequate pricing arrangement
- maintaining trading statements
- having and maintaining appropriate canteen equipment
- adhering to Food Safety requirements
- having sound packaging, recycling and composting practices

To establish and monitor the above issues refer to the TSCA website for templates or the Forms and Templates section of this handbook.

How to Market your Canteen

If the canteen is to be a success, promoting and marketing the canteen’s healthy foods is essential.

Use simple promotion and marketing strategies to:

- get children excited about changes to the menu and increase the numbers of students purchasing healthy food choices
- keep canteen sales and income sustainable.

The different aspects of marketing healthy food choices in school canteens can be described by the 4 Ps:

- Product
- Place
- Price
- Promotion

The 4 P’s are explained on the following pages.

Product

‘Product’ means not only the foods that are sold in the canteen, but also the image of the canteen as a whole – the service, the canteen environment, how foods are promoted, and how well connected the canteen is to the school community. Following are some suggestions to help you:

- Create a positive image for the canteen to give it a higher profile in the school community. For example, give the canteen a catchy name, such as the ‘Snack Shack’, ‘Gobble and Grow’, the ‘Kool Kids Kafe’. This gives the canteen an identity or a ‘brand’ which can be used for advertising and marketing. The name can be printed on lunch bags and staff aprons and be linked to canteen specials. The name can be developed into a mural as part of the art curriculum.
- Food companies place great importance on naming products, as it is an important component of overall marketing strategy. Likewise, giving names to various canteen items – whether they are new items or new versions of previous existing items – can stimulate sales.
- Food names should be relevant to your consumers: the children e.g. in the run up to the school’s athletic carnival, food names could have a sporting flavour like ‘Meatball Bolt’ – four meatballs in a tomato pasta sauce, in a whole meal roll topped with low fat cheese.
- Carefully choose your fresh fruit and vegetables. If possible, use a small local greengrocer as they usually provide the best advice on quality and price their items according to seasonal availability. They may also be able to deliver regularly to ensure freshness.
- Use standardised recipes and serve consistent sizes. Refer to the TSCA website for approved recipe ideas. www.tascanteenassn.org.au
- Pin up recipes and serving guidelines in an obvious place to assist staff and volunteers in preparing and serving foods.
Place
‘Place’ refers to the canteen environment and the way food and drink are arranged in the canteen. The canteen should be an attractive, appealing place that everyone enjoys visiting. When planning the layout and appearance of the canteen, consider whether or not it is easily accessible, spacious, clean and attractive. Following are some suggestions:

• Placing some tables and chairs, and plants near the canteen creates a nice eating atmosphere. Some schools have created an outdoor eating area with chairs and tables under umbrellas or a sail. Utilise any spare ground near the canteen for a small herb or vegetable garden, or use pots. This not only provides a pleasant area for eating but also provides quick and easy access to fresh herbs when preparing foods.

• Why not involve the Arts Department in creating a ‘nice place to be’? Students could design and paint murals on the walls and colourful menu boards. A clear, well placed menu will make it easier for students to select foods.

• Place healthy choices at the students’ eye level. For example, have fresh fruit within arm’s reach and position several rows of bottled water at eye level. Try placing some salad tubs, fruit salad or yoghurt in the drinks refrigerator as well, to encourage last minute purchases.

• Make sure there is a well-stocked display of pre-prepared healthy foods, for example salad tubs and rolls and wraps, to encourage impulse purchases of the healthy kind.

• Rotate the position of products regularly to generate interest. Try stocking foods in multiple places to encourage optimal sales.

• Consider selling at both the canteen and via pre-orders. Pre-ordering may make it easier for canteen staff as it will enable them to prepare and plan efficiently for stock. Promote the option of pre-ordering to students, as a way of getting priority service at lunch time.

• Provide a catering service for morning and afternoon teas for staff meetings and other external meetings and events that may be held at the school. For example, a morning tea at $4.00 per head, depending on ingredients.

• Consider extending a catering service for other school events, for example, professional development days, school sports days and school excursions and camps.

• Consider the canteen operating hours. Could these hours be easily extended? Could a breakfast service be added before school? Some canteens develop a whole breakfast menu, but it could be as simple as offering a small selection of appropriate foods already on the canteen menu.

It is recommended that your school become a member of the Tasmanian School Canteen Association each year and have your canteen accredited through the Tasmanian School Canteen Accreditation Program.
Price
The right product at the right price is important. Children will often look for something to fill them up at the cheapest price. They will also consider how much change they will have for ‘extras’. When introducing a new food, base your price decisions not only on what is likely to be appealing but also on what you can realistically charge. If the price appears to be high, consider some variations which may bring the price back to a reasonable level.
Following are some suggestions:
• Ensure that the canteen offers a selection of low cost, filling, nutritious items such as raisin toast, fruit jaffles with apple filling, dinner rolls or small corn cobs
• Price food simply, for example $1.50 instead of $1.45, so that it is easier for students to pay and easier for the canteen staff to give change.
• Before trialling a new product, compare the price of your product with the price in local shops.
• Make healthier options affordable and preferably cheaper than unhealthy options.
• Offer reduced prices on slow-selling items, or include these items in a meal deal which is priced for value.
• Use competitive prices as the focus point for advertising, for example, stocking 50c snack packs.
• Advertise the canteen’s products as representing good value for money.
• Design a ‘What you can buy for this’ poster for the canteen, listing healthy items available for 10c, 20c, 50c, etc. Use pictures of the money and food items particularly when dealing with young students.

Promotion
Promoting your products is one of the most important factors in encouraging healthy choices at the canteen.
Planning promotional activities is interesting, exciting work. Schools find that volunteers come ‘out of the woodwork’ once parents realise that their involvement in the canteen can be so rewarding.
Below are some examples that may assist you to promote the school canteen and its menu.
• Advertise new items, specials, etc. in your school’s regular newsletter. Some schools have a regular ‘canteen spot’ for this purpose. It can also be used to thank volunteers for their valuable contributions or to offer handy hints about nutrition.
• For younger children, a separate notice can be sent home advising parents of menu changes or special promotions. Some schools distribute these notices in lunch-order bags.
• A large noticeboard, with items and prices clearly shown, is an excellent way to ensure that children know what is available.
• If you have daily specials, advertise them in a prominent place. Specials can be written up the day before to act as a reminder to children who are intending to buy lunch the following day.
• The saying ‘out of sight out of mind’ is particularly relevant to the sale of foods in canteens. If your canteen has a product which does not sell as well as you would like, ask yourself the following questions:
  - is the food displayed attractively on the front counter or is it hard for the children to see?
  - is it packaged so that children can see what is inside (e.g. in plastic wrap or see-through containers)?
• show off the colour of sandwich fillings by slicing sandwiches in half or into fingers, placing one on top of the other and wrapping them in plastic wrap.
• consider trying some of the techniques used by supermarkets, such as arranging certain products so that they are easily noticed. While most canteens do not have a lot of room for displays, you can still:
  - place items you want to promote near popular lines
  - attractively display a sample of your items in plastic trays with clear plastic lids
  - make maximum use of displays at the children’s eye level
  - keep new product lines to the front of warming cabinets or other display areas
  - make use of attractive baskets or glass ‘cookie’ jars e.g. for fruit muffins.

• Consult with various paper and plastic suppliers about their range of bags, cups and trays, etc. Buying in bulk often results in considerably cheaper prices. However, be careful not to tie up money by holding too much stock. If you are a small school, consider getting together with other local schools and placing the one order. The stock can then be split to meet the needs of each school. Or why not try the ‘nude food’ approach?
• Even when an order system is used for most items, it is still a good idea to display any new items. When children are buying their drinks, for example, they may be tempted to try the new items next time they have money for the canteen, instead of buying the usual choice.
• Free samples can stimulate sales at the canteen, just as they can in a supermarket. Many children will not part with their money for a food they have never tasted.
• Bite-size pieces of frozen fruits can be used to introduce frozen fruit to the menu.

• Having regular ‘specials’ on different days of the week can help provide variety without having to offer half a dozen main items each day. It also helps to maintain children’s interest. For example, in addition to a limited selection of regular items, the daily specials board might read:

<table>
<thead>
<tr>
<th>Monday</th>
<th>Hot cheese, parsley and corn rolls</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday</td>
<td>Hot bean and salsa wraps</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Tropical chicken burgers with pineapple, cheese, lettuce</td>
</tr>
<tr>
<td>Thursday</td>
<td>Chicken salad bocaccio</td>
</tr>
<tr>
<td>Friday</td>
<td>Jacket potatoes with beans, cheese and yoghurt</td>
</tr>
</tbody>
</table>

‘Special Days’
Special Days can add variety to the canteen menu, especially for canteens which open on only two or three days a week or have problems finding volunteer help. Parents who cannot help on a regular basis may be willing to help at a one-off ‘hamburger day’ or ‘jacket potato day’ or ‘soup day’.

• Several schools have also found these special canteen days to be excellent links to healthy fundraising.
• Foods such as chicken burgers, pizzas, meals in a cup (e.g. fried rice, spaghetti bolognaise), fruit salad and popcorn may be suitable for special days.
• Featuring particular fruits on a Special’s day, is an excellent way to promote fruit sales. Try organising them when a fruit is at the peak of its season, as this is when it will be of top quality, in plentiful supply and therefore well priced. Grape, watermelon, pear and peach days have been successful in schools.
When promoting healthy foods in the canteen, it is important to involve students and teachers. Encourage the Principal and the teachers to be involved with the canteen as much as possible. This helps to reinforce the image of the canteen as a healthy place and helps to support a whole school approach to healthy eating.

Volunteers

There are many reasons why people volunteer to help in the canteen. These may include:

- contributing to, and being part of, the school community
- giving something to the school
- learning about food and nutrition
- increasing knowledge and skills in the areas of cooking and food preparation, food hygiene and safety, nutrition, customer service and cash handling
- making new friends and enjoying opportunities to socialise with other family members at the school.

Coordinating the Volunteer Program

The school Canteen Manager plays a vital role in the coordination and management of the canteen’s volunteers. Volunteers can be parents, grandparents, people from the wider community and students.

Some schools allow their students to volunteer at the canteen. It is very important that students comply with the Environmental Health requirements at all times. Some schools organise for the students to gain Food Safety training as part of the Canteen Accreditation Program and submit this as one of the school’s examples of classroom learning.
It is important for the Canteen Manager to have realistic expectations of volunteers by:

- allowing volunteers time to adjust to their role, gain confidence and improve their skills
- being prepared to do most of the work until the new person understands the tasks
- being a good role model
- communicating clearly.

Coordinating a volunteer program involves:

- recruiting volunteers
- retaining volunteers
- maintaining and recognising volunteer involvement

**Recruiting volunteers**

This can involve:

- identifying how many volunteers you will need to make a regular commitment and how many you will need to provide casual assistance. It’s a good idea to plan for the year where possible, but definitely prior to each term. It’s important to keep in mind special days or events when additional volunteer assistance will be required.
- assuming that volunteers will come and go. Develop a list of interested volunteers who will fill casual positions and prevent an unexpected shortage of assistance.
- planning rosters so that volunteers know how much time is required and the length of commitment expected.
- developing a job description for the volunteer positions so that volunteers know what is expected of them. This should include a list of specific tasks to be completed; and skills and training required.
- offering a range of tasks or jobs for volunteers to choose from. For example, a volunteer may not feel comfortable dealing with students but is happy to be involved with food preparation or washing up.
- advertising regularly and widely to keep the school community informed and aware of volunteer opportunities. Avenues for advertising include: the weekly school newsletter, school website, and school orientation information for new parents. Hint: some workplaces, such as the State Public Service, allow a certain number of hours per year for their staff to partake in volunteering opportunities. Promote the school canteen as a viable volunteering opportunity.

**Retaining volunteers**

This can involve:

- providing a positive and rewarding work environment so that they feel comfortable and appreciated. It is important that volunteers are welcomed and introduced to canteen and school staff on their first day, given a tour and have policy and procedures explained.
- providing new volunteers with a Volunteer’s Canteen Information Kit (email or hard copy) which should contain:
  - an introductory letter (including contact information for the canteen)
  - the roster
  - the canteen policy
  - the canteen menu
  - food hygiene information.
- providing volunteers with information about:
  - the layout of the canteen (label drawers and cupboards with contents; have recipe binders on the wall or at easy access points)
  - time based schedules, such as, when to place items in the oven
  - how to operate machinery and equipment (have instruction books near work benches for easy reference)
  - food hygiene requirements (have food hygiene reminders at appropriate locations)
Avenues for advertising include: the weekly school newsletter, school website, and school orientation information for new parents.

- emergency drills and evacuation procedures
- how to handle difficult students
- how to handle compliments and complaints
- procedures to follow if they are ill when rostered on
- where the roster is located
- where to locate contact numbers, including emergency contacts
- school times, including lunch and recess.

Maintaining and recognising volunteer involvement
This can involve:

• ensuring that volunteers have adequate breaks.
• providing volunteers with a variety of tasks.
• providing the opportunity for volunteers to develop additional skills to increase their job satisfaction and prevent boredom.
• running a ‘Bring a Friend’ day.
• celebrating the role of volunteers by providing recognition of their volunteering work – go out for dinner or have a sit down lunch, organise for students to create a simple morning tea or lunch for canteen volunteers.

The TSCA has a Volunteers Canteen Information Kit that can be downloaded from their website www.tascanteenassn.org.au

The Number of Suppliers and the Range of Goods
The purchase of foods is a significant canteen expense. It is critical that this process be organised and efficient. Therefore, it is important to:

• buy foods at the best price
• buy appropriate quantities
• ensure food is safe to eat and of high quality
• buy local and seasonal foods where possible
• have a small menu without limiting the variety of fruits and vegetables
• increase variety by having frequent ‘special days’
• restrict the number of suppliers and the range of supplies – this will return higher gross profits than stocking a wider range of goods
• develop a rapport with a limited number of suppliers – this helps to gain discounts and call-back facilities when shortages occur
• have appropriate storage facilities such as, pantry, freezer, etc.

