

<b>Title</b>	Food and Drink Policy
<b>Description of policy</b>	This policy outlines the requirements of school canteens to ensure food and nutrition standards are met and that nutritionally sound choices are available for students.
<b>Required because</b>	<p>School food service, including canteens and other activities such as fundraising and fetes, are regulated by Food Safety Standards and National Healthy School Canteen Guidelines.</p> <p>New Food Safety Standards take effect in December 2023, requiring some specific Safe Food Handling practices in canteens and in some cases Safe Food Training for school events.</p>
<b>Description of changes</b>	<ul style="list-style-type: none"> <li>• Clarified the existing requirement for canteens to register as food businesses by adding links to the ACT and NSW registration sites.</li> <li>• Added sections 4 and 5 outlining when Safe Food Handling Practices are required, and what these involve.</li> <li>• Developed the <a href="#">Safe Food Handling At School Fact Sheet</a> to summarise when Safe Food Handling Practices are required, and what these involve.</li> <li>• Added <a href="#">Food Safety Records Templates</a> to the CECG policy library to assist canteen workers. These are adapted from ACT government templates.</li> <li>• Clarified existing roles and responsibilities in new section 6.</li> </ul>
<b>Applies to</b>	<input type="checkbox"/> Organisation-wide <input checked="" type="checkbox"/> Specific: Schools <input checked="" type="checkbox"/> Staff only <input type="checkbox"/> Students only <input type="checkbox"/> Staff and students
<b>Status</b>	<input type="checkbox"/> New <input type="checkbox"/> Major revision of existing document <input checked="" type="checkbox"/> Minor revision of existing document

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<b>Related documents</b>	<a href="#">Safe Food Handling At School Fact Sheet</a> <a href="#">Food Safety Records Templates</a> <a href="#">Medical Welfare of Students Policy</a>
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<b>Responsible officer</b>	Senior Officer: Disability, Wellbeing, and Inclusion

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## 1. Summary

- 1.1 This policy outlines requirements for school food service, including canteens, fundraising and other food service, to ensure food safety and nutrition standards are met and that nutritionally sound choices are available for students.
- 1.2 It applies to all Catholic Education Archdiocese of Canberra and Goulburn (CECG) Schools and CECG school activities and events.

## 2. School Food and Drink Policy

- 2.1 School canteens and school activities and events count as food services under the *Food Act 2001* (ACT) and the *Food Act 2003* (NSW) and must apply the Food Safety Standards. This includes requirements to register school canteens as a food business, ensure certain food handlers have appropriate training, and that food is handled and stored safely.
- 2.2 School canteens and activities and events should apply the [National Healthy School Canteen Guidelines](#) traffic light system to categorise food and drinks according to their nutritional value and levels of energy, saturated fat, fibre, sugar and salt. The Traffic Light System is:

**GREEN** food and drinks are the best choices. They should always be available, displayed in prominent areas, and actively promoted and encouraged. **GREEN** foods and drinks form the basis of a healthy diet. **GREEN** foods and drinks offer a wide range of nutrients and are generally low in saturated fat, sugar and salt.

**AMBER** foods and drinks should be selected carefully. They should not dominate the food and drink choices displayed or promoted. **AMBER** foods and drinks contribute some valuable nutrients, but contain moderate amounts saturated fat, sugar and/or salt and may be low in fibre. **AMBER** food and drinks may contribute to excess intake of energy (kilojoules/calories) if consumed in large quantities.

**RED** foods and drinks should not be provided or sold in schools. **RED** foods and drinks are low in nutritional value and fibre and may be high in saturated fat, added sugar and/or salt. **RED** foods and drinks may also provide excess energy (kilojoules/calories).

- 2.3 The following exemptions may apply to Amber/Red Category food and drink with principal's approval:
  - food and drinks sold at occasional fetes, fundraisers and school events, although healthier alternatives are encouraged.
  - food and drinks supplied from home, including birthday cakes.
  - curriculum-related cooking and food-technology courses (schools are strongly encouraged to consider the National Healthy School Canteen Guidelines when making curriculum decisions with regard to cooking and food-technology).
- 2.4 Food and drink vending machines are not permitted on CECG school sites.
- 2.5 All people serving food at school canteens, events, and activities must take reasonable care to serve safe food, including providing sanitary conditions and appropriate heating/refrigeration where required.
- 2.6 Additional Safe Food Handling Practices are required for canteens run directly by schools or school Community councils, and some types of food that may be served school events and

activities. These are detailed in sections 4 and 5 below and summarised in the [Safe Food Handling At School Fact Sheet](#).

- Canteen services or food trucks run by independent businesses manage these requirements as part of their responsibilities as food businesses.

