HEALTHY FOOD AND DRINK CHOICES POLICY

RATIONALE

The human person, though made of body and soul, is a unity... The human body shares in the dignity of the image of God: it is a human body precisely because it is animated by a spiritual soul, and it is the whole human person that is intended to become, in the body of Christ, a temple of the Spirit.

‘Catholic schools contribute to the development of our young through education, particularly to their formation in Christian conscience and virtue’ (Mandate, para 6). Students in Catholic schools are educated to understand that they are physical/spiritual beings in relationship with God. Catholic schools encourage students to make responsible choices for their lives including healthy food choices.

Catholic schools have a legislative responsibility to provide appropriate levels of care to students in the education environment.

PRINCIPLES

1. A healthy and nutritious food and drink policy makes a positive statement to students, staff members, parents and the broader community about the value placed on human life.

2. It is important that parents, staff members and students work together to support a whole-school approach to building a school culture in which students actively choose nutritious food and a healthy lifestyle.

3. Nutritional food at affordable prices is the main focus when providing food to students in school communities.

4. Healthy canteen and vending machine choices complement the nutrition knowledge taught in the classroom and promote a school culture of healthy eating that may extend into the wider family and community.

5. The school curriculum, along with the family home, is the ideal place for students to learn about nutrition and making healthy food choices.

6. School communities and others supplying food in schools comply with the Catholic Education Commission of Western Australia policy statement 2-C14 ‘Occupational Safety and Health in Schools’ in order to provide safe handling, preparation and serving of food.

7. Schools communities express their culture and traditions through events of significance which may include traditional and celebratory food choices.

PROCEDURES

1. Schools, in consultation with their school community, including canteen staff, volunteers and other interested members of the school community, shall develop a culturally inclusive school based ‘Healthy Food and Drink Choices’ policy which references the Anaphylaxis Management Guidelines for Schools.

2. School principals shall ensure that appropriate staff are trained in safe food handling, hazard identification, risk management and allergy prevention.
School canteens and vending machines shall promote a wide range of healthy and nutritious food and drinks and follow the minimum standard required to ensure that menus follow the 60% ‘green’ and 40% ‘amber’ food and drinks, according to the traffic light system in Appendix C of the Department of Education and Training Healthy Food and Drink Policy. **Aranmore CPS menus follow 70% ‘green’ and 30% ‘amber’ food and drinks.**

Schools providing food and drink choices other than through school canteens and vending machines shall promote a range of healthy and nutritious food and drink.

The Star Choice Buyers’ Guide, which is a register of all products that meet minimum nutrient criteria for the food type, is recommended as a resource for planning menus and making decisions about serving sizes.

The Western Australian School Canteen Association and local health professionals can provide advice to schools on menus and products suitable for use in schools.

**HEALTHY FOOD AND DRINK CHOICES POLICY**

In working with the Healthy Food and Drink Choices that are available at the Aranmore Catholic Primary School Canteen, other environments of the school are considered to encourage and promote healthy eating amongst our students. The school has a long term vision of embracing a whole of school approach to individual health through the school environment, school curriculum and the school community.

In an effort to support the Healthy Food and Drink Choices the Aranmore CPS Community is encouraged to consider the following in relation to promoting healthy eating;

**The traffic light system** is currently used in identifying healthy food choices at the Aranmore Canteen where Green foods are the best choices and encouraged, Amber foods are selected carefully and eaten in moderation and Red foods are not encouraged.

**Green foods:**
- are a good source of nutrients
- contain less saturated fat and/or added sugar and/or salt
- help to avoid an intake of excess energy kilojoules

**Amber foods:**
- have some nutritional value
- contain moderate levels of saturated fat and/or added sugar and/or salt
- can, in large serve sizes, contribute excess energy in kilojoules

**Red foods:**
- lack adequate nutritional value
- are in high in saturated fat and/or added sugar and/or salt
- can contribute excess energy in kilojoules

The long term aim is to apply this system to other situations where food is involved.