Purchasing
Bulk purchasing
Canteen operations are generally of a small or individual nature and it has been shown that cost and service benefits can be obtained through close liaison between canteen management and local suppliers. The cost advantages of purchasing bulk goods may be outweighed by the extra service and distribution costs, and the increased risk of spoilage of bulk-stock holdings, in an individual canteen.
Private purchasing
Staff or volunteers must not be permitted to make private purchases of goods from suppliers by using the canteen facilities or the canteen account. Private arrangements may be made with suppliers, if they are either cash transactions or paid through personal banking accounts.

Hint: never select food or drink products that fail to reflect nutrition standards as detailed in the canteen policy, even if the supplier can offer a lucrative deal, such as bargain prices or equipment rewards.

Pricing Arrangements
A fair price for hand-made items such as sandwiches, rolls and ‘open’ sandwiches, etc., should take into account the cost of the ingredients, the cost of paid labour, and if possible, a mark-up of approximately 25%. See the TSCA website at www.tascanteenassn.org.au for an example of pricing items for canteen sales.

Manufactured items (e.g. yoghurt, pasta dishes, milk drinks, fruit juices etc.) provide a proportion of canteen sales and canteens should charge the recommended price for these items. The mark-up on these items ranges from 20 to 40%.

Trading Statements
Trading statements give a clear indication of turnover, as well as gross and net profits. This helps ensure proper control of canteen operations. Visit the TSCA website, www.tascanteenassn.org.au for a template on a trading statement.

A canteen trading statement should be prepared at least twice a year i.e. at the end of the financial year and the end of the calendar year, so that canteen profitability can be effectively monitored. Regular statements keep Canteen Managers aware of any variation in canteen operation. Appropriate action can then take place, if needed.

Canteen Equipment
When planning what equipment to buy, consider the following issues:

- what you want to do with it
- how often it will be used
- how much does it cost
- how easy it is to maintain.

The right equipment is important. What you have in your canteen influences what you can prepare, cook and serve. The list at the end of this section, page 53 of suitable equipment for your canteen will assist in planning for your canteen needs.

The purchase of additional equipment and repairs to equipment in school canteens, is in most cases, funded from profits. In the half-yearly trading statements, some provision should be made for the purchase or replacement of equipment.

The possibility of hiring equipment should not be overlooked. A properly recorded inventory of all equipment should be compiled that clearly indicates ownership.

Food Safety Requirements
Tasmanian Food Safety legislation considers your school canteen as a food business. This means that your budget will have to include the costs incurred in complying with this legislation. This is a small fee paid to the Local Council.
Compliance with these standards is compulsory. This is because it is important to always ensure the safety of the children at your school.

Liaise closely with your Local Council’s Environmental Health Officer to ensure that your canteen complies. Plan for improvement strategies that are within the constraints of your school’s budget. Food safety is discussed in detail in Section B: The Importance of Food Safety, page 61 and is a crucial element of the Canteen Accreditation Program.

Packaging, Recycling and Composting

If your school has a recycling program, like a compost system or a worm farm, then link waste products and the recycling of scraps from the canteen to this program. Have a separate bin to collect paper based waste, compostable goods, appropriate scraps for the worm farm and other “ordinary waste”. Use a different coloured bin to collect each type of waste.

A fair price for hand-made items such as sandwiches, rolls and ‘open’ sandwiches, etc., should take into account the cost of the ingredients, the cost of paid labour plus, if possible, a mark-up of approximately 25%.
CANTEEN MANAGEMENT AGREEMENT
Between the Principal and a Private Operator/Parents and Friends Inc. / School Association Inc.
(hereafter known as the operator)

Name of School

Name of Operator

The Period of Agreement is for

Cancellation of the Agreement would require 30 days written notice on behalf of either party.

Food supplied should be in accordance with the Australian Dietary Guidelines 2013 (NH&MRC) and the food suggestions in The School Canteen Handbook (2014).

The canteen and the school should endeavour to meet at least the BRONZE level of the Tasmanian School Canteen Association’s Canteen Accreditation Program.

The Principal, in consultation with the canteen committee, will have the right to veto foods which don’t meet the food categorisation in accordance with the School Canteen Handbook (2014) or the requirements of the Move Well Eat Well Program.

The Principal reserves the right to vary the Canteen Accredited menu when special circumstances exist. These occasions should not exceed two (2) days per year.

The Principal retains the right to use the canteen from time to time for such events as fund raisers, by making prior arrangements with the operator.

Cost of individual items should not exceed recommended retail prices.

The operator is responsible for maintenance, repair and/or replacement of school equipment used in the canteen. Replacement is at depreciated value of equipment.

The operator is responsible for appropriate insurance including public liability and workers compensation. Such policies should be produced at the request of the Principal.

An annual fee, as set by the Principal, will be paid by the operator, to the school.

For the period to the fee is $ This will be paid quarterly / half yearly / yearly with payment(s) due on

The operator (if School Association or P & F) will pay to the school at agreed intervals its net profit, less provision for reserves, for expenditure by the school in accordance with the priorities established in the school charter and school plans.

The Principal will provide the following equipment/services (list below):

Signed Principal  Date

Signed Operator  Date
## SCHOOL CANTEEN CHECKLIST

The following checklist will assist you in determining your school’s status on providing a healthy, safe, school canteen service that sells delicious food.

<table>
<thead>
<tr>
<th>General</th>
<th>Yes</th>
<th>No</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is your school a member of the TSCA?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have you registered with the Tasmanian Canteen Accreditation Program?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your school have a canteen committee that represents the whole school?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a canteen policy?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are profit objectives clearly defined?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you aiming for a MWEW Award? (primary only)</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>If yes, are the MWEW Coordinator and Canteen Manager involved in the Healthy Eating Committee?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staffing</th>
<th>Yes</th>
<th>No</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are there written duty statements for paid and voluntary staff?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are paid and volunteer staff appropriately trained to carry out their duties?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are flexible hours and a range of jobs available for volunteer staff?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are paid and voluntary staff valued and supported?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Menu</th>
<th>Yes</th>
<th>No</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are menu items in line with the Canteen Accreditation Program objectives and the canteen policy?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does your menu offer more GREEN foods than AMBER and RED foods?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are fruit and vegetables offered daily on the menu?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Have soft drinks been removed from the canteen Menu?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Has confectionary been removed from the canteen menu?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are ‘everyday’ drinks such as water, low fat milk the main drinks on offer?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are healthy choices listed first on the menu?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the school community involved when making changes to the menu?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
## School Canteen Checklist

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pricing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a pricing policy? (i.e. are prices based on cost price plus a percentage mark-up?)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are prices reviewed regularly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are healthy foods kept at lower prices?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Forecasting</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are seasonal food preferences factored into the menu?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a health promotion events calendar?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you encourage staff to advise you of trips away from school?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Purchasing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you actively seek discounts?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you refer to the Tasmanian School Canteen Suppliers list?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are you always on the lookout for new GREEN products?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you refuse new products which do not meet the canteen’s nutritional objectives?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Food Safety</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you follow the Food Safety advice as set out in Table 5 page 62?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you complete your Food Safety documentation?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Preparing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there an efficient workflow in the canteen?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you use standard portion sizes that all staff and volunteers follow?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have appropriately placed recipes where necessary?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are steps taken to avoid wastage?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the amount of food prepared consistent with demand?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promotion</td>
<td>Yes</td>
<td>No</td>
<td>Action Required</td>
</tr>
<tr>
<td>-----------</td>
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<td>----</td>
<td>-----------------</td>
</tr>
<tr>
<td>Are nutritious foods displayed well?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are nutritious foods actively promoted?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you make use of well-displayed noticeboards?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you promote special days?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you involve the school community in promotional activities?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Selling</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are all prices clearly marked?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there an efficient queuing system for the children?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canteen Layout</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the canteen a friendly, bright, enticing, and easily accessible place?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are preparation surfaces easily maintained?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the canteen layout provide adequate space for food preparation with room to move?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recording</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you start each day with set change floats?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do two people check and record daily takings?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are takings banked promptly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you stock-take at least twice a year?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you prepare a profit and loss statement each term?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Can you tell how the canteen is going financially each month or at least half yearly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a cash register or lockable cash drawer?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do you have a policy that states unauthorised children / adults are not allowed in the canteen (for security as well as safety reasons)?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do all of your volunteers and staff have current Police Checks?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### School Canteen Checklist

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
<th>Action Required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Environment</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is the packaging of menu items minimised and/or environmentally friendly?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a system for recycling food waste from the canteen and classroom activity to the school vegie garden and/or worm farm?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is there a system for recycling paper waste from the canteen?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fundraising</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are healthy alternatives to traditional fundraising used?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are MWEW fundraising ideas utilised?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Canteen Links</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Do the Healthy Eating/ Canteen Policy and food sales support the classroom learning on health and wellbeing?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are canteen activities, classroom activities and whole school activities connected to the MWEW program (primary school only)?</td>
<td></td>
<td></td>
<td><a href="http://www.movewelleatwell.tas.gov.au">www.movewelleatwell.tas.gov.au</a></td>
</tr>
<tr>
<td><strong>Marketing</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Does the canteen promote a healthy eating philosophy?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are healthy food items on the menu promoted and marketed?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Are healthy choices prominently placed in the canteen?</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### How did you score?

If you ticked NO to any of the questions in the checklist, improvements in that area could enhance the efficiency of your canteen. An Implementation Plan to address these gaps could be used as a whole school activity for your School Canteen Accreditation application. A template for an Implementation Plan can be found on page 52.

If you require any assistance to improve your canteen operations please contact the Tasmanian School Canteen Association on: (03) 6223 8023 or admin@tascanteenassn.org.au
### Example of Implementation Plan

<table>
<thead>
<tr>
<th>Action required to improve the situation</th>
<th>Trial preparing and displaying a selection of ready-to-go sandwiches and wraps for sale over the counter at lunchtime.</th>
</tr>
</thead>
<tbody>
<tr>
<td>How will this be implemented?</td>
<td>Decide on a selection of popular fillings to trial. Ensure extra stock is ordered if needed.</td>
</tr>
<tr>
<td></td>
<td>Plan time to make the extra sandwiches/wraps in the morning when doing lunch order sandwiches.</td>
</tr>
<tr>
<td></td>
<td>Alter menu to advertise sandwiches available at lunch.</td>
</tr>
<tr>
<td></td>
<td>Advertise in school newsletter and design a flyer.</td>
</tr>
<tr>
<td></td>
<td>Monitor sales.</td>
</tr>
<tr>
<td>Who is involved and responsible?</td>
<td>Canteen staff - with input from students (for example, Design a Wrap Activity).</td>
</tr>
<tr>
<td></td>
<td>Canteen Manager.</td>
</tr>
<tr>
<td></td>
<td>Canteen Committee media person to liaise with administration staff.</td>
</tr>
<tr>
<td></td>
<td>Canteen staff and Canteen Manager.</td>
</tr>
<tr>
<td>Time resources and money needed</td>
<td>Extra sandwich ingredients.</td>
</tr>
<tr>
<td></td>
<td>Paper for flyers.</td>
</tr>
<tr>
<td>Date for action to be implemented</td>
<td>Start of Term 2.</td>
</tr>
<tr>
<td>Review date</td>
<td>End of Term 2.</td>
</tr>
<tr>
<td>Outcomes</td>
<td>For example: Sales of sandwiches maintained (orders decreased, but counter sales increased).</td>
</tr>
</tbody>
</table>
**IMPLEMENTATION PLAN TEMPLATE**

<table>
<thead>
<tr>
<th>Action required to improve the situation</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>How will this be implemented?</td>
<td></td>
</tr>
<tr>
<td>Who is involved and responsible?</td>
<td></td>
</tr>
<tr>
<td>Time resources and money needed</td>
<td></td>
</tr>
<tr>
<td>Date for action to be implemented</td>
<td></td>
</tr>
<tr>
<td>Review date</td>
<td></td>
</tr>
<tr>
<td>Outcomes</td>
<td></td>
</tr>
</tbody>
</table>
EQUIPMENT CHECKLIST

Electrical Appliances
☐ Conventional Oven
☐ Microwave oven
☐ Pie Warmer
☐ Hot Plates
☐ Griller
☐ Sandwich toaster/ Jaffle maker
☐ Fry Pan

☐ Food processor
☐ Mix-master
☐ Blender
☐ Fridge
☐ Freezer
☐ Popcorn maker
☐ Urn

Utensils
☐ Saucepans
☐ Baking dishes
☐ Cooling rack
☐ Knives/forks/spoons/spatulas
☐ Can opener
☐ Strainer/colander
☐ Food covers
☐ Knives (bread, vegetable)
☐ Large Stockpot

☐ Mixing bowls
☐ Storage containers
☐ Grater/Vegetable peeler
☐ Wooden spoons
☐ Knife sharpener
☐ Kettle
☐ Plates/cups
☐ Display containers
☐ Colour coded chopping boards

Cleaning Equipment
☐ Detergent
☐ Tea towels
☐ Wiper cloths
  – colour coded for task
☐ Soap

☐ Paper hand towels
☐ Broom
☐ Mop
☐ Dustpan
☐ Cleaning fluids (eg. Bleach, floor cleaner, disinfectant, sanitiser)

Other Kitchen Essentials
☐ Kitchen paper towels
☐ Plastic wrap/bags
☐ Aluminium foil
☐ Disposable cups/plates
☐ Permanent marker for labelling
☐ Baking paper

☐ Paper bags
☐ Freezer bags
☐ Labels
☐ Pens/note paper
☐ Disposable food preparation
**Canteen Accreditation: Background Information**

In this section

- **Canteen Accreditation Program Requirements**
- **Canteen Accreditation Requirements**
- **How to Get Started?**
- **Section A – The Need for a Healthy Eating/Canteen Policy and Canteen Procedures**
- **Section B – The Importance of Food Safety**
  - Frequently Asked Questions that relate to Food Safety
- **Section C – Types of Foods Available on the School Canteen Menu**
  - Reading Nutrition Information Panels
  - Frequently Asked Questions
- **Section D – Linking the Canteen with a Whole School Approach to Healthy Eating**

The School Canteen Accreditation Program is unique in that it promotes both best practice for canteen management and a whole school approach to healthy eating. This approach provides assurance to the wider school community that the school canteen is operating efficiently, safely and according to the school’s values.

