



Cooking and Food Handling Policy

Rationale

At Bonbeach Primary School, students prepare and cook food to support a variety of curriculum areas, such as Science (mixing and dissolving), Mathematics (Measurement), Health (e.g. preparing healthy meals) and Intercultural Understanding (e.g. preparing meals from different cultures). Food is also brought to school for a variety of reasons.

Purpose

To ensure:

- Students cook foods in a safe and hygienic environment.
- That Bonbeach Primary School complies with food safety standards (Victorian Food Act 1984) and policies and procedures set out by the Department of Education.

Related Policies

This policy is to be read in conjunction with the Healthy Eating Policy and the Anaphylaxis Policy.

Policy

- Current staff member(s) should hold an up to date Safe Food Handling Certificate when supervising any cooking activity.
- All adults, children or visitors need to inform the school in writing of any known or suspected food allergies or intolerances.
- In line with our Healthy Eating Policy, our school focuses on the preparation, making and cooking of healthy food (as defined in the Australian Guide for Healthy Eating <https://www.eatforhealth.gov.au/guidelines/australian-guide-healthy-eating>) as the key experience in learning about the qualities and social importance of food.

Personal Hygiene

- Hands must be washed thoroughly using warm water, soap and dried using a paper towel (before handling food and after visiting the toilet, after coughing or sneezing, after handling garbage and after touching hair or other body parts or any other activity that may carry bacteria to food).

Personal cleanliness when handling food

- Long hair must be tied back or covered with a cap or other approved headwear.
- Nail varnish must be removed or gloves worn.
- Wear limited jewelry.
- Wear aprons over normal clothing.
- Store personal items and spare clothes away from any areas involving food handling.
- Appropriate footwear should be worn (all laces tied, low heeled and closed in shoes to be worn).

Student Allergies

- All classrooms will have an up to date list of students with allergies, and a copy of their allergy or anaphylaxis plan.
- Students who have food allergies must not consume foods that are triggers for them or be forced to try foods they are uncomfortable with.
- If a child has an allergic reaction when cooking in the classroom, follow the steps in their Anaphylaxis Plan or Allergy Plan. A review of the plan (staff involved and parents/carers) must occur as soon as practical after the reaction.

Temporary Food Stall (e.g. Sausage sizzle)

Any temporary food stalls such as a barbecue or sausage sizzle needs to:

- Be organized so that they can prevent the contamination of food, particularly by dust, insects and people.
- Ensure all benches and tables have surfaces that are smooth and able to be cleaned.
- Use hand washing and utensil washing facilities available in the kitchen in the BER or the Hall.
- Ensure utensils are washed as soon as possible in clean soapy water and rinsed in clean water.
- Have adequate refrigeration and a rubbish bin.

Cooking at School

Teachers and other staff must comply with this policy and implementation below.

Implementation

Planning Cooking at School

Teachers and other staff will:

- Ensure other staff members are advised when you are undertaking the activity so appropriate provisions can be made. For example, booking the kitchen and ensuring there is enough room in the fridge if needed.
- Be aware of severe medical conditions, allergic reactions and cultural issues that may affect students' participation in cooking activities in your grade.
- Purchase items needed.
- Ensure all cooking and electrical equipment is in good condition and is safe to use including being tagged and tested.
- Fill in the 'Food Preparation and Cooking Safety Submission' form, and give to the First Aid Officers 2 days prior to cooking for approval.
- Contact parents of children from the cooking group that have an allergy, inform them verbally when cooking will be taking place, and provide them with a copy of the recipe.
- Complete the 'Pre Food Preparation Checklist' to ensure food is prepared and cooked in a clean and bacteria free environment.
- Complete the 'Post Food Preparation Checklist' to ensure the kitchen and food preparation area is left in a clean and hygienic state.

Food Preparation Practices

Teachers and other staff will:

- Ensure all food being used is fresh and not past its use by date.
- Ensure all perishables are stored appropriately before, during and after the activity.
- Check for packaging integrity of dry goods. Look for blown or heavily dented cans, ripped or leaking packets, spillage from containers, cracked eggs and inadequately wrapped bread.
- Thoroughly wash all fruit and vegetables before use.

- Ensure utensils such as tongs, spoons, spatulas or disposable gloves are used when handling cooked or ready-to-eat foods. Raw food that is to be cooked can be safely handled with bare clean hands.
- Ensure hands are washed before using disposable gloves and change the gloves when new food is handled and check for tears. Ensure gloves that have been used for cleaning are never used when handling food.
- Thaw all frozen food before cooking. Thaw food in the bottom part of the refrigerator before cooking. Microwave ovens can be used to thaw food provided that the food is cooked immediately afterwards.
- Never refreeze thawed out foods.
- Ensure all food is thoroughly cooked especially those of animal origin.
- If reheating food ensure that it is brought to the boil and simmered for at least five minutes.
- Ensure students are properly supervised during the activity, particularly if they are using electrical appliances or sharp utensils such as knives.
- Further information can be found at:
<http://www.education.vic.gov.au/school/principals/spag/governance/Pages/foodhandling.aspx>

Illness and injuries

- Teachers, students and class helpers should not participate in cooking activities if they have had vomiting or diarrhea in the last 48 hours, or they have an illness that is likely be transmitted through food.
- If an injury occurs during a cooking session, follow the set procedures in the First Aid Policy.

Further Information and Resources

This policy should be read in conjunction with the following school policies:

- [Anaphylaxis Policy](#)
- [First Aid Policy](#)
- [Healthy Eating Policy](#)
- [Food Sharing Policy](#)

Review Cycle

This policy was last updated on November 2020 and is scheduled for review on November 2023.