**ACPS Anaphylaxis Management Policy** - Aranmore CPS is an Allergy Aware School. *(Policy to be reviewed in 2015)*

**Healthy Food and Drink Choices at Aranmore Catholic Primary School**
The Healthy Food and Drink Choices Policy include:

**Class Parties**
- May be scheduled once per semester each year.
- Have children share food that is bought in for each party. For example in 1st semester only boys bring the foods for the party. Alternatively all students with surnames A – K, birthdates before July, Green Class/Red Class or whatever provides a balanced number of students. In 2nd semester alternate with whoever didn't bring food in the first semester.
• Teachers will send home suggested checklist of types of foods that could be brought in for class parties ensuring it adheres to the Traffic Light system – green foods more and amber less.

• Class parties, where possible, should be held on either a Tuesday or Thursday (as these are non-Canteen days)

• Only small plates of food be sent in to class and teachers will assign boys/girls or factions to bring food in, to avoid wastage.

For more ideas and information on healthy snack foods and reading labels please visit these websites.

Healthy Snacks

Reading Food Labels

Class Cooking
• Teachers who plan for cooking learning experiences should follow the Traffic Light system in choosing healthy recipes for the children to make.

• Foods to make may include:
  o Pikelets
  o English muffin base pizzas
  o Healthy fruit muffins
  o Healthy fruit slice
  o Banana bread
  o Lasagne
  o Fried rice

Recipe ideas can be found at
• http://www.heartfoundation.org.au/Recipes/Pages/default.aspx

Class Rewards
Teachers will use a non-food item based reward system in the classroom to support the healthy ethos of the school and reinforce the health lessons taught in the classroom.

Children Birthdays
Birthdays are celebrated in class with the teacher and classmates and each student receives a Happy Birthday sticker and has the ‘Happy Birthday’ song sung to them. Some classes have a birthday hat, crown, badge etc. Each month those children who have had a birthday will have their birthday celebrated at liturgical singing and receive a birthday pencil. The children’s birthdays are well celebrated at school and parents should not feel pressured to send in treats. However, if parents still choose to send something in, a suggestion would be a small non-food item eg mini note pad, eraser, bookmark, pencil topper, key ring. If parents choose a food item then it needs to align with the traffic light system and food items from the suggested list may be brought in. Parents are asked to support the school by not sending in chocolate, cupcakes, lollies, chips, etc.
A suggested food list based on the recommendations from the Heart Foundation and the Dieticians Association of Australia are provided below. These suggestions are based on the simple guide of being low in fat and low in added sugar. A good way to tell if an item is low in fat or sugar is to read the nutrition information panel and the ingredient list on the packet. Ingredients by law must be listed from greatest to smallest. So if sugar or a sugar source (maltose, glucose) is the first ingredient then this will form the largest part of the food.

Nutrition information panels provide information about the energy (kilojoules), protein, total fat, saturated fat, carbohydrate, sugars and salt (sodium). The information is listed per serve, and per 100g. Use the per 100g column to compare products, as serve sizes are different between brands.

Types of foods that can be brought in for class parties/birthdays, aligning with the Traffic Light system, based on the recommendations from the Heart Foundation and the Dieticians Association of Australia, include:

- Pikelets
- Muffins or cakes that are fruit based (e.g. banana cake, apple and cinnamon muffins)
- Pop corn
- Fruit pieces or kebabs (fresh or frozen)
- Vegetable dippers with hummus, guacamole or salsa
- Sushi
- Muffin or pita bread pizzas with lean meats cheese
- Cheese sticks and crackers
- Raisin bread or toast
- Fruit platter or kebabs with yoghurt dip
- English muffins
- Fruit platter
- Corn on the cob
- Rice cakes or crackers (plain)
- Corn or rice cakes with mashed banana or cheese
- Crumpets or English muffins lightly buttered.
- Plain biscuits e.g. grissini sticks, shredded wheatmeal, arrowroot, milk coffee

**Crunch and Sip**

Crunch and Sip is a set break time where children can eat fruit or vegetables and drink water in the classroom. Students refuel with fruit or vegetables during class time at approximately 10am each day, assisting physical and mental performance and concentration. Each student also has a water bottle in the classroom from which they can drink from throughout the day. Through Crunch and Sip, Aranmore demonstrates its commitment to nutrition education in the classroom, by making links with the curriculum and creating a supportive school environment that promotes healthy eating.