The Canteen Accreditation Program also responds to the nutritional needs of Tasmanian children and adolescents. It encourages canteen menus that offer ‘everyday’ food and drinks from the five food groups as described in the Australian Guide to Healthy Eating (2013) on page 15.

This ensures that Tasmanian students are offered food and drinks that contain a wide range of nutrients that are generally lower in saturated fat, sugar and salt and higher in fibre.

The Program is guided by the Australian Dietary Guidelines (2013), the Australian Guide to Healthy Eating (2013), the National Healthy School Canteen (NHSC) guidelines (2011) and the Food Act 2003 Tasmania.

The Program utilises a simple “traffic light” system of GREEN, AMBER and RED foods. Further details on this system can be found in Section C: Types of Foods and Drinks Available on the School Canteen Menu, starting at page 69 of the Handbook.
Canteen Accreditation Program Requirements

The Program covers four areas:

- Healthy Eating / Canteen Policy and Canteen Procedures
- Food Safety
- Foods and Drinks on the Canteen Menu
- Linking the Canteen With a Whole School Approach to Healthy Eating

To achieve a School Canteen Accreditation Award all four areas of the program must be addressed. The four sections are outlined in Table 4 on page 57.

Canteens can aim for one of three levels of accreditation as listed below.

- GOLD
- SILVER
- BRONZE

GOLD indicates that your school meets the National Healthy School Canteen (NHSC) guidelines

SILVER indicates that your school is well on the way to meeting the NHSC guidelines

BRONZE indicates that your school is on the way to meeting the NHSC guidelines.
Section A and B have the same requirements for all levels of Accreditation. Sections C will determine which level of accreditation your school achieves and therefore determine how many activities will need to be completed for Section D. For example, if your menu is assessed as SILVER, two activities are required in Section D; one of which must link the canteen to classroom learning.

The Canteen Accreditation Program is an annual process and all four sections need to be addressed every 12 months. This will depend on when you achieved your first accreditation with the program. The TSCA Canteen Accreditation Program team will assist schools with the process of reaccreditation. Achieving a GOLD, SILVER or BRONZE level alone for your menu does not mean that your school has achieved accreditation. Your canteen can only be promoted as a GOLD, SILVER or BRONZE canteen when all four areas of assessment have been achieved.
How to Get Started?

1. Contact the TSCA on (03) 6223 8023 or email on admin@tascaanteenassn.org.au to arrange a visit by a Canteen Accreditation Program team member in your area to meet with the Canteen Manager, Principal, SEO and MWEW coordinator, where possible. The four areas of the Canteen Accreditation Program and how it links to the whole school will be explained at this meeting.

2. Commence self-assessment by completing the School Canteen Checklist in the Management Section pages 47 to 50.

3. Provide a copy of your current menu to the TSCA Canteen Accreditation Program team and complete Form 4 which can be found in the Canteen Accreditation section - Forms and Templates starting on page 95. These can help you determine what level to aim for. This will also provide a solid starting point for discussion on the Canteen Accreditation Program process.

4. Have a read of Sections A, B, C and D to help you begin the accreditation process. It’s not hard to do.

5. Make sure that your canteen is registered as a Food Business with your Local Council.

Provide a copy of your current menu to the TSCA Canteen Accreditation Program team ... This will also provide a solid starting point for discussion on the whole Canteen Accreditation Program process.

Checklist

Section A
- Completed Healthy Eating / Canteen Policy
- Completed Canteen Guidelines and Procedures

Section B
- Completed TSCA Food Safety Assessment Form AND
- Completed Local Council Food Safety Assessment Report

Section C
- Menu assessed by dietitian from the Canteen Accreditation Program team

Section D
- Completed required Healthy Eating Activities to meet (GOLD, SILVER, BRONZE)
SECTION A
THE NEED FOR A HEALTHY EATING/CANTEEN POLICY AND CANTEEN PROCEDURES

Complete Section A as part of your Accreditation:
There are two parts to this section. Both need to be completed, signed and handed in for accreditation.
1. The School Policy on Healthy Eating or the School Canteen Policy (select the most appropriate name) AND

The Healthy Eating Policy and Canteen Guidelines and Procedure Forms are in the Forms and Templates Section, starting at page 95.

Importance of a Healthy Eating/Canteen Policy
A school policy on healthy eating is important because it:

• ensures long-term commitment to and sustainability of healthy changes
• communicates a consistent message to the whole school community
• supports the Canteen Manager in the commitment to a whole school approach to healthy eating
• gives direction and support to canteen staff involved in implementing changes
• sets goals for the canteen
• provides a plan for change, if needed
• defines the role and activities of the school canteen
• guides the operation and management of the canteen
• clarifies what the school community expects from the canteen
• reflects the values and practices of the school community.

A good knowledge and understanding of all the practices and processes involved in operating a school canteen are needed in order to develop a sound policy. A Healthy Eating Policy needs to be clear and concise, and relevant to healthy food and drink options at the canteen and also across the whole school.

The Healthy Eating/Canteen Policy should be endorsed by the whole school community and should be referred to when making decisions about the canteen and other food related activities at the school. It should be reviewed regularly to ensure that it remains current and relevant.

Importance of Canteen Guidelines and Procedures
The canteen guidelines and procedures document the operation of the canteen. It should cover aspects such as:

• canteen committee members – roles and responsibilities
• operational hours
• financial management options, including pricing, stock management, accounting and reporting issues, canteen equipment
• canteen management, including canteen staff/employment, volunteers, staff training
• the menu
• food safety and hygiene
• occupational health and safety.

School canteens are food businesses. Under the Food Act 2003 Tasmania they must comply with the Food Standards Code. Children are particularly vulnerable to food borne illness and as a result school canteens must operate at best practice in providing safe food.
SECTION B
THE IMPORTANCE OF FOOD SAFETY

Complete Section B as part of your Accreditation:
The school must provide evidence of:

• the completed Form 3: Food Safety from the Forms and Templates section beginning at page 95, AND
• The Local Council’s Environmental Health Officer (EHO) Report

The following documents must also be completed and provided as evidence to the EHO when they assess your canteen for Food Safety requirements. Templates for these documents are found in the Forms and Templates section beginning at page 95:

• Cleaning Schedule
• Temperature Records
• Thermometer Calibration Records
• Rejected Deliveries Log
• Staff Illness Log
• Food Handler Training Records
• Maintenance Request Log.

Food Safety Requirements
All foods must be protected from contamination. There are three categories of contamination:

• Physical contamination – foreign objects which have entered the food such as dead insects, glass, plastic, hair or metal. The risks of this type of contamination include choking; cuts to the mouth and the internal body; gastric obstructions; and broken teeth.
• Chemical contamination – any number of chemicals, including agricultural and pharmaceutical chemicals, cleaning products, fly spray, rat poison and naturally occurring toxicants and allergens.
• Biological contamination – living organisms such as pathogenic bacteria that cause food poisoning and parasites and viruses, such as, Salmonella, Listeria, Campylobacter and Noro virus.

Good practices minimise the risks associated with these types of contamination.

Table 5 outlines ways that you can comply with Tasmanian Food Safety legislation. If you have any questions about Food Safety, please contact your local Environmental Health Officer (EHO) or the DHHS Food Safety Unit – see the contacts list in Section 6: Additional Information and Resources on page 117.

Food safety is just as important for school events as it is for the day-to-day running of the canteen.
## SECTION B: FOOD SAFETY

### Table 5: Food Safety Requirements

<table>
<thead>
<tr>
<th>Area</th>
<th>Requirements</th>
</tr>
</thead>
</table>
| **Training**          | • All food handlers must have skills and knowledge in Food Safety. The training does not have to be a formal course and many training options are available. Check your local council’s website for an online course that is free.  
• The TSCA website has an up-to-date list of training options.  
• Do the training every 2 to 3 years.  
• Keep records of food hygiene training that staff have completed. |
| **Personal hygiene**  | • When handling food the Canteen Manager must ensure all food handlers:  
  - wash their hands regularly.  
  - wear minimal jewelry (e.g. a plain wedding band only)  
  - keep fingernails trimmed, clean and free from nail polish or false nails  
  - keep long hair tied back or wear a hat or hairnet; and  
  - avoid touching nose, mouth, hair and skin.  
  - Wear an apron |
| **Staff Illness**     | • Food handlers who have symptoms of food borne illness such as diarrhoea, vomiting, sore throat with fever, fever or jaundice should be excluded from food handling practices, as they can pass on illness to children via the food that they touch. Persons suffering these symptoms should be excluded from food handling duties until they are symptom free for 48 hours.  
• Food handlers, who have wounds such as a skin sore, boil, or an infected cut or abrasion must cover the wound with a coloured, water proof dressing, and avoid touching the wound during food preparation activities. Staff must wash and dry hands if direct contact with a wound occurs.  
• Food handlers who have a condition that causes discharge from the ears, nose or eyes should avoid handling food. If this is not possible they must avoid touching the infected area, and wash and dry their hands if direct contact occurs with the infected area. They must also use medication to dry up discharge.  
• Report these illnesses to the canteen manager and log the illness on the Staff Illness Log. |
| **Deliveries**        | • Buy foods from reputable suppliers.  
• Check ‘use-by’ dates and the condition of the packaging. Reject deliveries if items are not within the use-by date or the packaging is damaged e.g. dented cans, gnawed packaging.  
• Check the temperatures of chilled foods and reject them if they are warm.  
• Ensure frozen foods are frozen solid.  
• The use of home grown vegetables is encouraged – brush off any visible dirt and wash before use.  
• Keep records of rejected deliveries using the Rejected Delivery Log. |
| **Storage: general**  | • Keep floors clear to aid cleaning and to prevent pests.  
• Rotate stock. |
### SECTION B: FOOD SAFETY

#### Storage: Chilled
- Keep raw and ready to eat foods in separate containers and separate parts of the fridge.
- Keep foods below 5°C – record the temperatures every operational day. The easiest way to do this is to keep a thermometer in the fridge and read the temperature from it.
- Follow the manufacturer’s instructions on storage conditions and the shelf life of the product after it has been opened.
- Home-made products can be kept refrigerated for around 2-3 days.
- Smell and appearance are not a good guide to Food Safety – or the risk of food poisoning. Bacteria do not spoil a food or create an ‘off’ odour.
- Code foods with the date when packets are opened.
- Stock your refrigerator properly e.g. place raw meats on the bottom shelf so juices cannot drip onto ready to eat foods.

#### Storage: Frozen
- Keep frozen food frozen solid and do not re-freeze.
- Frozen foods can be kept for varying amounts of time; a guide is included in this resource. See page 66.
- Code fresh foods with the date they are frozen.
- Foods should be dated when removed from the freezer.
- Follow manufacturer’s instructions for foods purchased frozen: take note of the shelf life and cooking instructions.

#### Preparation
- Wash hands before handling food. Ensure it is only handled by gloved hands or by utensils.
- Wash fruits and vegetables in running water before cutting and serving them.
- Use separate utensils for raw and ready-to-eat foods.
- Cover foods prepared in advance with cling wrap or in lidded containers.
- Do not use foods past their ‘use-by’ date.
- Defrost foods in the refrigerator, in running cold water or in the microwave.
- Use designated sinks for their intended purpose.
- Use standard recipes for allergen control.

#### Cooking
- Cook foods to 75°C.
- Document cooking temperatures every operational day.
- Use a probe thermometer to check temperatures. Place the probe into the centre of the food and wait until the reading stabilises.
- Calibrate the thermometer every month i.e. check that it is working properly by placing it in iced water: it should show 0°C and then in boiling water, it should show 100°C. If it shows a different temperature, it needs to be repaired or replaced. Keep calibration records monthly. Refer to Template 3 in the Forms and Templates Section.

#### Cooling
- Cool foods to below 5° C within a 6 hour period.
- Food can go in the fridge as soon as it stops steaming.
- If the food is not for immediate use, date it.
- Cooling can be accelerated by dividing the food and putting it into smaller containers, standing the container of hot food in cold water or ice, or moving it to a cool place like a store room.
## SECTION B: FOOD SAFETY

### Table 5: Food Safety Requirements (continued)

| **Reheating** | Reheat food until steaming hot throughout.  
|               | If using plastic containers, choose ‘microwave safe’ products. |
| **Service/ display** | Display cold foods below 5°C or use the 2 hour 4 hour rule which is explained in this section.  
|               | Keep hot food above 60°C, for example in a bain-marie.  
|               | When using a bain-marie, cook/reheat the food first then place it in the bain-marie hot. Do not place cold food to warm in the bain-marie as they warm food slowly and the food will spend too long in the temperature danger zone.  
|               | Keep foods covered where possible. For example, serve foods from behind a sneeze guard or serve foods in packages.  
|               | Keep food service and money handling separate. i.e. use one hand for service and the other for money. |
| **2 hour/ 4 hour rule** | Potentially hazardous foods can be held out of temperature control for a certain amount of time.  
|               | Between 0-2 hours the food can be put back in the fridge (<5°C) and used again later.  
|               | If out for between 2 and 4 hours the food must be served.  
|               | After 4 hours the food must be discarded.  
|               | The time is cumulative and includes preparation time. For example if you are making sandwiches for display at ambient temperatures, and it takes an hour to make them, you have used 1 of the 4 hours already. The sandwiches could either be displayed for one hour then refrigerated for use the next day or they can be displayed for 3 hours and discarded.  
|               | Contact the TSCA or your local Environmental Health Officer for advice if you are unsure. |
| **General Cleaning and Sanitising** | Regularly clean the entire kitchen, including the harder to reach areas.  
|               | Keep the kitchen in a clean condition – clean as you go!  
|               | Sanitise food contact surfaces and utensils. Heat is the best way to do this such as in a commercial dishwasher but food grade chemical sanitisers may also be used.  
|               | When using chemical sanitisers always follow the manufacturer’s instructions and do not mix with other chemicals.  
|               | Use a cleaning schedule that details process, products and frequency. |
| **Procedure for sanitising surfaces and equipment with chemical sanitiser** | Remove visible dirt and food debris.  
|               | Wash with warm soapy water.  
|               | Sanitise following the instructions on the sanitiser label. If used incorrectly or mixed with other chemicals, it will not work. Usually a sanitiser is diluted in a sink of water for smaller equipment and sprayed for larger items and surfaces.  
|               | Leave to air dry. |
### Premises

- Keep premises free of pests and ensure the kitchen is pest proof with fly screening, air curtains or tight-fitting doors and windows kept closed.
- Check for signs of pests i.e. droppings, gnawed packaging, grease marks on walls. If found, take action immediately by reporting it to the school.
- The kitchen must have a designated hand-wash basin.
- The kitchen should have a double bowl sink for cleaning and sanitising equipment, or a single bowl sink with a dishwasher.
- A food preparation sink may also be required if foods are regularly washed.
- Floors, walls, ceilings and work surfaces should be smooth and impervious to water and food particles.
- Equipment must be kept in good condition to prevent contamination. If equipment needs to be replaced, alert the school immediately and keep a record of the request.
- Relevant posters are available in the Additional Information and Resources section of the School Canteen Handbook and from the TSCA.
- Keep a documented Food Safety Policy and procedures document at the canteen.

