

(Revised September 2025)

Policy Statement:

Mueller College Outside School Hours Care Service has a duty of care outlined in the Food Standards Australia/New Zealand Act 1991 to ensure that all persons are provided with a high level of food safety and practices during the hours of the Service's operation.

Background:

Many food-borne illnesses are caused by poor food handling practices during the preparation and/or serving stages. Bacteria can grow in foods based on meat, poultry, fish, eggs, milk or soy. They also grow in cooked rice, pasta and vegetable dishes.

Food should be kept chilled at 5°C or colder to prevent food poisoning bacteria from growing. Food poisoning bacteria will start to multiply when chilled food is reheated to temperatures above 5°C. They will stop multiplying when the food reaches 60°C. Food needs to be reheated rapidly to 60°C or hotter.

It is essential that people handling food practise high standards of personal hygiene as bacteria and other microbes live on all parts of the body. Food preparation areas and utensils used need to be kept clean and sanitised to reduce the risk of bacterial contamination.

Important terms:

Children and young people	Refers to the children and young people present in the care environment.
Educator	Refers to the staff employed by the Service to provide care for children and young people attending.
Parent/guardian	Refers to the primary carer/s of the child or young person attending the Service.
Family	Refers to the group of people, including the primary carer which engage daily with the child or young person in the home environment.
Hygiene	conditions or practices conducive to maintaining health and preventing disease, especially through cleanliness.
Contamination	the action or state of making or being made impure by polluting or poisoning.
Cross-contamination	the process by which bacteria or other microorganisms are unintentionally transferred from one substance or object to another, with harmful effect.

Legislation

National Quality Standard (NQS):

- Quality Area**
- 1: Educational Program & Practice**
 - 2: Children's Health & Safety**
 - 6: Collaborative Partnerships with Families & the Community**
 - 7: Governance & Leadership**

1.2	Practice	Educators facilitate and extend each child's learning and development.
1.2.1	Intentional teaching	Educators are deliberate, purposeful, and thoughtful in their decisions and actions.
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
3.1	Design	The design of the facilities is appropriate for the operation of a service.
3.1.1	Fit for purpose	Outdoor and indoor spaces, buildings, fixtures and fittings are suitable for their purpose, including supporting the access of every child.
7.1	Governance	Governance supports the operation of a quality service.
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.
7.2	Leadership	Effective leadership builds and promotes a positive organisational culture and professional learning community.
7.2.3	Development of professionals	Educators, co-ordinators and staff members' performance is regularly evaluated, and individual plans are in place to support learning and development.