The objectives of the Crunch and Sip break are to:

- Increase awareness of the importance of eating fruit or vegetables and drinking water every day.
• Enable students, teachers and staff to eat fruit or vegetables during all allocated Crunch and Sip break in the classroom.
• Encourage students, teachers and staff to drink water throughout the day in the classroom, during break times and at sports, excursions and camps.
• Encourage parents to provide students with fruit or vegetables every day.
• Develop strategies to help students who don’t have regular access to fruit and vegetables.

**Whole School Celebrations/Events and Religious Celebrations**
Aranmore celebrates Easter, Christmas and Sacraments as special events on the religious calendar through assemblies, school masses and classroom lessons. Should children wish to share treats such as Easter eggs and candy canes with their friends, we ask that you support the Healthy Food and Drink Choice Policy and therefore share out of school time. Any whole school celebration which may involve a special treat will be limited and consumption carefully monitored by the staff.

**Parent Information sessions**
Aranmore will endeavour to organise annual parent information sessions on topics such as: Healthy lunch box ideas, Eating for Sports Performance, Healthy Body – Healthy Brain, Eating for Energy.

**Lunchboxes**

**PURPOSE AND ROLE OF THE CANTEEN**
The objectives of the Aranmore Primary School Canteen are:-

1. **To provide a variety of nutritious foods meeting the food selection criteria of the W.A. Government’s Policy & Standards**
   This will be achieved by:
   • Including a variety of calcium-rich low fat foods, such as milk, yoghurt and cheese
   • Having milk and water available for sale
   • Limiting the sale of foods high in sugar, salt and fats
   • Providing a variety of fresh fruit and vegetables
   • Gradually phasing out foods and products that are not recommended

   Products will be measured against the National Federation of Canteens in Schools (FOCIS) Nutrient Criteria to determine if they are able to be registered in the Star Choice Buyer’s guide. All processed food and drink sold in the canteen must meet a minimum nutrient standard.

   It is anticipated that when time and personnel permit, application for recognition under the Star Cap rating (Star Cap currently under review, 2007).

2. **To provide interesting and appetising food at reasonable prices.**
   This may be achieved by:
   • Trialing new foods and products regularly
   • Promoting healthy foods in new and appealing ways
   • Encouraging the canteen personnel to attend relevant food expos, canteen network meetings, talks and in-services

3. **To provide students with practical learning experiences about making healthy food choices and to reinforce nutrition lessons learnt in the classroom.**
   This will be achieved through:
   • School programme such as promotional and educational Crunch and Sip
   • Health lessons
   • Health based school incursions
4. To encourage the development of good eating habits consistent with the Dietary Guidelines for Australian Children and Adolescents.

5. To develop an appreciation of the social, ethnic and cultural aspects of foods, as well as the nutritional aspects.  
   This will be achieved by celebrating special days and events with appropriate foods.

6. To provide a safe environment and appropriate foods for students and staff with special dietary needs.  
   This will be achieved by:
   - Accommodating individual dietary and allergy requirements, where feasible, after discussion with staff and parents and obtaining expert advice, if necessary
   - Removing from the canteen and the canteen menu nuts, nut spreads and foods containing nuts and fish products, as far is practicable (bearing in mind limitation of food labeling)
   - Provide specific and appropriate information to Canteen Manageress regarding students with food allergies as deemed necessary

7. To demonstrate high standards of hygiene in relation to the preparation, storage and serving of food at the canteen in accordance with the Health (Food Hygiene) Regulations 1993 (WA)  
   This will be achieved by:
   - Providing appropriate training and information for canteen volunteers by viewing the Food Safe Food Handler training video
   - Displaying the current Food Safety Standards in the school canteen and ensuring they are followed

8. To function as an open, financially accountable and efficient service.

9. To encourage courtesy and consideration among all personnel using the canteen facilities.

10. To provide an opportunity for parent involvement in their children’s education environment.
   This will be achieved through:
   - Extension of school programmes e.g. Crunch and Sip into children’s homes
   - Regular healthy eating publications in the school newsletter

11. To provide a financial contribution towards the school.


OPERATING STRUCTURE
Aranmore Primary School Canteen is a School Board operated canteen and employs a Canteen Manageress to run the Canteen. The Canteen Manageress is responsible directly to the School Principal.