Use a probe thermometer to check temperatures. Place the probe into the centre of the food and wait until the reading stabilises.
FREEZING GUIDELINES

Remember to check labels and follow the manufacturer’s instructions for freezing. Below are some examples to guide you. Your freezer should be set at -18°C.

<table>
<thead>
<tr>
<th>Food</th>
<th>Max storage time</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baked goods</td>
<td>3 months</td>
<td>Package in tight moisture proof wrapping to prevent freezer burn.</td>
</tr>
<tr>
<td>Hard yellow cheese</td>
<td>4 months</td>
<td>May be crumbly</td>
</tr>
<tr>
<td>Fresh lean fish</td>
<td>9 months</td>
<td>Store with paper between fillets.</td>
</tr>
<tr>
<td>Scallops</td>
<td>3 months</td>
<td>Thaw in fridge before cooking</td>
</tr>
<tr>
<td>Raw chicken</td>
<td>18 months</td>
<td>Thaw in fridge before cooking</td>
</tr>
<tr>
<td>Cooked poultry</td>
<td>3 months</td>
<td>Use within 2 days of removing from freezer</td>
</tr>
<tr>
<td>Raw pork</td>
<td>10 months</td>
<td>Thaw in fridge before cooking</td>
</tr>
<tr>
<td>Raw lamb or beef</td>
<td>18 months</td>
<td>Thaw in fridge before cooking</td>
</tr>
<tr>
<td>Berry fruits</td>
<td>24 months</td>
<td>Suitable for cooking</td>
</tr>
<tr>
<td>Peaches, apricots and cherries</td>
<td>18 months</td>
<td>Suitable for cooking</td>
</tr>
<tr>
<td>Commercially frozen vegetables</td>
<td>8 months (check packet)</td>
<td>Cook from frozen</td>
</tr>
<tr>
<td>Commercially frozen goods</td>
<td>Check packet</td>
<td>Follow cooking guidelines on packet.</td>
</tr>
</tbody>
</table>

FOOD SAFETY AND FUNDRAISING EVENTS

When hosting events such as a school fair, refer to, and follow, the guidelines set out in the Temporary Food Stalls Guideline, available on your Local Council website. Food safety is just as important for school events as it is for the day-to-day running of the canteen. The food stalls may need a temporary food registration status. Contact your Local Council’s Environmental Health Officer for advice.

FREQUENTLY ASKED QUESTIONS THAT RELATE TO FOOD SAFETY

Q. What is the difference between a ‘use by’ date and a ‘best-before’ date?

A. Foods with a shelf life of less than 2 years must be date marked with either a ‘best before’ date or a ‘use by’ date. A ‘use by’ date indicates the food may not be safe to consume after that date. Potentially hazardous foods like ham, soft cheese, milk and prepared salads will have a ‘use by’ date as they can support the growth of pathogenic bacteria and will become unsafe. You must not use or sell a food after the ‘use by’ date.
Follow the manufacturer’s instructions on storage conditions and the shelf life of the product after it has been opened.

Home-made products can be kept refrigerated for around 2-3 days.

A ‘best-before’ is an indicator of quality. ‘Best before’ dates are usually placed on foods like biscuits, cake, and tinned or powdered food. The product does not become dangerous after the date but the quality may be reduced, for example biscuits will become softer.

Q. I have heard a lot in the media recently about plastics, what do I need to know?

A. There has been concern recently over the safety of using plastic containers for storing and reheating food.

Food can be safely stored in ‘food grade’ plastic containers, either in the fridge or freezer. Containers that are labelled as ‘food grade’ are considered to be safe.

However, not all plastic containers are safe to use for heating food. When some plastic food containers are heated i.e. in the microwave, chemicals in the plastic may leach into the food. Always check that plastic containers are of food grade before use.

When you see plastic food containers with a ‘microwave safe’ label, this is an indication that the required testing has been carried out and that the risk for chemicals leaching into the food is low. The same applies to cling wrap.

Plastic containers must be in good condition, not cracked or damaged and not show signs of melting. Replace your containers when they become damaged. Remember, buy ‘microwave safe’ plastic containers if you plan to heat food in it and ‘food grade’ containers for storing food.
Q. How can I manage food allergies in my school canteen?

A. It is important to take food allergies seriously. Any food can trigger an allergic response, but these are the most common foods that can cause allergies in children:

- Peanuts
- Tree nuts (e.g. cashews, walnuts)
- Cow’s milk
- Egg
- Wheat
- Soy
- Fish and shell fish

Contact with even a tiny amount of the allergen can lead to anaphylaxis which can be life threatening.

Here are some practical tips to manage food allergies in your school canteen.

- Know which children are allergic to which allergens in your school.
- Display photos of the children and list the known allergens in the canteen to help ensure that they are not accidently put in contact with an allergen.
- Be aware of the school’s allergy prevention and management plan. Follow advice provided by Anaphylaxis Australia.
- Check ingredient labels – even if you always use the same product, the ingredients can change.
- Tailor your menu to the specific needs of the children with allergies.
- Follow standard recipes and do not substitute ingredients without checking for possible allergens first.

Check ingredient labels — even if you always use the same product, the ingredients can change.

- Consider modifying recipes to remove allergens so all children can eat the same meal.
- Store foods containing allergens in separate, sealed and labelled containers.
- Use separate utensils to prepare allergen free foods.
- Cover foods to prevent cross contamination.
- Prepare allergy-free food first, then seal and store it.

Anaphylaxis Australia produces useful information for schools and food businesses. For more information visit their website www.allergyfacts.org.au
Complete Section C as part of your Accreditation:

To complete this section your menu needs to be assessed. A Canteen Accreditation Program team member will gather information on the types of foods and drinks available on your canteen menu/s, counter sales, specials and meal deals. This may include information on brand names, serve sizes, nutrition information and recipes. You might like to start this process by filling out Form 4: Menu Assessment Guide in the Forms and Templates Section of this Handbook starting on page 95.

This information is then collated and assessed by the Canteen Accreditation Program team under the following headings:

- Sandwiches/rolls/wraps (including toasted and hot options)
- Ready to Eat (RTE) meals and snacks (hot and cold)
- Confectionery
- Drinks
- Meal deals (where applicable)

Each section is given a separate rating of GOLD, SILVER or BRONZE according to set criteria. The overall rating received is based on the lowest rating obtained in a particular section. For example if the menu obtained GOLD in four sections and SILVER in one, your overall rating would be SILVER.

Feedback on the canteen menu is provided to your school and it includes practical suggestions on how to attain a higher rating if desired.

Table 7 on the next page describes the minimum requirements for each level of accreditation. A traffic light system is used to categorise foods in school canteens (i.e. GREEN, AMBER, RED) Refer to pages 72 to 78 for an explanation of these food categories.
### SECTION C: CANTEEN MENU

#### Table 7: The Minimum Requirements for each Level of Accreditation

<table>
<thead>
<tr>
<th></th>
<th>GOLD</th>
<th>SILVER</th>
<th>BRONZE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cold, hot and toasted sandwiches/rolls/wraps</strong></td>
<td>At least ½ of all lines contain fruit or vegetable fillings</td>
<td>At least ½ of all lines contain fruit or vegetable fillings</td>
<td>At least ¼ of all lines contain fruit or vegetable fillings</td>
</tr>
<tr>
<td><strong>Ready to eat (RTE) meals and snacks (hot and cold)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- No RED items</td>
<td>Maximum of 3 RED items</td>
<td>Maximum of 6 RED items</td>
<td></td>
</tr>
<tr>
<td>- 2 fruit or veg options (at least one fresh)</td>
<td>1 fruit or veg option (fresh or tinned)</td>
<td>1 fruit or veg option (fresh or tinned)</td>
<td></td>
</tr>
<tr>
<td>- Aim to have more GREEN RTE meals and snacks</td>
<td>Aim to have more GREEN RTE meals and snacks</td>
<td>Aim to have more GREEN RTE meals and snacks</td>
<td></td>
</tr>
<tr>
<td><strong>Confectionary</strong></td>
<td>No confectionary lines</td>
<td>No more than 2 confectionary lines with a sale limiting strategy e.g. lunch counter sales only</td>
<td>No more than 3 confectionery lines</td>
</tr>
<tr>
<td><strong>Drinks</strong></td>
<td>No RED drinks</td>
<td>No more than 2 RED drinks</td>
<td>No more than 3 RED drinks</td>
</tr>
<tr>
<td>- At least one reduced fat milk drink (commercial or canteen made)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Maximum size of 250ml 99% fruit juice (All primary schools and GOLD high schools) and 350ml (BRONZE and SILVER high schools)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Reduced fat coffee milks only available in high schools (maximum 350ml serve size)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Tea and coffee (instant, espresso or percolated) are not to be served to children in accredited school canteens.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Meal deals</strong></td>
<td>The main meal must be a GREEN food/dish</td>
<td>Any number of GREEN food or drinks can be included</td>
<td>Only one AMBER side-dish/snack or drink can be included; and</td>
</tr>
<tr>
<td>- Any number of GREEN food or drinks can be included</td>
<td></td>
<td></td>
<td>No RED food or drinks can be included</td>
</tr>
</tbody>
</table>
Food Categories

When considering whether a food or drink is suitable for a school canteen, the TSCA uses a nationally recognised set of criteria known as the National Healthy School Canteen (NHSC) guidelines.

Diagram 5 shows how at different levels of accreditation the ratio of GREEN/AMBER/RED food and drinks varies. This is based on the minimum requirements for each level of accreditation.

Diagram 5: Ratios of all Food and Drinks available in the Canteen

- **GOLD**
  - GREEN foods: Always on the canteen menu
  - AMBER foods: Select carefully
  - RED foods: Not recommended on the canteen menu

- **SILVER**
  - GREEN and AMBER foods should dominate by at least 80% of the menu, with GREEN foods being more predominant than AMBER foods. The remaining foods are RED foods.

- **BRONZE**
  - GREEN and AMBER foods should dominate by at least 75% of the menu, and be equal to one another. The remaining foods are RED foods.

The ratio of GREEN/AMBER/RED foods therefore changes for the different levels of accreditation.
SECTION C: CANTEEN MENU

Table 8: Food and Drink Categories – NHSC guidelines

**green**
Always on the canteen menu
Refer Table 9
- These food and drinks are the best choices as they contain a wide range of nutrients and are generally low in saturated fat and/or sugar and/or sodium (salt).
- These food and drinks should be:
  - available every day
  - included as the main choices on the canteen menu
  - presented in attractive and interesting ways
  - promoted as tasty, good value choices.

**amber**
Select carefully
Refer Table 10
- These food and drinks contain some valuable nutrients, but many also contain higher levels of saturated fat and/or sugar and/or sodium (salt). If eaten in large amounts these foods may contribute to excess energy (kilojoules) being consumed.
- These food and drinks should be:
  - sold in smaller serve sizes
  - less prominent on the canteen menu
  - served with or added to GREEN foods where possible.

**red**
Not recommended on the canteen menu
Refer Table 11
- Food and drinks categorised as RED are low in nutritional value and contain excess energy (kilojoules) and/or saturated fat and/or sugar and/or sodium (salt).
- These food and drinks are not recommended for sale in school canteens.

The GREEN Category ‘Always on the Canteen Menu’

Food and drinks in this category offer a wide range of nutrients and are generally low in saturated fat and/or sugar and/or sodium (salt).

Food and drinks categorised as GREEN are consistent with the Australian Dietary Guidelines and are based on the five food groups shown on the Australian Guide to Healthy Eating plate on page 16. These foods and drinks are the most suitable to be sold in school canteens and should be available on the canteen menu every day.
### Table 9

<table>
<thead>
<tr>
<th>Food/drink</th>
<th>Examples</th>
</tr>
</thead>
</table>
| **Drinks**                    | Low or reduced-fat milk and soy drinks, plain and flavoured.  

- May contain intense and artificial sweeteners.  

- Suggested 375ml serve size or less (except coffee-style milk drinks).  

- Coffee-style milk drinks (including flavoured) may be sold in secondary school (maximum 375ml serve size).  

Water: plain (tap, spring, mineral or sparkling), with nothing added.  |
| **Bread and Alternatives**    | Bagels, burritos, crumpets, English muffins, foccacia, gluten-free, lavash, Lebanese, multigrain, pita, rye, tortillas, Turkish, wholegrain, wholemeal, white high fibre, white.  

- Raisin and fruit bread, un-iced fruit buns, glazed hot cross fruit buns.  

- Plain and savoury scones, pikelets and pancakes.  |
| **Breakfast cereals**         | Wholegrain and whole-wheat flakes, wholegrain puffed cereals, porridge, whole-wheat biscuits.  

- Choose those low in added sugar, higher in fibre and without added confectionery.  |
| **Rice, grains, pasta**       | Plain rice, noodles, pasta, burghul, cracked wheat, polenta, couscous.  

- Plain air-popped popcorn with nothing added.  |
| **Yoghurt and cheese**        | Low or reduced-fat cheese.  

- Low or reduced-fat plain or fruit yoghurt without added confectionery.  

- May contain intense and artificial sweeteners.  |
| **Fruit**                     | Fresh, frozen, pureed or canned in natural juice (does not include dried fruit).  