Education and Care Services National Regulations

77	<p>Health, hygiene and safe food practices</p> <p>(1) The approved provider of an education and care service must ensure that nominated supervisors and staff members of, and volunteers at, the service implement—</p> <ul style="list-style-type: none"> (a) adequate health and hygiene practices; and (b) safe practices for handling, preparing and storing food— to minimise risks to children being educated and cared for by the service. <p>Penalty: \$2200.</p> <p>(2) A nominated supervisor of an education and care service must implement, and ensure that all staff members of, and volunteers at, the service implement—</p> <ul style="list-style-type: none"> (a) adequate health and hygiene practices; and (b) safe practices for handling, preparing and storing food— to minimise risks to children being educated and cared for by the service. <p>Penalty: \$2200.</p> <p>(3) A family day care educator must implement—</p> <ul style="list-style-type: none"> (a) adequate health and hygiene practices; and (b) safe practices for handling, preparing and storing food— to minimise risks to children being educated and cared for by the educator as part of a family day care service. <p>Penalty: \$2200.</p> <p>Note. A compliance direction may be issued for failure to comply with subregulation (1).</p>
78	<p>Food and beverages</p> <p>(1) The approved provider of an education and care service must ensure that children being educated and cared for by the service—</p> <ul style="list-style-type: none"> (a) have access to safe drinking water at all times; and (b) are offered food and beverages appropriate to the needs of each child on a regular basis throughout the day. <p>Penalty: \$2200.</p> <p>(2) A nominated supervisor of an education and care service must ensure that children being educated and cared for by the service—</p> <ul style="list-style-type: none"> (a) have access to safe drinking water at all times; and (b) are offered food and beverages on a regular basis throughout the day. <p>Penalty: \$2200.</p> <p>(3) A family day care educator must ensure that children being educated and cared for by the educator as part of a family day care service—</p> <ul style="list-style-type: none"> (a) have access to safe drinking water at all times; and (b) are offered food and beverages on a regular basis throughout the day. <p>Penalty: \$2200.</p>
79	<p>Service providing food and beverages</p> <p>(1) The approved provider of an education and care service that provides food or a beverage to children being educated and cared for by the service must ensure that—</p> <ul style="list-style-type: none"> (a) the food or beverage provided is nutritious and adequate in quantity; and (b) the food or beverage provided is chosen having regard to the dietary requirements of individual children taking into account— <ul style="list-style-type: none"> (i) each child's growth and development needs; and (ii) any specific cultural, religious or health requirements. <p>Penalty: \$2200.</p> <p>(2) A nominated supervisor of an education and care service that provides food or a beverage to children being educated and cared for by the service must ensure that—</p> <ul style="list-style-type: none"> (a) the food or beverage provided is nutritious and adequate in quantity; and (b) the food or beverage provided is chosen having regard to the dietary requirements of individual children taking into account— <ul style="list-style-type: none"> (i) each child's growth and development needs; and (ii) any specific cultural, religious or health requirements. <p>Penalty: \$2200.</p> <p>(3) A family day care educator who provides food or a beverage to children being educated and cared for by the educator as part of a family day care service must ensure that—</p> <ul style="list-style-type: none"> (a) the food or beverage provided is nutritious and adequate in quantity; and (b) the food or beverage provided is chosen having regard to the dietary requirements of individual children taking into account— <ul style="list-style-type: none"> (i) each child's growth and development needs; and (ii) any specific cultural, religious or health requirements. <p>Penalty: \$2200.</p> <p>(4) To avoid doubt, this regulation does not apply to food or a beverage provided by a parent or family member for consumption by the child.</p>
80	<p>Weekly menu</p> <p>(1) The approved provider of an education and care service that provides food and beverages (other than water) to children being educated and cared for by the service must ensure that a weekly menu—</p> <ul style="list-style-type: none"> (a) is displayed at a place at the education and care service premises accessible to parents of children being educated and cared for by the service; and (b) accurately describes the food and beverages to be provided by the service each day. <p>Penalty: \$1100.</p>

	<p>(2) A nominated supervisor of an education and care service that provides food and beverages (other than water) to children being educated and cared for by the service must ensure that a weekly menu—</p> <p>(a) is displayed at a place at the education and care service premises accessible to parents of children being educated and cared for by the service; and</p> <p>(b) accurately describes the food and beverages to be provided by the service each day.</p> <p>Penalty: \$1100.</p> <p>(3) A family day care educator who provides food and beverages (other than water) to children being educated and cared for by the educator as part of a family day care service must ensure that a weekly menu—</p> <p>(a) is displayed at a place at the family day care residence or approved family day care venue accessible to parents of children being educated and cared for by the service; and</p> <p>(b) accurately describes the food and beverages to be provided by the family day care educator each day.</p> <p>Penalty: \$1100.</p> <p>(4) To avoid doubt, this regulation does not apply to food and beverages provided by a parent or family member for consumption by the child.</p>
106	<p>Laundry and hygiene facilities</p> <p>(1) The approved provider of an education and care service must ensure that the service has—</p> <p>(a) laundry facilities or access to laundry facilities; or</p> <p>(b) other arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering—</p> <p>that are adequate and appropriate for the needs of the service.</p> <p>(2) The approved provider of the service must ensure that laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children.</p>

Education and Care Services National Law

301 (3,f)	<p>(3) Without limiting subsection (1), the national regulations may provide for the following—</p> <p>(f) requirements and standards to be complied with for safety, security, cleanliness, comfort, hygiene and repair of premises, outdoor spaces, fencing, gates, resources and equipment used for providing education and care services;</p>
--------------	---

Principles:

The Service aims to provide a healthy environment where measures are taken to ensure the safety and well-being of both children or young peoples and educators. Educators, children or young peoples and families have a shared responsibility to implement the Food Handling & Food Safety Policy and hygiene practices.

Preventative measures are applied to prevent cross contamination, to ensure safe handling of food, and to promote thorough food hygiene practices. Educators understand the importance of implementing and adhering to the Service's Food Handling & Food Safety Policy.