Canteen Manageress:  
Supervisor’s Duties, Role & Responsibilities:
- Implement and promote the Canteen Policy
- Stock each term
- Ordering Stock
- Check deliveries for quantity and quality
- Shop daily for perishables
- Compiling menus and pricing items
- Make decisions with the Principal on what food to sell (within policy guidelines) and obtain approval for selling prices of new items
- Marketing wares and specials through school Newsletter
- Roster preparation
- Obtain replacement helpers as necessary
- Supervise voluntary workers
- Canteen to be available to cater for school functions with a notification period of one week’s time
- Prepare the service area for operation and plan the day’s work
- Make sure the canteen is maintained in a hygienic condition
- Cleaning and maintaining code standards of premises and advising the Principal of any changes required
- Shall provide essential safe equipment and ensure it is well maintained
- Extra major Cleaning - Defrosting fridges and freezers
  - Spring Cleaning end of every term
- Check security when leaving e.g. Power, windows, doors, cupboards, and fridges
- Turn off and thoroughly clean out all electrical equipment at the end of each school term
- Undertake training appropriate to the position
- Preparing monthly financial statements for presentation at School Board Meetings
  - Finance Officer
- Producing a monthly balance sheet and reconciling bank statements
  - Finance Officer
- Be accountable to the Principal for their actions
- Make available any profits to the School Board after all operational costs have been met
- Banking three times per week depending on income
- Paying accounts, writing cheques – Finance Officer
- Checking invoices and statements
- Complete an Occupational Health and Safety audit monthly

The Canteen Manageress job is a paid position through the School Board.

**Volunteer Worker’s Duties, Role & Responsibilities:**
- To be dependable
- Serve students at the window
- Wash dishes and utensils
- Prepare foods in accordance to the Health and Hygiene Policy and in compliance with Food Standards and relevant Western Australian legislation and confirming to the Occupational Health and Safety Act
- To abide by the policy of the canteen
- To communicate with the appropriate person (Canteen Manageress) if a problem arises
- To be hygienic
- To provide a friendly and courteous service to all children, parents, school staff and any other visitors to the school

**CANTEEN MANAGEMENT PROCEDURES**
- Canteen Manageress work hours are 8am to 2pm Monday, Wednesday, Friday
- Voluntary workers are to arrive between 9.00am and 9.15am
- Any accident must be recorded in the “Accident Book” and reported to the Principal
- Completion of paperwork including checking off items delivered and filing appropriate delivery dockets and invoices
- Thermometers checked everyday
- Storing stock away ensuring First In First Out stock rotation methods are followed
- Cleaning and sanitizing of all surfaces and general tidying
- Removal of all items requiring laundering
For health reasons, hands must be washed before handling any food and especially after handling money.

Gloves are to be worn when preparing food and changed regularly. Long hair to be tied up and hair nets are encouraged to be worn, aprons are available.

All staff and volunteers are to wear enclosed footwear. Shoes with heels and open sandals are not acceptable.

Tongs are to be used at all times to handle food.

No smoking is permitted in the Canteen or on school property.

Garbage is to be placed outside the Canteen before closing.

To meet the requirements of the School Insurance Policy no children are permitted to enter the canteen.

Ensuring the canteen is locked up including closing all windows/shutters.

FINANCIAL MATTERS

True records shall be kept of the monies received and expended. Records are kept by the Canteen Manageress, Principal, Finance Officer and the School Board Treasurer.

The Canteen Manageress will undertake a stock take at the end of each term.

Records are to be made available to be audited annually by the school selected auditor.

Monies to be counted daily by the Canteen Manageress.

Monies are to be banked at the NAB Bank three times a week by the Canteen Manageress (depending on intake).

All accounts are to be paid by cheque. There are to be no cash transactions – Finance Officer. Purchases are by invoice or store account.

Cheques are to be prepared and issued by the Finance Officer and signed by the Principal/Assistant Principal.