- In-season is the best choice.  |
| **Vegetables**                | Fresh, frozen or canned without added flavourings.  

- In-season is the best choice.  

- Chickpeas, kidney beans, lentils, baked beans (dried or canned), lentil patties and falafels (grilled or baked).  |
| **Lean meat, fish, poultry and alternatives** | Unprocessed lean beef, chicken, lamb, pork, turkey, fish.  

- Canned tuna, salmon, sardines.  

- Eggs, nuts* (un-salted, un-roasted, dry roasted).  |

---

^Code number and prescribed name for intense or artificial sweeteners include:  
950 (acesulphame potassium), 951 (aspartame), 952 (cyclamate), 953 (isomalt), 954 (saccharin), 955 (sucralose), 956 (alitame), 957 (thaumatin), 961 (neotame), 965 (maltitol or hydrogenated glucose syrup), 966 (lactitol), 967 (xylitol), 968 (erythritol), 960 (Steviol glycosides)  

*Check your school policy regarding the use of nuts and products containing nuts.
### The AMBER Category

**‘Select Carefully’**

Food and drinks categorised as AMBER contain some valuable nutrients but may be too high in saturated fats and/or sugar and/or sodium (salt) to be categorised as GREEN. If these foods are eaten regularly or in large amounts, they may contribute to excess energy (kilojoules) being consumed.

<table>
<thead>
<tr>
<th>Food/drink</th>
<th>Examples</th>
</tr>
</thead>
</table>
| **Drinks**                    | Full-fat milk and soy drinks, plain and flavoured.  
• May contain intense and artificial sweeteners^.
• Suggested 375ml serve size or less (except coffee-style milk drinks).
• Coffee-style milk drinks (including flavoured) may be sold in secondary school (maximum 375ml serve size).  
**Fruit and vegetable juice.**  
• At least 99% fruit/vegetable juice, including sparkling varieties, no added sugar (maximum 250ml serve size for primary schools and GOLD high schools; maximum 350ml for SILVER and BRONZE high schools). |
| **Breakfast cereals**         | • Cereals that are higher in added sugar and lower in fibre.                                                                                                                                                   |
| **Yoghurt, custard and cheese (including soy alternatives)** | • Full-fat cheese.  
• Full-fat plain or fruit yoghurt without added confectionery.  
• May contain intense and artificial sweeteners^.
| **Dried fruit, fruit leathers** | • All types. Fruit leathers must be 100% fruit.  
• Keep the serve size small.                                                                                                                        |
| **Fruit ice blocks, fruit jelly desserts, ice crushes and slushies** | At least 99% fruit juice and no added sugar.  
• Ice slushies and fruit jellies (maximum 200ml serve size).  
• Fruit ice blocks (maximum 125ml serve size).                                                                                                  |
| **Meat products and alternatives** | • Burgers, patties, strips, balls, nuggets, sausages, frankfurts, saveloys (crumbed and not crumbed), stews, casseroles and curries.  
• Lean processed luncheon meats, fritz, devon, chicken loaf, free flow chicken, cured meats (e.g. ham, bacon).  
• Chicken drumsticks and wings.                                                                                                               |
| **Savoury hot food items**    | • Savoury pastries, filled breads, pasta dishes, pizzas, oven-baked potato products, dim sims, spring rolls, rice and noodle dishes.                                                                         |
### SECTION C: CANTEEN MENU

<table>
<thead>
<tr>
<th>Food/drink</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sweet and savoury snack foods</strong></td>
<td>• Baked snack biscuits, breakfast bars, rice/corn crackers and cakes, crisp breads, fruit filled bars, flavoured popcorn, muesli bars, nut* and seed bars, sweet or savoury biscuits.</td>
</tr>
<tr>
<td><strong>Un-iced cakes, muffins and sweet pastries</strong></td>
<td>• Some un-iced cakes and muffins that are small in serve size or have been modified to reduce the amount of saturated fat and/or sugar or with added fibre.</td>
</tr>
</tbody>
</table>
| **Ice creams, milk-based ices, custard and dairy desserts** | Low or reduced-fat ice creams (not chocolate-coated), milk-based ices, custards and dairy desserts.  
• Milk must be listed as the first ingredient.  
• Custard and dairy desserts may contain intense and artificial sweetners^.
| **Fats and oils** | • Choose polyunsaturated and monounsaturated oils (e.g. sunflower, safflower, corn, soya bean, olive, canola).  
• Use sparingly. |
| **Spreads, dips, relishes** | • Nut* spreads, fish/chicken/meat pastes, yeast spreads, dips, salsa, relishes.  
• Use sparingly. |
| **Sauces** | • Tomato sauce, tomato paste, mustard, sweet chilli, BBQ, soy, satay.  
• Choose low or reduced-salt products and use sparingly. |
| **Toppings, syrup, jam, honey** | • Small amounts and use sparingly. |

^Code number and prescribed name for intense or artificial sweeteners include:  
950 (acesulphame potassium), 951 (aspartame), 952 (cyclamate), 953 (isosalt), 954 (saccharin), 955 (sucralose), 956 (alitame), 957 (thaumatin), 961 (neotame), 965 (maltitol or hydrogenated glucose syrup), 966 (lactitol), 967 (xylitol), 968 (erythritol), 960 (Steviol glycosides)  
*Check your school policy regarding the use of nuts and products containing nuts.

Food and drinks categorised as AMBER contain some valuable nutrients but may be too high in saturated fats and/or sugar and/or sodium (salt) to be categorised as GREEN.
### The RED Category  
**‘Not Recommended on the Canteen Menu’**

Foods and drinks categorised as RED are not consistent with the *Australian Dietary Guidelines (2013)* and are not recommended on school canteen menus.

They are low in nutritional value and may also be high in saturated fat and/or sugar and/or sodium (salt). They may also provide excess energy (kilojoules). There is ample opportunity for children to consume these foods outside school hours at the discretion of their parents.

<table>
<thead>
<tr>
<th>Food/drink</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>A RED food or drink is any product assessed according to the AMBER Nutrient Criteria that does not meet the criteria for energy (kJ), saturated fat, sodium or fibre.</td>
<td></td>
</tr>
<tr>
<td><strong>Drinks</strong></td>
<td>• Soft drinks, iced tea, cordial, sports waters, sports drinks, flavoured mineral water, energy drinks, sweetened waters, fruit juice drinks.</td>
</tr>
<tr>
<td><strong>Intense and artificial sweeteners^</strong></td>
<td>• Any product containing intense and artificial sweeteners^ with the exception of flavoured milk, yoghurt and custard and dairy desserts.</td>
</tr>
<tr>
<td><strong>Caffeine and guarana</strong></td>
<td>• Any product containing guarana.</td>
</tr>
<tr>
<td></td>
<td>• Coffee-style products (including flavoured), mocha, latte, cappuccino or similar, with the exception of coffee-style milk drinks.</td>
</tr>
<tr>
<td></td>
<td>• Coffee-style milk drinks (including flavoured) in primary school.</td>
</tr>
<tr>
<td></td>
<td>• Coffee-style milk drinks greater than 375ml serve size in secondary school.</td>
</tr>
<tr>
<td><strong>Fruit/vegetable juice</strong></td>
<td>• Less than 99% juice and/or added sugar and/or greater than 250ml serve size in primary school and GOLD high school or greater than 350ml serve size in SILVER or BRONZE high school.</td>
</tr>
<tr>
<td><strong>Jelly desserts, ice crushes and slushies</strong></td>
<td>• Less than 99% fruit juice and/or added sugar and/or greater than 200ml serve size.</td>
</tr>
<tr>
<td><strong>Icy-poles and fruit ice blocks</strong></td>
<td>• Less than 99% fruit juice and/or added sugar and/or greater than 125ml serve size.</td>
</tr>
<tr>
<td><strong>Cakes and slices</strong></td>
<td>• Iced cakes and slices, doughnuts, Danishes, croissants, cream-filled buns/cakes.</td>
</tr>
<tr>
<td><strong>Confectionery</strong></td>
<td>• All types, sold separately or added to products including; boiled lollies, carob, chocolate (including choc chips and chocolate-coated), chocolate spreads, cough lollies, 100s and 1000s, juice jellies, icing, liquorice, soft lollies, yoghurt/ carob-coated.</td>
</tr>
<tr>
<td><strong>Deep-fried food</strong></td>
<td>• All types.</td>
</tr>
<tr>
<td><strong>Fats</strong></td>
<td>• Cream, sour cream, coconut cream, coconut milk, butter, copha, ghee, lard.</td>
</tr>
</tbody>
</table>

^Code number and prescribed name for intense or artificial sweeteners include: 950 (acesulphame potassium), 951 (aspartame), 952 (cyclamate), 953 (isomalt), 954 (saccharin), 955 (sucralose), 956 (alitame), 957 (thaumatin), 961 (neotame), 965 (maltitol or hydrogenated glucose syrup), 966 (lactitol), 967 (xylitol), 968 (erythritol), 960 (Steviol glycosides)
The following tables provide information on the levels of saturated fat, sodium (salt), fibre and sugar in GREEN and AMBER foods. These tables are also found in the NHSC guidelines (2011) Quick Reference guide located in the Additional Information section of this Handbook.

**GREEN Criteria**

Products listed in Table 12 would be GREEN if they meet all of the nutrient criteria. If the food being assessed is over the criteria for saturated fat, sugar or sodium or under the criteria for fibre (i.e. if any criterion is not met) the item is categorised as AMBER.

**Table 12: Healthier choices assessed per 100g**

<table>
<thead>
<tr>
<th>Category</th>
<th>Saturated fat (g) per 100g</th>
<th>Sodium (mg) per 100g</th>
<th>Fibre (g) per 100g</th>
<th>Sugar (g) per 100g</th>
</tr>
</thead>
<tbody>
<tr>
<td>Breakfast cereals not containing dried fruit</td>
<td>2g or less</td>
<td>–</td>
<td>5g or more</td>
<td>20g or less</td>
</tr>
<tr>
<td>Breakfast cereals containing dried fruit</td>
<td>2g or less</td>
<td>–</td>
<td>5g or more</td>
<td>25g or less</td>
</tr>
<tr>
<td>Pasta sauces and simmer sauces</td>
<td>2g or less</td>
<td>300mg or less</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Soups as prepared ready-to-eat (condensed, instant)</td>
<td>2g or less</td>
<td>300mg or less</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Dips (legume, dairy, vegetable or salsa)</td>
<td>2g or less</td>
<td>750mg or less</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Mayonnaise and salad dressings</td>
<td>3g or less</td>
<td>750mg or less</td>
<td>–</td>
<td>–</td>
</tr>
</tbody>
</table>
SECTION C: CANTEEN MENU

AMBER Criteria

Products listed in Tables 13 and 14 would be AMBER if they meet all of the nutrient criteria. These products should be sold in smaller serves sizes, not dominate the menu and be served with or added to GREEN foods where possible.

Table 13: Hot food items and processed meats assessed per 100g

<table>
<thead>
<tr>
<th>Category</th>
<th>Energy (kJ) per 100g</th>
<th>Saturated fat (g) per 100g</th>
<th>Sodium (mg) per 100g</th>
</tr>
</thead>
<tbody>
<tr>
<td>Savoury pastries, filled breads, pasta dishes, pizzas, oven-baked potato products, dim sims, spring rolls, rice and noodle dishes</td>
<td>1000kJ or less</td>
<td>5g or less</td>
<td>400mg or less</td>
</tr>
<tr>
<td>Meat products and alternatives crumbed and not-crumbed (burgers, patties, strips, balls or nuggets), sausages, frankfurts, saveloys, stews, casseroles and curries</td>
<td>1000kJ or less</td>
<td>5g or less</td>
<td>450mg or less</td>
</tr>
<tr>
<td>Processed luncheon meats (fritz, devon, chicken loaf, free flow chicken products) and cured meats (ham, bacon)</td>
<td>1000kJ or less</td>
<td>3g or less</td>
<td>750mg or less</td>
</tr>
</tbody>
</table>

Table 14: Snack food items assessed per serve

<table>
<thead>
<tr>
<th>Category</th>
<th>Energy (kJ) per serve</th>
<th>Saturated fat (g) per serve</th>
<th>Sodium (mg) per serve</th>
<th>Fibre (g) per serve</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweet snack food, bars and biscuits</td>
<td>600kJ or less</td>
<td>3g or less</td>
<td>–</td>
<td>1g or more</td>
</tr>
<tr>
<td>Savoury snack food, biscuits, crisp breads and crisps</td>
<td>600kJ or less</td>
<td>2g or less</td>
<td>200mg or less</td>
<td>–</td>
</tr>
<tr>
<td>Ice creams, milk-based ices and dairy desserts</td>
<td>600kJ or less</td>
<td>3g or less</td>
<td>–</td>
<td>–</td>
</tr>
<tr>
<td>Un-iced cakes, muffins and sweet pastries</td>
<td>900kJ or less</td>
<td>3g or less</td>
<td>–</td>
<td>1.5g or more</td>
</tr>
</tbody>
</table>

All types of confectionary are categorised as RED.
Reading Nutrition Information Panels

The nutrition information panel (NIP) is found on most food and drink labels and provides information about the nutrition content of a food or drink. This allows you to make a decision about whether a product may be sold in a healthy school canteen.

Example A: Crumbed Chicken Pattie

1. Identify the correct assessment table. This food belongs in the group Hot food items and processed meats (Table 13).

2. Hot food items and processed meats are assessed per 100g, so look at the quantity per 100g column on the NIP.

3. Compare the 100g column to the criteria in Table 13 for meat products and alternatives.

4. The chicken burger is categorised as AMBER as it contains less than 1000kJ energy, less than 5g saturated fat and less than 450mg sodium per 100g. This product may be sold in a healthy school canteen.

The NIP displays information on energy (kilojoules – kJ), protein, total fat, saturated fat, carbohydrate, sugars and sodium (salt), as well as any other nutrient for which the manufacturer has made a claim. For example, if there is a claim on the label saying ‘this food is a good source of calcium’ then the calcium content must be listed on the NIP.

Example B: Banana flavoured milk-based ice

1. Check if the first ingredient is milk. If the first ingredient is milk, proceed to assess the item against the per serve criteria. If milk is not listed as the first ingredient the item is not considered ‘milk-based’. There is no need for further assessment. The item is categorised as RED and should not be sold in the school canteen.