Storing Food

Food service facilities shall ensure that they purchase ingredients from reputable suppliers, which have adequate systems to prevent cross contamination, and supply foods that are kept at the correct temperature.

- Children and young people's lunchboxes are to be stored in their bags or in the fridge provided.
- When opening a new food product, store leftovers in a sealed container, labelled with the name of the product, the day it was opened, allergens and the expiry or used by date.
- Stored foods must clearly display 'Used by' or 'Best Before' dates.
- Chilled food kept at below 5⁰ Celsius
- Hot food kept above 60⁰ Celsius
- Any meat products must be stored at the base of the fridge or freezer and should not, at any time come in contact with fresh food ingredients such as fruit or salad.
- Raw meat in sealable containers at the bottom of the fridge
- Food stored in the freezer will be kept away from first aid items such as ice packs. Fruit and Vegetables will be monitored for freshness.
- Dried foods off the floor, ideally in suitable containers, to protect them from pests Food will be covered during storage and, as far as practical, during handling.
- Food items used for craft will be stored in sealed containers in the craft storeroom labelled 'For craft only'. These will not be used for edible cooking activities.

Mobile/Temporary Premises

- Mobile and Temporary premises for storing, preparing and handling food are, as far as is practicable, subject to the same provisions as other food service facilities. In particular these premises must ensure that:
 - There are adequate facilities to store, prepare and serve food safely in accordance with the provisions of this policy
 - Adequate washing facilities are accessible

Transporting Food

- Contamination of foods during transportation shall be controlled through ensuring that:
 - All food is transported in packaging or containers
 - Chilled or hot foods are maintained at the correct temperature (refer above section)
 - Raw foods and ready-to-eat foods are kept apart
- Vehicles used to transport foods should be maintained in good repair and clean with separate storage for food and non-food products.

Cooking

- Potentially hazardous foods must be kept either at 5°C or colder. (2)
All poultry, pork, minced/chopped meat (including burgers and sausages) and rolled joints should be cooked thoroughly with the centre of the meat maintained at:
 - 60° Celsius for at least 45 minutes; or
 - 65° Celsius for at least 10 minutes; or
 - 70° Celsius for at least 2 minutes; or
 - 75° Celsius for at least 30 seconds; or
 - 80° Celsius for at least 6 Seconds
- Where cooked food is not being kept hot until serving, it should be cooled as quickly as possible.
- All probes, skewers and thermometers should be maintained clean and disinfected between foods.
- Foods provided will be served and stored as recommended by food safety standards for the time periods deemed acceptable.
- Food grade containers will be used for food items only and not interchanged between craft and food activities. Craft based activities will use craft allocated bowls and utensils separate to food grade items.

Heating

- Heated food will be only provided in accordance with the manufacturer's instructions. Other cooked items may be checked using a food thermometer to ensure it is heated through as per food safety standards.
- Foods which have been commercially produced and require heating for children and young people's will be heated in accordance with the manufacturer's instructions and checked with a probe thermometer that the food has reached to at least 60°C and then allowed to cool before serving.
- To heat, place food into heat proof microwave dish. Heat food in microwave covered by paper towel. Use smaller amounts of time to avoid overheating and burning the food. Mix food thoroughly and check temperature, turning on food thermometer on, insert into food and wait until reading stabilises.
- If the temperature is below 60°C heat further. If the temperature is over 60°C allow to cool to an edible temperature, mix thoroughly (to avoid hotspots) and serve to

children and young people in a plastic bowl or plate. Educators will check all hot foods to ensure the correct cooling temperature is reached before serving to children and young people.

- Any hot food or beverages must be consumed at a table supervised by staff.
- Staff will not be permitted to have hot drinks in areas accompanied by children and young people. All hot beverages should be in a travel mug to help avoid spills.