Stock is ordered weekly and monitored through patterns of purchase. Orders are made from a selection of suitable, reliable, convenient and competitive suppliers/wholesalers.

It is recommended that a small profit margin be maintained.

An auditor shall be appointed by the Principal.

The auditor shall at all times have reasonable access to the financials and other documents of the canteen as required for the purpose of auditing.

All income received by the canteen shall be distributed accordingly:

- Canteen Manageress wages
- Canteen maintenance and replacement of stock and equipment.
- The purchase of additional equipment for the efficient running of the Canteen.
- The School Board to be used as the Principal sees fit in relation to the school budget.

HYGIENE

The Department of Health guidelines and the schools Hygiene Policy are to be followed in relation to the preparation, storage and canteen cleanliness.

Hygiene Policy:

- Clothes are to be clean every day (an apron will be provided for you to protect your clothes).
- Hair should be clean, long hair securely tied back and every volunteer who is preparing food should wear a head covering which keeps their hair contained (a hair net is provided for this).
- Encourage volunteers not to wear jewellery (except a plain wedding band) or watches when handling food.
- Keep fingernails short and clean. Encourage volunteers not to wear fingernail polish or artificial fingernails.
- Encourage volunteers to wear gloves when preparing food.
• Do not spit, smoke or chew gum in food preparation areas
• Do not sneeze, blow or cough over food or food contact surfaces
• Do not eat any food in the food preparation area
• Wash hands in hand basin provided and only use disposable paper towels to dry hands
• Use tongs, forks or gloves when handling ready to eat foods
• Cover any cuts with a waterproof bandage

NUTRITION
The Canteen is a Healthy Food Canteen. The Canteen Manageress obtains advice from the West Australian School Canteen Association to guide the selection of foods available in the Canteen. The Canteen promotes healthy food through the School Newsletter, website and at the P&F meetings.

INSURANCE
The Canteen Manageress and volunteers are covered by the School insurance policy.

ACCOUNTABILITY
The Finance Officer is accountable for financials. The Canteen Manageress is accountable for preparing profit margins for approval. The Canteen Manageress is also responsible for stock takes. The Finance Officer is responsible for reconciling income and expenditure with the bank Statements.

ENTITLEMENTS FOR VOLUNTARY WORKERS
Voluntary workers are entitled to:

• Morning tea – consisting of tea/coffee and food item
• Lunch – food item and drink

Additional items may be purchased from the Canteen.

CANTEEN RULES

• Foods high in salt, sugar or fat are not to be on the Canteen menu.
• Lunch orders for Staff and students must be placed with canteen staff by 9.00am each day
• Late orders for any food may not be accepted after the end of recess. If a lunch order is requested after this time, the Canteen Manageress may provide basic sandwich/roll if unable to fulfill order
• Only students buying and/or ordering will use the canteen area
• Quiet and orderly behaviour is expected whilst waiting to be served
•Courtesy will be extended to all canteen personnel
• Students collecting orders will be given preference before others are to be served.
• The opening of the canteen each morning is the responsibility of the Canteen Manageress
• Only the rostered volunteers are to be in the canteen
• No children are permitted in the canteen for any reason.
• Any student who does not have lunch may be sent to the canteen where arrangements will be made for the student to obtain a basic sandwich or roll and any amount owing will be written down and given to the student to take home. The name of student and amount will be recorded in "Money Owed Book”

CANTEEN POLICY

• A current copy of this policy and supporting documents will be on permanent display in the school canteen
• A current copy of this policy and supporting documents will be filed in the school office with other school policies and copies will be available to staff and parents
• All canteen volunteers will be shown the Canteen Policy as part of their orientation
The canteen policy will be reviewed regularly. All recommendations shall be brought to the attention of the Principal. Responsibility for this Policy’s implementation remains with the Canteen Manageress and the Principal.

REPAIRS AND MAINTENANCE
- Repairs and maintenance requirements are to be reported to the Principal
- Principal to advise what course of action is to take place

PROMOTIONS
Canteen Menu will be published in the School Newsletter at the beginning of each term. Canteen special days, sales and activities will be promoted also through the School Newsletter.