



<b>POLICY TITLE:</b>	<b>SCHOOL CANTEENS</b>
<b>PUBLISHED:</b>	2007
<b>IDENTIFIER:</b>	SCP200708
<b>LEGISLATION:</b>	<i>Australia New Zealand Food Authority Act 1991</i> <i>Food Act 2001 (ACT)</i> <i>OH&amp;S 1989 (ACT)</i> <i>Australia and New Zealand Food Standards Code:</i> <i>(Standards 3.1.1 Interpretations and applications</i> <i>3.2.1 Food safety and programs</i> <i>3.2.2 Food safety practices and general</i> <i>requirements</i> <i>3.2.3 Food premises and equipment)</i>

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## 1. POLICY STATEMENT

### 1.1 Canteen operators and canteen staff will:

- design menus and promote and provide food and beverages to support health and wellbeing
- reinforce nutrition and related programs including the social aspects of food and its enjoyment
- keep the wellbeing of the student foremost in mind in decisions about services and procedures. This means that planning and services take into account ethnicity, language, culture, religion, social and economic conditions
- respond (through practices and procedures) to changing priorities of a dynamic school community
- maintain effective links with students, staff, parents and the wider community
- provide opportunities for schools to promote health and wellbeing.

### 1.2 The Department recognises that any school canteen is required to operate as a viable business while supporting the health and wellbeing of its consumers.

## 2. RATIONALE

### 2.1 Canteens have a primary role in providing food services to students and the wider school community. They also provide opportunities for students to make informed consumer decisions.

### 2.2 The operation of a canteen in a school provides opportunities to complement and support student learning by reinforcing teachers' messages about food. The social, cultural, environmental and nutritional aspects of food can be addressed through:

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- school communities committing to the Health Promoting Schools approach
- canteens reinforcing nutrition education
- the provision of food and beverages based on the current Australian dietary guidelines for children and adolescents
- reinforcing environmental education particularly in regard to waste management.

### 3. DEFINITIONS

#### ***Accredited School***

A school that has achieved accreditation through the ACT Department of Education and Training School Canteen Accreditation. Schools with accredited canteens demonstrate a model of best practice by adopting a whole school approach to good nutrition:

<http://www.act.schoolcanteen.org.au/training.php>

#### ***ACTSCA***

The ACT School Canteen Association Inc.

#### ***Canteen***

A food business that provides food and beverage to a school population.

#### ***Canteen Manager***

The person responsible for managing the operations of a Canteen, including supervising employees and volunteers involved in operating the Canteen.

#### ***Canteen Staff***

The paid or volunteer staff delivering canteen services.

#### ***Canteen Operator***

A registered business and/or Parents' and Citizens' Association Incorporated operating a Canteen in a school.

#### ***DETSCA***

The Department of Education and Training School Canteen Accreditation.

#### ***Food Business***

Defined under the *Food Act 2001* as a business enterprise or activity ...that involves the handling of food intended for sale; or the sale of food whether or not the business, enterprise or activity is of a commercial, charitable or community nature or whether it involves the handling or sale of food on one occasion only.

#### ***Food Safety Program***

A program set out in a written document retained at the premises of the food business (canteen) including records of compliance and related action.

#### ***Food Standard***

A code of practice enforceable by law. Each government has an agency responsible for food surveillance and ensuring that the requirements of the

Food Standards Code are met. The responsible agency in the ACT is the ACT Health Protection Services.

***Health Promoting School (HPS)***

A health promoting school can be characterised as a school constantly strengthening its capacity as a healthy setting for living, learning and working.

***P&C Association***

The parents' and citizens' association that is established in respect of an ACT Government school and which should be incorporated to limit the personal liability of members.

***Registration***

Refers to listing the Canteen with ACT Health Protection Services as a food provider and food preparation service.

***School***

Means the Australian Capital Territory, the body politic established by section 7 of the *Australian Capital Territory (Self-Government) Act 1988* (Cwlth), represented by the relevant school.

***Screening***

The process of checking a person's police record.

***Student***

A child or young person enrolled in an ACT Government school.

***Volunteer***

A person who assists the Canteen Operator in the operation of the Canteen without financial gain or reward.

**4. PROCEDURES**

- 4.1 Any arrangement for the operation of a canteen in a school should be governed by an agreement between the school and the canteen operator.
- 4.2 Schools should ensure that an agreement with the canteen operator is entered into by the school. These agreements should be signed by the school and the canteen operator before the operator commences operating the canteen at the school.
- 4.3 In cases where the Canteen Operator is a registered business, the school (not a P&C Association) should enter into the agreement for the operation of a canteen. If there are any arrangements that have been entered into by a P&C Association, the school should enter into any new arrangements once the current arrangements end.
- 4.4 The financial viability of the canteen is the responsibility of the canteen operator. The Department and individual schools are not responsible for the liabilities of any canteen operator.