### 3. Registration requirements

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3.1 School canteens must register as a food business under the *Food Act 2001 (ACT)* and *Food Act 2003 (NSW)*:

- [ACT Registration and Information Site](#)
- [NSW Registration and Information Site](#)

3.2 Schools, and School Parents and Friends Associations or committees, do not need to register for their occasional events and activities like fetes as food businesses.

### 4. When are Safe Food Handling Practices required?

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4.1 School canteens must use the Safe Food Handling Practices below. This is because they are food businesses and serve food that is potentially hazardous. Refer also to the [Safe Food Handling At School Fact Sheet](#) for a one-page summary.

4.2 Potentially hazardous food is any food that needs temperature control (heating/cooling) to prevent the growth of pathogens or toxins.

4.3 The Safe Food Handling Practices do not apply to fundraising events for charitable organisations including CECG schools, or to school events where food is not sold (i.e. free pancake day). This should include most if not all school events and activities.

#### **Examples of food not considered potentially hazardous**

4.4 Food not considered potentially hazardous include:

- Confectionary, cakes, slices, bread – because the food does not need temperature control (unless cakes/slices include fresh cream).
- Drinks, biscuits, boxed dried fruit like sultanas, whole fruit – because those foods are served in original packaging/not processed by the server and do not require temperature control.
- Yoghurt – because it is acidic and does not support rapid growth of pathogens (but should still always be refrigerated).

#### **Examples of food considered 'potentially hazardous'**

4.5 Food that can be considered potentially hazardous:

- ready-to-eat food that is not cooked immediately before serving - such pies and sausage rolls, salads and sandwiches, quiche, curries, soups, yoghurt or dairy foods. These require temperature control.
- cakes that include fresh cream, as dairy products require refrigeration.
- sliced fruit as it is considered 'processed' and may pick up contamination during processing.

4.6 Further information can be found at the [Food Standards Summary of Potentially Hazardous Food](#).

## 5. Safe Food Handling Practices

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### For School Canteens

#### 5.1 School Canteens must:

- Appoint a Food Safety Supervisor (FSS) who has appropriate training:
  - [NSW FSS site](#)
  - [ACT FSS site](#)
- Ensure all servers complete online training:
  - ACT - [DoFoodSafely or I'M ALERT food safety training](#)
  - NSW - [Food Handler Basic Training](#)
- Record steps taken to ensure food safety for potentially hazardous food.
  - CECG recommends the [Food Safety Records Templates](#) (adapted from government templates) or equivalent records.
- Comply with the [Food Safety Standards](#), including [2-hour/4-hour rule](#) for potentially hazardous food.
- Take care to serve safe and hygienic food (e.g. ensuring proper hygiene, cooking, and temperature control).

### For school events and activities

#### 5.2 The Safe Food Handling Practices do not apply to:

- events where all funds raised are given to charitable organisations (including CECG schools), or
- events where food is not sold (e.g. free pancake day).

#### 5.3 All servers at school Events and Activities must still take care to serve safe and hygienic food (e.g. ensuring proper hygiene, cooking, and temperature control where needed).

#### 5.4 Independent food businesses at school events and activities, like food trucks (i.e. not all funds go to charity), must manage their own Safe Food Handling Practices for potentially hazardous foods.

- Schools can meet their duty of care by engaging reputable businesses who are aware of Safe Food requirements.

## 6. Roles and Responsibilities

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#### 6.1 The canteen manager (Food Safety Supervisor) is responsible for ensuring Safe Food Handling Practices are employed, and the canteen serves safe and nutritious food.

#### 6.2 Principals are responsible for ensuring:

- canteen workers are aware of this policy and [Safe Food Handling At School Fact Sheet](#).
- that religious and cultural practices are considered where foods and drinks are provided at school events and activities.
- that food allergies, intolerances and medical conditions (such as anaphylaxis) are managed where foods and drinks are provided at school events and activities.
- that RED category food and drink items are not used as rewards or incentives for student learning.

- 6.3 Employees are encouraged to support the Policy by not consuming RED category foods and drinks in view of students.

## 7. Definitions

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- 7.1 **School canteen:** is a food business/food service provider that supplies food and drinks for sale to a school population, on the school premises during school hours.
- 7.2 **Traffic Light System:** the National Healthy School Canteens: Guidelines for healthy foods and drinks supplied in school canteens 2013 uses a traffic light system to categorise food and drinks as GREEN, AMBER or RED depending on their nutritional value and levels of saturated fat, sugar and salt.

## 8. Related Documents and Legislation

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- 8.1 Related CECG Documents:
- [Safe Food Handling At School Fact Sheet](#)
  - [Food Safety Records Templates](#)
  - [Medical Welfare of Students Policy](#)
- 8.2 Related legislation or Standards
- [National Healthy School Canteens Resource Collection](#)

## 9. Contact

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- 9.1 For support or further questions relating to this policy, contact the CECG School and Family Services Area.