Allocated chopping boards

- Using coloured chopping boards helps prevent cross-contamination by assigning different colours to specific food types, such as red for raw meat and green for vegetables.
- This separation reduces the risk of harmful bacteria from raw foods transferring to ready-to-eat items. Proper training and consistent use of the colour-coded system are essential for maintaining food safety in our kitchen.
- Each colour represents a specific category to help maintain hygiene and food safety:
 - **White** – for **dairy and bakery products**
 - **Red** – for **uncooked meat**
 - **Blue** – for **uncooked seafood**
 - **Brown** – for **cooked meat and seafood**
 - **Green** – for **vegetables and fresh produce**
 - **Yellow** – for **uncooked poultry**

Safe use of cooking appliances

- Educators should remain with appliances when they are being used. Examples of this may be toasters, coffee machines or sandwich press.
- Things on the stove should never be left unattended.
- All appliances should be turned off at the wall when finished with.
- If boiling water is required during Service opening times a kettle may need to be boiled. The kettle should be placed on the kitchen bench away from the student opening.
- The kitchen should be locked, or a staff member should remain with the kettle while it is being boiled.
- Once boiled use the required water and immediately empty the rest of the water down the drain of the sink. **DO NOT LEAVE ANY WATER IN THE KETTLE.**

General Hygiene

You are required to:

- Avoid handling ready-to-eat food such as salads and cooked food – use tongs or other implements instead
- Wear clean outer clothing, apron and where practicable, protective food handling gloves
- Tie hair back and use hair net or cap
- Avoid touching your face or hair
- Ensure bandages and dressings on exposed parts of your body (such as hands, arms or face) are covered with waterproof coverings
- Not eat over uncovered food or equipment and utensils
- Not sneeze, blow or cough over uncovered food or utensils; and
- Not spit, smoke or chew tobacco where food is handled.

Handwashing

- The rules of hygiene will be included in the children and young people's program and educators will initiate discussion about these subjects with groups and individual children and young people at appropriate times.
- Educators will wash hands regularly throughout the day as per the Handwashing & Hygiene Policy & Procedure.
- Gloves should be worn when cooking, preparing and serving food.
- Children and young people will wash and dry their hands thoroughly as per the Handwashing & Hygiene Policy & Procedure.

Educators will:

- Will participate in annual food safety training delivered by an external party.
- Ensure food preparation that meets the standard will only happen at the Service when a trained food supervisor is present.
- Ensure food should not be prepared for children and young people on a daily basis (including cutting up fruit), except for when it is part of the educational program. Exceptions of this will be at the discretion only of the Nominated supervisor for the purpose of providing a specialist lunch in the program, no more than 4 times per year, or preparing food to which the proceeds go to support charity.
- Ensure food service facilities, equipment and surfaces shall be maintained clean and where necessary disinfected according to an established cleaning schedule.
- Ensure waste shall not be permitted to build up in food areas and be removed frequently.
- Ensure food scraps and rubbish will be thrown out immediately into lined bins which will be emptied daily.
- Ensure food that is not fit to be eaten will be disposed of appropriately and placed into compost if possible.
- Ensure all compost bins will be always covered.
- Ensure the refrigerator will be cleaned regularly as per the cleaning register.
- Ensure table surfaces from which children and young people may be eating at will be thoroughly cleaned prior to use. Tables are wiped clean with 'Use All' Cleaner and then disinfected with 'Eucalyptus 80'.
- Employ the use of 'eating tables' during periods of free play to allow children and young people the autonomy to eat as needed without compromising their health and safety.
- Will be encouraged to clean regularly throughout the activities of the day.
- Dishwasher will be set hot to properly sanitise plates, cups and utensils. If washing by hand, rinsed dishes will be left to air dry.
- Educators will be educated on correct cleansing and sanitising procedures and will adhere to the relevant cleaning registers to ensure cleanliness of food areas.
- All food preparation surfaces and utensils will be kept clean.
- Educators will be made aware of potentially hazardous foods:
 - raw or cooked meat or foods containing meat such as casseroles, curries and lasagne
 - dairy products - e.g. milk, custard, dairy based desserts
 - seafood
 - processed fruits & vegetables e.g. salads
 - cooked rice and pasta
 - foods containing eggs, beans, nuts and other protein rich foods e.g. quiche

foods that contain these foods e.g. sandwiches & rolls

Educators will work to prevent cross contamination:

- Educators will avoid any unnecessary contact with food and will wear gloves during preparation and serving.
- Educators will use separate utensils or thoroughly wash utensils between handling raw and ready to eat foods.
- Staff will encourage children and young people not to use drinking or eating utensils that have been used by another student or dropped on the floor.
- Educators will not permit children and young people to eat food that has fallen on the ground or has been handled by another student.
- Educators will encourage children and young people not to use drinking or eating utensils that have been used by another student or dropped on the floor.
- Food will be prepared, kept, and served hygienically in accordance with Australian food safety standards.
- Cleaning chemicals and other non-food items will be stored away from food items.