2. Identify the correct assessment table. This food belongs in the group Snack food items (Table 14).

3. Snack food items are assessed per serve, so look at the quantity per serving column on the NIP.

4. The banana flavoured milk-based ice is categorised as AMBER as it lists milk as the first ingredient, contains less than 600kJ energy and less than 3g saturated fat per serve. This product may be sold in a healthy school canteen.

### Table 14: Snack food items assessed per serve

<table>
<thead>
<tr>
<th>Category</th>
<th>Nutrient Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sweet snack food, bars and biscuits</td>
<td>Energy (kJ) per serve: 462kJ, Saturated fat (g) per serve: 3g or less, Sodium (mg) per serve: 1g or less, Fibre (g) per serve: 1g or more</td>
</tr>
<tr>
<td>Savoury snack food, biscuits, crispbreads and crepes</td>
<td>Energy (kJ) per serve: 200mg, Saturated fat (g) per serve: 3g or less, Sodium (mg) per serve: 200mg, Fibre (g) per serve: 1g or more</td>
</tr>
</tbody>
</table>

### Table 14: Snack food items assessed per serve

<table>
<thead>
<tr>
<th>Category</th>
<th>Quantity per Serving</th>
<th>Quantity per 100g</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENERGY</td>
<td>462kJ</td>
<td>680kJ</td>
</tr>
<tr>
<td>PROTEIN</td>
<td>2.3g</td>
<td>3.4g</td>
</tr>
<tr>
<td>FAT</td>
<td>3.6g</td>
<td>5.3g</td>
</tr>
<tr>
<td>– total</td>
<td>1.8g</td>
<td>2.7g</td>
</tr>
<tr>
<td>– saturated</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CARBOHYDRATE</td>
<td>16.9g</td>
<td>24.8g</td>
</tr>
<tr>
<td>– sugars</td>
<td>13.4g</td>
<td>19.7g</td>
</tr>
<tr>
<td>SODIUM</td>
<td>31mg</td>
<td>46mg</td>
</tr>
</tbody>
</table>

**Example:** Reconstituted skim milk (70%), cane sugar, glucose syrup, vegetable oil, milk solids, maltodextrin, gelatine, emulsifier (471), flavours, colours (160b, 100)
Example C: Fruit and Muesli Breakfast Bar

1. Identify the correct assessment table. This food belongs in the group **Snack food items (Table 14)**.

2. Snack food items are assessed per serve, so look at the quantity per serving column on the NIP.

3. Compare the per serving size to the criteria in Table 14 for sweet snack food, bars and biscuits.

4. Although the bar has less than 3g saturated fat and more than 1g fibre per serve, it exceeds the energy criteria of 600kJ or less. Therefore, this product is categorised as **RED** and should not be sold in a healthy school canteen.

<table>
<thead>
<tr>
<th>Table 14: Snack food items assessed per serve</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Category</strong></td>
</tr>
<tr>
<td>Sweet snack food, bars and biscuits</td>
</tr>
<tr>
<td>Savoury snack food, biscuits, crispbreads and crisps</td>
</tr>
<tr>
<td>Ice creams, milk-based lesions and dairy desserts</td>
</tr>
<tr>
<td>Unjiced cakes, muffins and sweet pastries</td>
</tr>
<tr>
<td><strong>Nutrient Criteria</strong></td>
</tr>
<tr>
<td>Energy (kJ) per serve</td>
</tr>
<tr>
<td>Saturated fat (g) per serve</td>
</tr>
<tr>
<td>Sodium (mg) per serve</td>
</tr>
<tr>
<td>Fibre (g) per serve</td>
</tr>
</tbody>
</table>

**Servings per package: 12**
**Average serving size: 31.3g**

<table>
<thead>
<tr>
<th><strong>Energy</strong></th>
<th><strong>PROTEIN</strong></th>
<th><strong>FAT</strong></th>
<th><strong>CARBOHYDRATE</strong></th>
<th><strong>FIBRE</strong></th>
<th><strong>SODIUM</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>770kJ</td>
<td>3.7g</td>
<td>6.9g</td>
<td>24.4g</td>
<td>4.3g</td>
<td>14mg</td>
</tr>
<tr>
<td>1710kJ</td>
<td>8.3g</td>
<td>0.7g</td>
<td>9.0g</td>
<td>9.6g</td>
<td>30mg</td>
</tr>
</tbody>
</table>

Planning your Healthy School Canteen Menu

Food and drinks categorised as GREEN are encouraged on the school canteen menu and the aim is for all food and drink sold by a canteen to be as close to GREEN as possible. Food that is promoted and presented in an attractive way, at an affordable price, is more likely to be purchased and eaten.

The following ideas will assist your school to achieve a healthy canteen menu.

**GREEN snack ideas**

- Fruit salad in a tub or cone, a bag of grapes, cut up melon and pineapple, an apple slinky, fruit kebabs.
- Frozen fruit pieces in a bag or on a stick e.g. banana or orange quarters.
- Frozen blocks or sticks of pureed fresh fruit or tinned fruit.
- Reduced fat custard or yoghurt served in a cone with fresh or tinned fruit.
- English muffins topped with creamed corn, tomato, tuna, cheese or baked beans.
- Hot cheese roll.
- Canteen made garlic bread: mix garlic and parsley with a little poly- or mono-unsaturated oil and low fat cheese and spread on bread or roll, then grill it (serve warm).
- Toasted bread cups filled with creamed corn or baked beans.
- Jaffles filled with baked beans, creamed corn, ham and pineapple.
- Jaffles made with fruit bread and filled with ricotta cheese and grated apple or apple and cinnamon.
- Survival packs e.g. cereal and mixed dried fruit, nuts* or seeds.

- Plain air popped corn in a bag or cup.
- Hot vegetables e.g. corn on the cob or baked potato discs in a tub.
- Salad vegetables e.g. carrot sticks, celery, cherry tomatoes served with a dip.
- Vegetable or fruit pikelets.

**GREEN canteen made meal ideas**

- Stew, casserole, curry, stir fry, noodle or rice dishes, pasta, pasta bake or lasagne made with GREEN ingredients.
- Pizza with generous amounts of vegetable and fruit toppings.
- Quiche or vegetable slice: if using pastry try filo.
- Rice paper rolls or sushi filled with vegetables and served with a low-salt dipping sauce.
- Jacket potatoes topped with salad, reduced fat cheese and plain yoghurt.
- Salad box with ham, tuna, chicken, cheese or egg.
- Lean hot meat strips in a Turkish bread or wrap with salad vegetables and/or kidney beans topped with plain yoghurt.
- Beef, chicken or lentil burgers in a bun with salad.

*GREENing up* AMBER commercial products

Some AMBER commercial products can be made GREEN by adding at least 3 fruit or vegetables, for example:

- hot meat balls in a bun with at least 3 salad vegetables and BBQ sauce
- chicken, meat or fish burgers or tenders in a bun or wrap with at least 3 salad vegetables or fruit
- chicken nuggets served with savoury rice or noodles containing at least 3 fruit or vegetables.

However, pastry products, such as pies, sausage rolls and pasties, cannot be GREENed up.

*Check your school policy regarding the use of nuts and products containing nuts.
### Healthy canteen ideas

#### Sandwiches, rolls and wraps
- Use a range of different breads to add variety to your menu. Wholemeal, wholegrain or high fibre white bread, wraps and rolls are better choices as they are higher in fibre.
- Use a low saturated fat and salt margarine or fat spread and use in small amounts.
- Choose lean meat and meat alternative sandwich fillings including egg, baked beans, tuna and lower salt and fat processed meats such as ham, chicken, roast turkey or beef. Refer to Table 13 on page 78.
- Include fruit and vegetables in your sandwiches, rolls or wraps or as optional extras.

#### Canteen made food
- Add plenty of vegetables and fruit to canteen made foods.
- To be assessed as GREEN, the majority of the ingredients used in a dish must be GREEN. Refer to page 73.
- AMBER foods may be included in canteen made food, however if they make up most of the dish it would be classified as AMBER. Refer to pages 74 and 75.
- Avoid using RED ingredients, as this will usually mean the meal or food will be assessed as RED.
- Use herbs and spices instead of salt.
- Choose sauces and stocks that are low or reduced-fat, low or reduced-salt or ‘no added salt’ and use sparingly or look on the nutrient criteria for healthier choices that meet the criteria. Refer to Table 12 page 77.
- Have fun and satisfaction making your own canteen food.

#### Greening up commercial products e.g. burgers, patties and tenders
- An AMBER product such as a chicken tender or burger pattie will be categorised in the Canteen Accreditation Program as GREEN if it is served with at least 3 salad vegetables or fruit (e.g. chicken tender wrap with shredded lettuce, carrot and tomato).
- Serve with wholegrain, wholemeal or multigrain buns or wraps or pasta, rice or noodles.
- Use low or reduced-fat cheese.
- AMBER commercial pastry items such as pies, party pies, sausage rolls cannot be GREENed up
- RED products cannot be GREENed up to reach AMBER or GREEN.

#### Canteen made muffins and slices
- Reduce the amount of sugar used and replace with pureed apple, mashed banana or berries.
- Replace half the flour with wholemeal flour.
- Include a source of fibre e.g. fruit, vegetables, or oats in the muffin or slice e.g. zucchini and walnut slice, carrot and sultana muffins.
- Use polyunsaturated and monounsaturated oils (e.g. sunflower, safflower, corn, soya bean, olive or canola).
Meal Deals

Meal deals are a great way to add variety and interest to the canteen menu and market new menu items. Foods categorised as GREEN should be the focus of any meal deal. See below for some ideas.

**Healthy meal deals**

Table 16: Meal Deals that meet the criteria

<table>
<thead>
<tr>
<th>Meal deal</th>
<th>Main meal</th>
<th>Side-dish/ Snack</th>
<th>Drink</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meal Deal 1</td>
<td>Sushi rolls</td>
<td>Piece fruit</td>
<td>Reduced fat flavoured milk</td>
</tr>
<tr>
<td>Meal Deal 2</td>
<td>Chicken and salad wrap</td>
<td>Canteen-made raspberry muffin*</td>
<td>Fruit smoothie (made with reduced fat milk)</td>
</tr>
<tr>
<td>Meal Deal 3</td>
<td>Jacket potato topped with baked beans and reduced fat cheese</td>
<td>Reduced fat yoghurt tube</td>
<td>99% fruit juice (250ml)</td>
</tr>
<tr>
<td>Meal Deal 4</td>
<td>Canteen made spaghetti bolognaise</td>
<td>99% fruit juice icypole (125ml size)</td>
<td>Water</td>
</tr>
<tr>
<td>Meal Deal 5</td>
<td>Canteen made Hamburger* and salad (with 3 vegetables or fruit)</td>
<td>Hash brown*</td>
<td>Hot Milo (made with reduced fat milk)</td>
</tr>
</tbody>
</table>

* Canteen Accreditation Program approved product

All commercial and canteen made products need to be assessed by the Canteen Accreditation Program team. Those areas shaded indicate an AMBER product.
Frequently Asked Questions

Q. Why can I sell yoghurt, milk, custard and dairy desserts that contain intense and artificial sweeteners but no other foods containing these sweeteners?

A. Milk, yoghurt, custard and some dairy desserts are excellent sources of calcium. These products will give children more opportunity to consume food and drinks high in this important nutrient.

All other products containing intense and artificial sweeteners are categorised as RED. This is because most products containing intense and artificial sweeteners are ‘dessert’ type products or foods that are of low nutritional value, such as soft drinks or confectionery.

Q. Why is the sale of coffee milk drinks restricted?

A. Coffee milk drinks may contain caffeine. Caffeine can increase irritability and restlessness, and caffeine is not necessary for growth and development. The National Healthy School Canteen guidelines (2011) provides for the sale of coffee milk drinks to secondary school only, with a maximum serve size of 375ml in order to limit the amount of caffeine consumed in one dose. It can be difficult to tell the difference between a milk drink that contains coffee flavouring and one that contains caffeine. To avoid confusion, the NHSC guidelines treats coffee flavoured milk drinks and milk drinks containing caffeine in the same way.

Q. Can I sell milk drinks in a serve size larger than 375ml?

A. Milk is an excellent source of calcium. The NHSC guidelines do not limit the serve size of milk drinks, except in the case of coffee milk drinks. For all other milk drinks, we suggest a serve size of 375ml or less. A serve size of 250ml or less may be more appropriate for primary school children. However, larger sizes can be sold at the discretion of the Canteen Manager in both primary and secondary school.

Q. Why do the National Healthy School Canteen (NHSC) guidelines (2011) guidelines focus on energy, saturated fat, salt and dietary fibre?

A. Consuming foods and drinks high in saturated fat and low in dietary fibre may contribute to excess energy (kilojoules) being consumed, which can contribute to children being above their healthy weight. These nutrients also increase the risk of chronic disease later in life, such as heart disease, stroke and some types of cancers. Salt has also been identified as a nutrient that may contribute to chronic disease (in particular, high blood pressure) if consumed in large amounts. The NHSC guidelines encourage consumption of foods categorised as GREEN as these foods contain a wide range of nutrients and are generally lower in saturated fat and salt and higher in fibre.

Q. Why are full-fat dairy products categorised as AMBER and not GREEN?

A. Full-fat dairy products are a rich source of protein, calcium, vitamin A and some B vitamins. However, they are relatively high in saturated fat. The Australian Dietary Guidelines (2013) recommends children 2 years of age and older choose reduced-fat varieties of dairy foods where possible. Reduced-fat dairy products provide similar quantities of calcium, protein and vitamins.
to the full-fat versions but they contribute far less saturated fat. Therefore, reduced-fat dairy products should be promoted as a healthier alternative to full-fat dairy products.

Q. Why is fruit juice categorised as AMBER and not GREEN?

A. Fruit juice contains some valuable nutrients. However, it is much lower in dietary fibre than fresh fruit. Drinking fruit juice in large amounts can contribute to excess energy being consumed and can contribute to tooth decay. The Australian Guide to Healthy Eating (2013) recommends choosing juice occasionally. Fresh, canned (in natural juice) and frozen whole fruit should be promoted as a healthier alternative to juice.