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## Implementation Procedures

- 4.5 In order for schools to be responsive to their community and environment, canteens will:
- develop school canteen procedures in consultation with canteen staff, school staff, P&C representatives and students, and regularly update procedures
  - comply with the policy and gain status as an accredited school canteen (see Attachment A)
  - meet the current Australian dietary guidelines for children and adolescents, available at <http://www.nhmrc.gov.au/publications/synopses/dietsyn.htm>
  - promote health and inclusive menu choices in canteen marketing strategies
  - take action to minimise waste and implement recycling in canteen operations
  - provide a healthy menu that is respectful of cultures and religions and is cognisant of the medical conditions of students, e.g. food allergies,
  - avoid the promotion of foods high in fat, salt and sugar.
- 4.6 All canteens in government schools in the ACT must be accredited by 2009 (see Attachment A).
- 4.7 Principals, P&C Associations where involved in providing canteen services, and canteen operators, must be aware of and meet their responsibilities under this policy, health legislation and food standards, occupational health and safety legislation and other relevant legislation.
- 4.8 The ACT *Occupational Health and Safety (OH&S) Act* specifies the rights and duties of employers and employees. The following elements are important to note:
- “an employer shall take all reasonably practicable steps to protect the health, safety and welfare at work of the...employees.”(ACT OH&S Act)
  - an employee is not to take any action that would create or increase risks to the health and safety of themselves or any other people at or near the workplace
  - all accidents must be recorded and serious accidents reported to ACT WorkCover
  - employees are required to report any dangerous situations which occur and any hazardous working arrangements, equipment or process
  - storage requirements for hazardous substances
  - the requirement to provide induction training in canteen accredited training material to all paid and volunteer staff
  - routine safety inspections must be undertaken by the Canteen Manager each term
  - safety issues identified by the Canteen Manager must be reported to the school board.
- 4.9 The relevant agreement or memorandum of understanding between the school and a canteen operator, plus any additional documentation such as a hire of

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school premises form or registration as a food business, must be in place before the canteen operator commences operating the canteen in the school.

## **Role and responsibilities of principals**

4.10 The principal must ensure that:

- the canteen services meet the needs of the school
- the canteen services comply with relevant legislation, departmental requirements and accreditation criteria
- ensure that the canteen staff, prior to commencing duty, fulfil the requirements of the *Visitors in Schools* policy. The canteen operator must confirm this in writing to the principal of the school or through a process set out by the department
- relevant agreements are in place and conditions met when students are on work experience placements with the canteen operator
- the canteen operator is aware of relevant school protocols and policies
- the provision of services by the canteen operator is monitored under ACT Government contract management guidelines
- the facilities provided to the canteen operator are suitable
- the principles of health promoting schools are upheld and that the value of including a canteen representative on the Health Promoting Schools Committee is considered
- the canteen committee is supported in becoming accredited
- cooperation and courtesy among users of the canteen are encouraged
- service provision agreements or MOUs established for canteens prescribe that this policy be adhered to.

## **Role and responsibilities of canteen operators**

4.11 The canteen operator will:

- ensure that people employed as canteen staff are fit and proper people and have the necessary skills and appropriate training to manage the canteen, meet health, hygiene and safety requirements and relate to school staff and students
- comply with relevant legislation and standards and with relevant departmental requirements, including gaining accreditation through DETSCA
- operate the canteen using good business practice
- ensure staff and volunteers are aware of their responsibilities in providing food services
- meet award wages and other obligations as an employer
- comply with relevant school policies including where a school may be identified as an Anaphylactic Friendly School.
- recognise schools are committed to be *Health Promoting Schools*
- ensure canteen staff attend training sessions as required
- support the environmental education in the school
- maintain good business practice and economic viability while at the same time selling food at a price that students can afford
- follow departmental guidelines for sponsorship, available at <http://www.det.act.gov.au/policies/pdf/sponsor.pdf>

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- meet the cost of the criminal records check
- ensure that any person who is employed to assist the canteen manager is suitable for working with children and young people in a school canteen.

### **Role and responsibilities of P&C Associations**

- 4.12 The Parents' and Citizens' Association, if involved in providing canteen services, should:
- meet responsibilities as the canteen operator, including gaining accreditation through DETSCA
  - oversee the efficient and effective operation of the canteen to ensure a viable financial operation
  - have appropriate insurances in place to cover staff, volunteers, services and equipment
  - decide, in consultation with the canteen committee (if one exists), the P&C, principal and/or school board, the use of any profits generated by the canteen.
- 4.13 School canteens are classified as food businesses and must be registered as a food business under the *Food Act 2001*. Information is available from Health Protection Services at [www.health.act.gov.au](http://www.health.act.gov.au)

### **Health and Safety Requirements**

- 4.14 Canteen operators must be aware of and must meet food safety obligations and health and hygiene requirements under health legislation and food standards including:
- safe food handling practices
  - health and hygiene requirements of food handlers
  - advisory or warning statements next to or in connection with food containing allergens.
- 4.15 Canteen operators must ensure the correct environment for the preparation and serving of safe food. Information can be obtained from:
- ACT Health and the Health Protection Service at [www.health.act.gov.au](http://www.health.act.gov.au)
  - ACTSCA
  - *The National Code for the Design, Construction and Fit-out of Food Premises*.