Food should be handled to prevent contamination and hence handlers should:

- Observe good personal hygiene (refer Section)
- Use different chopping boards/work surfaces, equipment and utensils for raw and ready-to-eat food
- Clean equipment and surfaces thoroughly before and after use
- Avoid unnecessary handling of food, staff to wear gloves
- Minimise the time chilled food remains out of the fridge
- Fresh fruit will be washed and placed in the fridge for children and young people to access whole.
- Children and young people will not be in the food preparation area unsupervised.

Staff Are Not handle food if:

- You are ill with vomiting, diarrhoea, fever or sore throat; or
- Your doctor has diagnosed that you have or carry a foodborne illness; or
- You have infected sores on your hands, arm or face; or
- You have any discharge from your ears, nose or eyes (such as a cold).

Lead Educators will, in additional to the above:

- Will participate in annual food safety training delivered by an external party.
- Engage in FSS training as outlined in the Standards if nominated as a Safety Supervisor

The Approved Provider & Nominated Supervisor will

- Appoint a food Safety supervisor should it be deemed necessary under 'Food Standards Australia'.
- Ensure food handling areas are designed to permit food handlers to work hygienically and maintain the premises clean. All areas should be adequately protected from pests.
- Ensure there are suitable facilities (including hot and cold-water supply) for staff to wash their hands, food and equipment shall be provided in the form of a:
- Ensure there are separate basins stocked with liquid soap and running hot and cold water for washing hands in food areas
- Ensure there is a separate sink for washing food
- Ensure there is a sink for cleaning premises, equipment, utensils, etc
- Ensure there is a disposable towel facility
- Ensure there are disposable gloves available
- Take reasonable steps to ensure that nominated supervisors, educators and staff follow these policies and procedures.

- Share the 'Food Handling, Safety & Storage Policy and Procedure' with all employees upon their induction and ensure that copies of the policy and procedures are readily accessible to nominated supervisors, co-ordinators, educators and staff, and available for inspection.
- Additional professional development will be provided as needed and during review processes.
- All Service policy will be reviewed annually through consultation with all stakeholders or sooner should there be identified changes or updates to legislative requirement.

See also:

- Mueller OSHC Handwashing & Hygiene Policy & Procedure
- Mueller OSHC Cleanliness & Sanitising Policy & Procedure
- Mueller OSHC Food Safety Program

REFERENCES:

- Education and Care Services National Law Act 2010, Current as at October 2024
- Education and Care Services National Regulations, Current as at September 2025
- Education and Care Services National Law Act (QLD) 2011, Current as at September 2025
- Guide to the National Quality Framework, Revised September 2025
- National Quality Standard, Revised 1 February 2018
- Guide to the National Quality Standard, Revised May 2022
- Food Industry Fact Sheet
- Safe Food Australia, A guide to the Food Safety Standards, fourth Edition, Feb 2023
- Cleaning and Sanitising - Public Health Fact Sheets Queensland Government Sept. 2003
- Food Safety Standards Information for Child Care Providers – Queensland Health Qld Government
- Child Care and Children's Health - Health Care Information for Child Care Staff and Families from the Royal Children's Hospital, Melbourne –Putting Children First NCAC
- NHMRC – Dietary Guidelines for Children and Adolescents in Australia

REVIEW

POLICY REVIEWED BY:	Rachel Rose	OSHC Director	09/09/25
POLICY REVIEWED	SEPT 2025	NEXT REVIEW DATE	JAN 2026
VERSION NUMBER	V2.3		
MODIFICATIONS	<ul style="list-style-type: none"> • New legislation 		
POLICY REVIEWED	PREVIOUS MODIFICATIONS		PAST REVIEW DATE
	<ul style="list-style-type: none"> • Updated references • Addition of review table 		JAN 2025
	<ul style="list-style-type: none"> • Formatting • Chopping boards • Food safety program reference 		JUNE 2025