Q. Why is dried fruit categorised as AMBER and not GREEN?

A. Dried fruit is a good source of carbohydrates and dietary fibre and adds variety to the diet. However, if eaten in large amounts dried fruit can easily contribute to excess energy being consumed. The Australian Guide to Healthy Eating (2013) recommends choosing dried fruit occasionally. Fresh, canned (in natural juice) and frozen whole fruit should be promoted as a healthier alternative to dried fruit. Dried fruit sticks to the teeth and promotes tooth decay. The Australian Dental Association recommends dried fruit be eaten as part of a meal, not as a between-meal snack.

Q. Is it okay to use frozen or canned fruit and vegetables?

A. Choose in-season, locally grown produce, for the best flavour and value for money. If this isn’t possible, frozen or canned vegetables and fruit can be a convenient alternative. Choose canned or frozen vegetables without added salt and added flavourings. Select fruit canned in natural juice.

Q. Why is white bread categorised as GREEN?

A. Bread is a good source of carbohydrate, protein, fibre and many vitamins and minerals. Different types of bread add variety to the diet. The Australian Guide to Healthy Eating (2013) recognises all breads are valuable sources of nutrients, with wholemeal or wholegrain varieties being better choices within the bread category. The National Healthy School Canteen guidelines (2011) are consistent with this message by stating that all breads are categorised as GREEN and suggesting higher fibre choices where possible.

Q. Will changing to a healthier canteen be difficult?

A. No. Many schools in Tasmania have already made great progress in promoting healthy foods in their canteens. We hope the practical ideas in this Handbook about the ‘who’, ‘what’, ‘how’ and ‘when’ to make changes in the Management of a Healthy School Canteen section pages 27 to 45 and canteen menu ideas on pages 82 to 84 of the Handbook inspires you to do so, thereby encouraging healthy eating in all of our schools.

Many schools in Tasmania have already made great progress in promoting healthy foods in their canteens.
Q. Can we have a healthy canteen menu and still remain financially viable?

A. Yes. Many schools in Tasmania have reported that while income may have initially decreased due to investment in extra equipment and in some instances, extra staff, income has since increased beyond previous levels. These funds can be invested to make further healthy changes. Schools have reported that parents have been giving children money to buy lunch and/or recess more often, as they feel assured that the children are provided with healthy choices. Many schools believe that the key to a successful, healthy canteen is to also ensure that it is run effectively as a business, with correct management and accounting practices.

The Tasmanian Department of Education states that: “canteens do not have to make large profits” but should aim to break even or make a minimal profit. Refer to page 34 of this Handbook for more information on this issue.

The most important aim of the school canteen is to provide a healthy, safe and affordable food service for the children (Refer to page 34).

Good marketing ideas will help maximise the sales of healthy products. It is important to ensure correct pricing, mark-ups, stock management and costing of freshly prepared foods, are part of the running of an efficient school canteen.

Q. Can we still be involved in the Canteen Accreditation Program if our school doesn’t have a canteen?

A. Yes. We support all schools that provide a food service to children. We prefer schools to operate their own canteens as this provides opportunities for parents to be involved with the school and the menu can be tailor made to the schools values. However, there may be times when this is impossible due to a lack of facilities or a lack of volunteers or some other issue. Schools can still provide a school food service, such as leasing the existing canteen to a food business or linking in with a local shop – and still be part of the Canteen Accreditation Program. This also supports schools who are working towards their Move Well Eat Well Award. For assistance in exploring this option contact the TSCA on (03) 62238023.
The Canteen Accreditation Program ensures the whole school community supports and reinforces the types of food and drinks available in the canteen. This is achieved by taking a whole school approach to healthy eating, where the canteen is integrated into all aspects of the school. This includes linking the canteen to classroom learning and wider school activities that support healthy eating. For example; fundraising, marketing of healthy foods, other health promotion programs, such as Move Well Eat Well, Stephanie Alexander Kitchen Garden and school events/celebrations.

**Complete Section D as part of your Accreditation:**

Complete Form 5 – Healthy Eating Activity in the Forms and Templates Section starting at page 95 of the Handbook.

If you are a Move Well Eat Well Award School you can use some of the great work that you have already documented for your Award and showcase it for accreditation of your canteen.

The school must provide evidence of activities that support healthy eating. Your menu dictates what level of activity you need to submit.

- **GOLD** – 3 activities
- **SILVER** – 2 activities
- **BRONZE** – 1 activity.

At least one activity must link the canteen to classroom learning. For further information refer to Table 4 page 57.

Students design a school health promotion campaign ... and look at ways to promote their message at school.
Linking the Canteen to Classroom Learning

Ideas to link the canteen with the classroom

Try these ideas.

• Classify the foods on the canteen menu into different categories (e.g. fruit, vegetables, cereals or GREEN, AMBER, RED). Identify where the food in the canteen comes from e.g. farm, supermarket, local shops or school grown. This could be completed as a mind map, collage, report, bar graph, etc.

• Students participate in “a tasting” of fruit and vegetables available from the canteen and give reasons for their preferences. This could be collected through a survey and presented as graphs, photo presentation, scripted play, science report, etc.

• Use the School Canteen Handbook’s Food and Nutrition section to evaluate the canteen menu. This section is underpinned by the Australian Dietary Guidelines (2013) and the Australian Guide to Healthy Eating (2013).

• Learn about canteens in the past. Students can investigate and report on what canteens were like when their grandparents went to school? What types of foods were sold? How much did things cost? How have canteens changed over time? What was available then that isn’t now and vice versa?

• Investigate canteens/school food services in other countries. How do factors such as religion, climate and government affect the types of foods sold in canteens?

• Learn about food safety and hygiene associated with food preparation by visiting the canteen. Write, draw or act out an action plan about Food Safety in the canteen.

• Design and make a simple healthy snack using safe food handling practices and then determine which would be most suitable for the canteen.

• Develop a ‘what if…’ scenario outlining what happens if … (e.g. foods are stored incorrectly, people didn’t wash their hands, raw foods to cooked foods – what changes in the process?)

• Discuss how the media communicates information about food and how the canteen could implement some of these strategies

• Identify and debate factors that affect the health and wellbeing of children and adolescents in Australia e.g. foods available in the school canteen; food marketing; availability of takeaway foods; cost.

• Discuss factors that affect food choices (e.g. media, family, friends, socioeconomic status, and religion) and how these impact on personal food choices in the canteen. Discuss the effect these choices have on health and wellbeing.

• Investigate whether the canteen caters for the diversity of the school community (e.g. vegetarian, gluten free, religious basis for food choices). If not, how could it be improved?

• Students design a school health promotion campaign (e.g. promoting healthy eating, physical activity etc.) and look at ways to promote their message at school, such as, in the canteen and to the wider school community.

• Investigate the enablers and barriers to healthy eating and how these impact on the health and wellbeing of the school community. What role does the canteen have in promoting healthy foods?
**Linking the Canteen to School Activities that Support Healthy Eating**

**Ideas to link the canteen to the school environment and support healthy eating**

Try these ideas.

- Develop a vegetable garden / patch.
- Foods grown in the garden are used in the canteen and/or in classroom cooking lessons about how to prepare and eat healthy foods.
- Fruit and vegetable scraps from the classroom and canteen are used in recycling and in composting activities at the school (e.g. a worm farm).
- Promote wrapper free recesses and lunches (both with canteen-prepared and food brought from home).
- The canteen is linked to Sustainable School or programs.
- Work with local producers near the school to provide fruit, vegetables, and local meat and fish to support cooking in the classroom and in the canteen.

**Ideas to link the canteen to the wider community**

Try these ideas.

- The canteen caters for school events by using GREEN food and drink, limiting those in the AMBER category, and omitting RED food and drink.
- Fundraising initiatives involving food and drink at the school, promote GREEN food and drink, limit those in the AMBER category, and omit RED food and drink.
- The school promotes GREEN foods in the school newsletter e.g. canteen specials, healthy fundraising, fruit and vegetable breaks, healthy recipes available at the canteen.
- School events such as athletics carnivals, school socials, school camps and sausage sizzles promote GREEN food and drink where possible, and limit those in the AMBER category, and omit RED food and drink.
- The school promotes the canteen through a range of marketing activities e.g. newsletters, school website, the school Information Handbook, and school garden activities. For more detailed information on this topic refer to the Section: Management of a Healthy School Canteen – How to Market your Canteen on page 37.
- Local retailers, such as fruit and vegetable outlets, supply healthy fresh foods to the canteen.

Work with local producers near the school to provide fruit, vegetables, and local meat and fish to support cooking in the classroom and in the canteen.
Ideas to link a canteen to existing policies / practices

Try these ideas.

- Students can access fruit and vegetables from the canteen supporting fruit and vegetable breaks in the classroom, as promoted by the Move Well Eat Well Program.
- The school has an overall policy to address healthy eating by encouraging GREEN food and drink, and limiting or removing RED food and drink.
- The school encourages teachers to use non-food class rewards, such as, extra time at recess, free time and active play.

Move Well Eat Well Schools and the School Canteen

The Move Well Eat Well Program has much in common with the school Canteen Accreditation Program. Both Programs encourage the availability of healthy foods and drinks for our children. If your school is a Move Well Eat Well member, it has access to a range of curriculum material on the Move Well Eat Well website at www.movewelleatwell.tas.gov.au. Some of the whole school approach activities available from this website are also suitable as activities for gaining a school Canteen Accreditation Award.

By completing the school Canteen Accreditation Program you will be well on the way to meeting your MWEW limit ‘occasional’ foods criterion!!

Healthy Fundraising Ideas

Traditional school fundraising activities such as chocolate drives, cake stalls and sausage sizzles do not support a whole school approach that promotes healthy eating. Schools often run these kinds of fundraising activities to provide additional income for goods and equipment, which are essential for some school activities. While these options are often highly profitable and easy to implement, they encourage unhealthy food choices that are not in the best health interests of students, families or the community.

Healthy food fundraising drives are beneficial because they promote and support the health and wellbeing of students, families and the community.
These events should:

- encourage healthy eating
- encourage physical activity
- involve the whole school community
- provide social opportunities
- support the school’s health and nutrition policy
- allow the school to be a positive role model
- support health and nutrition education in the classroom
- endorse the school canteen’s healthy nutrition message
- not put pressure on people to spend money on fundraising events they don’t agree with, or that they feel obliged to participate in, such as chocolate drives.

**Food Fundraising Events**

Some examples of Tasmanian healthy eating fundraising activities that can also produce profits for the school are:

- healthy barbecues – offer a healthy alternative to the traditional sausage sizzle and provide a vegie burger, chicken kebab with vegies or barbequed corn
- soup day – use some of the vegetables from the school garden
- healthy cook books
- apple slinky machines – slink the apple and/or measure the length of the slink
- Awareness Weeks – for example provide dairy fruit smoothies in the canteen during National Healthy Bones Week

**Non-Food Fundraising Events**

Some examples of non-food fund raising events that can produce profits for the school are:

- cinema night – some cinemas offer discounted group tickets which can be sold to the school community to use – or you can hold a movie social night. Provide healthy food options at these events.
- trivia night – a very effective fundraising event that can get the whole community involved. Include an auction or raffle.
- school concert – arrange for the school band or drama group to put on an annual performance. This works well at end of year Christmas carols. Refreshments can provide additional income and reflect the school’s nutrition policy. The canteen could cater for this event.
- school fetes – these are great social events that promote what is happening in the school. The canteen could run a stall and allow parents to taste the great food options being provided to their children.
- school stalls – like a Mother’s Day or Father’s Day stall. Stalls could also sell bulbs or local produce
- bulb drives – there are numerous bulb growers in Tasmania.

Move Well Eat Well members can find loads of healthy fundraising ideas on the website at [www.movewelleatwell.tas.gov.au](http://www.movewelleatwell.tas.gov.au)
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 in a format that can be edited to suit your school’s needs.

Section A: Healthy Eating/Canteen Policy and Procedure
- Form 1: Healthy Eating or Canteen Policy
- Form 2: Canteen Guidelines and Procedures

Section B: Food Safety Assessment
- 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
  Template 1: Cleaning Schedule
  Template 2: Temperature Records
  Template 3: Thermometer Calibration Records
  Template 4: Rejected Deliveries List
  Template 5: Staff Illness Log
  Template 6: Food Handler’s Training Log
  Template 7: Maintenance Request Log

Section C: Canteen Menu Assessment
- Form 4: Menu Assessment Guide

Section D: Evidence of Canteen Links
- Form 5: Healthy Eating Activity Sheet
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 ______________
FORM 2

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 __________
FORM 3

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

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

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

**Documentation**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Yes</th>
<th>No</th>
<th>Comments</th>
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</thead>
<tbody>
<tr>
<td>Canteen/Healthy Eating Policy (Form 1)</td>
<td></td>
<td></td>
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<tr>
<td>Canteen Guidelines and Procedure document (Form 2)</td>
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<tr>
<td>Cleaning Schedule (Template 1)</td>
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<tr>
<td>Temperature Records (Template 2)</td>
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<tr>
<td>Cold storage (5°C/-18°C)</td>
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<tr>
<td>Cooking (75°C)</td>
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</table>
**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

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**School**

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**EHO**

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**Signature**

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**Date**

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| Thermometer Calibration Records (Template 3) |  |
| Rejected Deliveries Log (Template 4) |  |
| Staff Illness Log (Template 5) |  |
| Food Handler’s Training Record (Template 6) |  |
| Recipes for consistency, portion control and allergen control |  |
| Maintenance Request Log being actioned (Template 7) |  |
**FORM 4**

**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**

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

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

<table>
<thead>
<tr>
<th>Brand</th>
<th>kJ/100g</th>
<th>Sat fat/ 100g</th>
<th>Sodium/ 100g</th>
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<tbody>
<tr>
<td></td>
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Section 2

Ready to eat items (commercial and canteen made) and snacks

Please list all menu and counter sale items, including ingredients and types where appropriate. Write each item on a new line. *If canteen made please attach complete recipe and ingredients list.

