

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
2. Canteen Guidelines and Procedures.

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.