### **Insurance Requirements**

- 4.16 An (ACT Insurance Authority) ACTIA risk profile and the following insurances must be put in place and be kept current:
- Workers compensation as required by law
  - Public liability, to include staff and volunteers of canteen operators, to \$20M
  - Product liability to cover food and other products sold by the canteen, to \$20M

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- Personal accident and sickness cover for volunteers of the canteen operator.

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**Policy Owner:** Director, Learning and Teaching

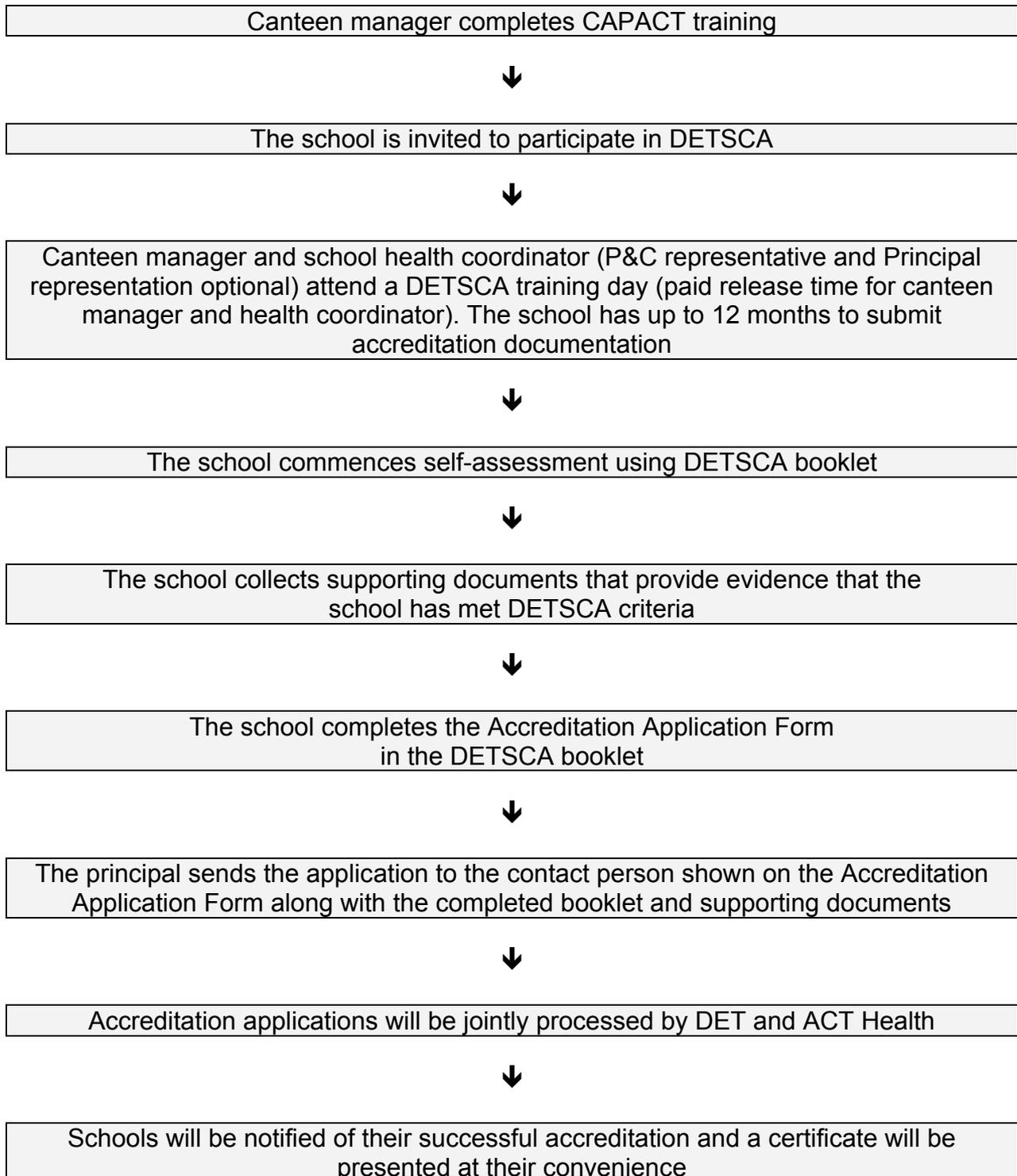
**Related Policies:** *Working with Children and Young People – Volunteering Policy and Procedures*  
*Visitors in Schools Framework*

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**THE ACCREDITATION PROCESS**



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