<table>
<thead>
<tr>
<th>Brand and flavour or Recipe and ingredients*</th>
<th>Weight</th>
<th>Commercial (C) or Canteen-made (CM)</th>
<th>GREEN</th>
<th>AMBER</th>
<th>RED</th>
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</table>
**Section 3**

**Confectionary**

How many lines of confectionary?

Are sales limited (e.g., lunch time only, 2-days per week etc.)?

**Section 4**

**Drinks**

Does the canteen offer at least one reduced fat milk (plain or flavoured)?

Does the canteen have any RED drinks?

For example:

<table>
<thead>
<tr>
<th>GREEN</th>
<th>AMBER</th>
<th>RED</th>
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<tbody>
<tr>
<td><strong>Water</strong>&lt;br&gt;• Tap, spring, mineral or sparkling&lt;br&gt;• Plain with nothing added</td>
<td><strong>Full fat milk and soy drinks</strong>&lt;br&gt;• Plain and flavoured&lt;br&gt;• Encourage 375ml serve size&lt;br&gt;• May contain artificial and intense sweeteners&lt;br&gt;• Coffee-style milk drinks: high school only, maximum 375ml</td>
<td><strong>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</strong></td>
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<tr>
<td><strong>Low or reduced fat milk and soy drinks</strong>&lt;br&gt;• Plain and flavoured&lt;br&gt;• Encourage 375ml serve size&lt;br&gt;• May contain artificial and intense sweeteners&lt;br&gt;• Coffee-style milk drinks: high school only, maximum 375ml</td>
<td><strong>Fruit and vegetable juice</strong>&lt;br&gt;• At least 99%&lt;br&gt;• Maximum 250ml for all primary &amp; GOLD high schools&lt;br&gt;• Maximum 350ml for SILVER &amp; BRONZE high schools</td>
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</table>
### Section 5: Meal Deals

**Meal Deal 1**
- Any RED food or drinks?
- Is the main-meal GREEN?
- How many AMBER food or drinks?

**Meal Deal 2**
- Any RED food or drinks?
- Is the main-meal GREEN?
- How many AMBER food or drinks?

**Meal Deal 3**
- Any RED food or drinks?
- Is the main-meal GREEN?
- How many AMBER food or drinks?
HEALTHY EATING ACTIVITY

A Healthy Eating Activity can incorporate activities such as; classroom links to the canteen, whole school approach to healthy eating, marketing strategies to promote healthy eating to the school community, etc. Please read Section D: Linking the Canteen with a Whole School Approach to Healthy Eating pages 91 to 93 of this Handbook for examples of activities.

Please note: if you have a Move Well Eat Well Award then your activities presented for this Award can be used to meet the Canteen Accreditation Program requirement.

Name of School

Name of Activity:

Date of Activity:

Term 1 2 3 4 (please circle) Year:

Please include a description of the activity and include evidence (e.g. photos; posters; menus; survey sample, survey report, etc. where possible).
CLEANING SCHEDULE

Remember to include procedures for items that need to be cleaned daily, weekly and monthly.

<table>
<thead>
<tr>
<th>Item</th>
<th>Procedure</th>
<th>Product and dilution</th>
<th>Special instructions i.e. special equipment</th>
<th>Date completed</th>
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SCHOOL CANTEEN HANDBOOK | CLEANING SCHEDULE
**Template 2**

**Temperature Records**

Month: ___________________________  Year: ___________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Fridge temperatures (°C)</th>
<th>Cooking temperatures (°C)</th>
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<tbody>
<tr>
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<td>Unit 1</td>
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</table>

**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.
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.

<table>
<thead>
<tr>
<th>Date</th>
<th>Temperature</th>
<th>Comments</th>
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## REJECTED DELIVERIES LOG

<table>
<thead>
<tr>
<th>Company</th>
<th>Food item</th>
<th>Reason</th>
<th>Date</th>
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# STAFF ILLNESS LOG

Complete this when food handlers report an illness or condition that could compromise Food Safety, for example exhibiting symptoms such as vomiting, diarrhoea, sore throat with fever, fever or jaundice. Or a condition such an infected skin lesion or discharges from the ear, nose or eye.

<table>
<thead>
<tr>
<th>Name of employee</th>
<th>Illness</th>
<th>Date</th>
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Complete this after training and keep certificates for evidence. *I’m Alert*, a one and a half-hour training course suitable for canteen staff and volunteers is available on most Local Council websites – for free. Please contact the TSCA if further assistance is needed on 03 6223 8023.

<table>
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<tr>
<th>Name of employee</th>
<th>Course completed</th>
<th>Date</th>
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### MAINTENANCE REQUEST LOG

<table>
<thead>
<tr>
<th>Item requiring maintenance, repair or replacement</th>
<th>Reason</th>
<th>Date request made</th>
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ADDITIONAL INFORMATION AND RESOURCES

This section provides:

**Contact Details**
A quick reference to related and other health promotion organisations through their website and/or phone

**Glossary**
Definitions of terms used in this Handbook

**Key Documents**
State and National education and food policy and guidelines as well as supporting resources related to healthy eating

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**CONTACT DETAILS**

**General Tasmanian Contacts**

- Tasmanian School Canteen Association
  - [www.tascanteenassn.org.au](http://www.tascanteenassn.org.au)
  - Ph: 03 6223 8023

- Tasmanian Education Department
  - [www.education.tas.gov.au](http://www.education.tas.gov.au)

- Department of Health and Human Services – Population Health – Physical Activity and Community Nutrition Unit

- Move Well Eat Well Program

- Department of Health and Human Services – Oral Health
  - [www.dhhs.tas.gov/oralhealth](http://www.dhhs.tas.gov/oralhealth)

- Tasmanian Catholic Education Department
  - [www.catholic.tas.edu.au](http://www.catholic.tas.edu.au)

- Independent Schools Tasmanian
  - [www.independentschools.tas.edu.au](http://www.independentschools.tas.edu.au)

- Diabetes Tasmania

- Eat Well Tasmania
  - [www.eatwelltas.org.au](http://www.eatwelltas.org.au)

- Home Economics Institute of Australia – Tasmania

- Cancer Council
  - [www.cancertas.org.au](http://www.cancertas.org.au)

- Heart Foundation
  - [www.heartfoundation.org.au](http://www.heartfoundation.org.au)

- Family Food Patch
  - [www.familyfoodpatch.org.au](http://www.familyfoodpatch.org.au)

- The Parents Jury
  - [www.parentsjury.org.au](http://www.parentsjury.org.au)

- Local Government Association Tasmania

- Environmental Health Association – Tasmania
ADDITIONAL INFORMATION AND RESOURCES

General Nutrition Websites
Australian Guide to Healthy Eating
www.eatforhealth.gov.au

Australian Dietary Guidelines
www.eatforhealth.gov.au

Nutrition Australia
www.nutritionaustralia.org
Ph: 03 96505165

Fresh for Kids
www.freshforkids.com.au

Food Safety
Food Standards Australia and New Zealand (FSANZ)
www.foodstandards.gov.au/whatsinfood
Ph: 02 62712222

Department of Health and Human Services – Population Health – Food Safety
www.dhhs.tas.gov.au/peh/food_safety

‘I’m Alert’ – online training – free
Visit your Local Council website

Allergies, Anaphylaxis and Coeliac Disease
Anaphylaxis Australia
www.allergyfacts.org.au

Coeliac Australia
www.celiac.org.au

Shepherd Works
www.shepherdworks.com.au

The Australian Society of Clinical Immunology and Allergy
www.allergy.org.au

Royal Prince Alfred Hospital Allergy Unit

Health Promoting Schools
Australian Health Promoting Schools Association
www.ahpsa.org.au

School Canteen Associations in Australia
Victorian School Canteen Association
www.vsca.org.au

New South Wales – Healthy Kids Association
www.healthy-kids.com.au

Queensland Association of School Tuckshops
www.qast.org.au

South Australian School Canteen Network
sasch.blogspot.com.au

Western Australian School Canteen Association
www.waschoolcanteens.org.au

Tasmanian School Canteen Association
www.tascanteenassn.org.au

Other important links
Stephanie Alexander Kitchen Garden Program
www.kitchengardenfoundation.org.au

Tasmanian Farmers and Graziers Association
www.tfga.com.au

Fruit Growers Tasmania
www.fruitgrowerstas.com.au

Dairy Australia
www.dairyaustralia.com.au
GLOSSARY

AMBER Foods
AMBER foods are Select Carefully foods and drinks and contain some valuable nutrients, but may also include unhealthy ingredients. They are mainly processed foods that have moderate amounts of fat, sugar and salt added. If they are eaten in large amounts, they may increase the amount of energy (kilojoules) being consumed. Schools are encouraged to limit the availability of these foods. They should not be promoted at the expense of foods and drinks from the Everyday Foods category.

Body Image
Body Image is the mental picture we have of our bodies and how we feel about our bodies. It includes an individual’s perception and judgement of size, shape, weight and other aspects that relate to body appearance.

Discretionary Foods
Discretionary foods are defined in the Australian Guide to Healthy Eating (2013) as foods and drinks not necessary to provide the nutrients the body needs, but that may add variety. However, many of these are high in saturated fats, sugars, salt and/or alcohol, and are therefore described as energy dense. They can be included sometimes in small amounts by those who are physically active, but are not a necessary part of the diet.

Foods in this category include cakes, biscuits; confectionery, chocolate; pastries, pies; ice confections, butter, cream, and spreads which contain predominantly saturated fats; potato chips, crisps and other fatty or salty snack foods; sugar-sweetened soft drinks and cordials, sports and energy drinks and alcoholic drinks.

Disordered Eating
Disordered Eating is characterised by negative thoughts and feelings about appearance and food and includes behaviours such as extreme dieting, bingeing, purging and uncontrolled eating. However, it does not meet a clinical diagnosis of an ‘eating disorder’.

Everyday Foods
Everyday foods incorporate the GREEN category of foods and drinks. These foods and drinks are the most suitable to be sold in school canteens and should be available on the canteen menu every day. They offer a wide range of nutrients and are generally low in saturated fats, sugar and sodium (salt).
GREEN Food and Drinks
GREEN food and drinks are everyday food and drinks and are consistent with the *Australian Dietary Guidelines* (2013) and are most suitable for school canteens and school food services. Food and drinks in the Everyday category are based on the basic food groups – breads and cereals, rice, pasta, noodles, vegetables, fruits, dairy foods – reduced or low fat milk, yoghurt and cheese, lean meat and poultry, fish, eggs, nuts, legumes and water. They are therefore generally low in saturated fats, sugars and salt. These foods and drinks should always be on the school canteen menu as they are the best choices for a healthy school canteen.

Healthy Eating
Healthy eating for children is a term to describe eating patterns which provide all the nutrients that lead to good health, growth and wellbeing now and in the future. Generally, this eating pattern includes a wide variety of nutritious foods with ‘discretionary’ foods eaten only ‘occasionally’ or in small amounts. Healthy eating also refers to preparing, serving and eating in a way that considers the importance of food as a social and cultural activity.

Healthy Weight
The *Australian Dietary Guidelines* (2013) provides reliable information on healthy eating in children. It defines a healthy weight as body weight associated with normal growth and development in children, and a reduced risk of short and long term morbidity and mortality among people of all ages. Body weight increases 20 fold from birth to 18 years, and children come in all shapes and sizes. Healthy weight in children is not always easy to assess just by appearance. Healthy weight in children depends on a child’s gender, height and stage of development.

Kilojoule
A kilojoule is a unit of energy. It refers to the value of food and the amount of energy our bodies burn. The common term used to be calorie.

Occasional Food and Drinks
‘Occasional’ food and drinks incorporate the RED category of food and drinks. These foods and drinks are lacking in adequate nutrients, are high in saturated fats, sugars and salt and can contribute to excess kilojoule intake. ‘Occasional’ food and drinks are also know as ‘discretionary’ foods.
Overweight and Obesity
Childhood overweight and obesity refers to children who are above a healthy weight range. Sometimes it is hard to tell if a child is overweight or obese by just looking. The *Australian Dietary Guidelines* (2013) state that “the most immediate consequences of overweight and obesity in childhood are social discrimination (associated with poor self-esteem and depression), increased risk of developing negative body image issues, and eating disorders”. Overweight children and adolescents are more likely to develop a range of chronic conditions and are more likely to become overweight or obese adults with increased risk of chronic diseases and early mortality.

RED Food and Drinks
RED Foods are ‘Occasional’ food and drinks and are not consistent with the *Australian Dietary Guidelines* as they are low in nutritional value. They are therefore not recommended for school canteens and school food services. These foods and drinks may contain excess energy (kilojoules) and saturated fats, salt and sugar. However, in the current Tasmanian *Canteen Accreditation Program*, a small number of RED foods are permitted on a BRONZE or SILVER school canteen menu. No RED foods are permitted on a GOLD menu.

Select Carefully Food and Drinks
‘Select carefully’ items incorporate the AMBER category of food and drinks. These food and drinks contain some valuable nutrients, but may be too high in saturated fats, sugar and/or sodium (salt) to be categorised as GREEN. If these food and drinks are eaten regularly or in large amounts, they may contribute to excess energy (kilojoules) being consumed.

School Food Service
School Food Service specifically means a school canteen, but where this is not possible, it can be a leased canteen on the school grounds or a food service away from the school linked to the local shop or local caterer. The *Canteen Accreditation Program* can also apply to a leased canteen or food service accessed in the local area of the school.

Underweight
Underweight is where a child weighs less than the healthy weight range for his or her age.

Whole School Approach
A whole school approach to healthy eating is where the whole school environment supports consistent messages that make healthy choices a positive and normal part of every child’s day. The Health Promoting School framework provides a useful model to achieve a whole school approach to healthy eating.
KEY DOCUMENTS

These are state and national education and food policy and guidelines as well as supporting resources related to healthy eating that may be useful. They are available on the TSCA website www.tascanteenassn.org.au

The Australian Guide to Healthy Eating (NHMRC, 2013)

The Australian Dietary Guidelines (NHMRC, 2013)

Australian Health and Physical Education curriculum, ACARA.

Food Standards Australia and New Zealand (FSANZ)

Tasmanian Food and Nutrition Policy (2004)

National Healthy School Canteen guidelines (DoHA 2011)