



Henley Beach Primary School

Scuola Elementare di Henley Beach

## CANTEEN POLICY

### Rationale

The canteen at Henley Beach Primary School (HBPS) provides healthy food choices for students that reflect the *Australian Dietary Guidelines for Children and Adolescents* and the *South Australian Department of Education and Children's Services Healthy Eating Guidelines, 2004*.

The canteen as part of the whole school implements the *Right Bite Healthy Food and Drink Supply Strategy* and recognises that schools are ideal settings to educate about healthy food choices and physical activity.

### The HBPS Canteen aims to:

- provide an enjoyable, nutritious and attractively presented selection of food and drinks at reasonable prices.
- model healthy food choices that are tasty, interesting and affordable.
- help reduce health risk factors by encouraging the development of food eating habits consistent with the *Australian Dietary Guidelines for Children and Adolescents*.
- provide students with practical learning experiences about making healthy food choices, dealing with money and acting as a respectful customer and consumer.
- complement the diverse elements of the school curriculum and reinforce classroom lessons.
- function as an efficient enterprise.
- demonstrate high standards of hygiene in relation to the preparation, storage and serving of food.
- provide an opportunity for the school community, through the Canteen Committee, to participate in decisions concerning the operation of the canteen and the implementation of government policy.
- provide an opportunity for parent and community involvement in children's education environment.



A copy of the Canteen policy will be given to all Canteen Committee members at the commencement of their position. The policy will be made available to all school community members on the school's website.

### **Administration**

- The Governing Council will manage the canteen through a Canteen Committee.
- The Canteen Committee will be responsible for operating the canteen in accordance with this policy and relevant supporting DfE and school documents.
- The Canteen Committee, through the Governing Council representative, will present minutes of meetings and a financial report (prepared by the School Finance Officer) to each general meeting of the Governing Council.
- The Governing Council must approve all budgeted Canteen equipment purchases exceeding \$1000.
- The Governing Council must approve all unbudgeted Canteen equipment purchases exceeding \$1000 by a majority vote at a general meeting, prior to purchase.
- The Governing Council has the right to reorganise, disband or close the Canteen Committee.

### **The Canteen Committee**

- The membership of the Canteen Committee will include the Canteen Manager, parent representative from Governing Council, Principal or their delegate, School Finance Officer, School Office Manager and parent volunteers.
- The Canteen Committee will meet once a term.
- A second meeting may be called by any member of the Canteen committee as required.
- Office bearers will be elected at the first meeting of the Canteen Committee following the Annual General Meeting of the Governing Council.

### **The Canteen Manager and other Paid Staff**

The Canteen Manager will:

- Ensure the service is managed effectively and efficiently.
- Work with students and staff in promoting healthy, cost effective food choices to students and staff in accordance with the Right Bite Strategy.
- Comply with current Food Safety and Hygiene Regulations.
- Be a qualified Food Safety Supervisor.
- Manage the daily operations of the canteen.
- Organise and supervise other paid staff and volunteers.
- Provide an updated menu and price list at the commencement of Terms 2 & 4 (Winter and Summer).
- Conduct a stocktake at the end of each term.
- Work co-operatively with the School Finance Officer to count daily takings, monitor monthly financial reports and monitor the budget against trading results once per term to ensure the canteen's operations are cost effective, taking corrective action as required.



The Canteen Manager and other paid Canteen staff will be employed as casual staff on a contract basis (typically 12 months) aligned with the Fast Food Industry Award 2010. Occupational superannuation under the Superannuation Guarantee is payable to all paid staff.

The Canteen Manager will report directly to the Principal and/or delegate of the HBPS Governing Council and will be accountable to the HBPS Governing Council. Canteen staff will report directly to the Canteen Manager and/or delegate of the HBPS Governing Council, and will be accountable to the HBPS Governing Council.

### **Volunteers**

Volunteers contribute to minimising the Canteen's costs which keeps prices as low and affordable as possible. Canteen volunteers may support staff with food preparation, collation and packing of lunch orders, over-the-counter sales and in-house cooking. Canteen staff will actively recruit and make use of volunteer help wherever possible. Requests for volunteers will be advertised in the school newsletter, and other avenues as considered appropriate by the Canteen Committee and offers to assist are always welcomed. The contributions of volunteers will be supported, encouraged and acknowledged by the Canteen Manager, Canteen Committee and HBPS staff.

Volunteering is shown to have multiple benefits for the volunteer including having an increased sense of purpose, satisfaction from helping others, having a sense of belonging, and an opportunity to work with food in a school environment. All volunteers are required to comply with the schools volunteer policy.

- submitted their Working With Children Check (WWCC) Clearance to the Front Office staff.
- completed the Department of Education Responding to Abuse and Neglect (RRHAN-EC) training course and submitted their certificate to the Front Office staff.
- completed the school's induction requirements coordinated by Front Office staff

Following the completion of the above, the Canteen Manager will induct volunteers into the canteen, providing orientation training and ongoing instruction in food safety, hygiene and workplace health and safety.

Upper primary students may assist in the canteen at recess and lunchtime at the discretion of the Canteen Manager and class teacher after parent permission has been sought and completion of an induction.

### **Workplace Health and Safety**

The canteen will comply with the current Work Health and Safety Act and Regulations, including:

- All canteen staff and volunteers will be made aware of evacuation procedures in case of fire or other emergency.
- All canteen staff to complete a canteen induction.
- All canteen staff and volunteers will be required to wear closed-in footwear.
- Ensure all canteen staff and volunteers have their hair tied back.
- Only canteen staff, trained volunteers, school staff and approved students will enter the canteen kitchen premises during normal canteen opening hours.

### **First aid**

A First Aid Kit will be kept in the canteen. Coloured Band-Aids must be used for any minor cuts or wounds. An incident report will be completed for all accidents and injuries and will be reported to the Front Office staff as required.

## Insurance

Paid staff and volunteers working in the organisation have the same responsibility and accountability, under the *Work Health and Safety Act 2012*. This means the organisation has a duty of care and is responsible for providing volunteers with a safe working environment. It also means paid workers and volunteers have a responsibility to work safely and observe any safety measures or organisational policies that are in place, including WHS policies and procedures. The South Australian Department for Education holds personal accident insurance covering both paid workers and volunteers. The *Volunteers Protection Act 2001* addresses concerns that people could be held legally responsible for their actions while doing voluntary work on behalf of an organisation. The Act gives legal protection from personal liability to volunteers doing voluntary work for an incorporated community organisation or government program, but does not cover personal injury matters.

## Trading Hours

Canteen trade is over the counter service and lunch order service. The canteen is open for recess and lunch trade each weekday that school is open to students. Snacks and drinks will be sold over the counter, lunch menu items must be ordered in advance. The canteen may be opened for additional trade to support whole school, staff only or special community events or closed for trade for any special circumstances as agreed with the Principal or their delegate and Governing Council representative. Any agreed closures will be communicated to the school community in advance.

Over the counter service at the canteen is for the following times:

- Recess - 10.40am – 11.00am
- Lunch - 12.50pm – 1.20pm

Pre-ordered lunches are available for collection from:

- 12:30pm for Reception to Year 3
- 12:40pm Year 4-6 (extended to 12:45pm on Fridays if a high volume of lunch orders is received)

## Lunch Orders

Lunches can be ordered online using the Qkr App (preferred electronic payment) by 9:15am each weekday or lunch bags (payment by cash) to the Front Office from 8:50am. Late orders may be placed over the phone to the Canteen Manager, paid by credit card or through the Qkr App (Money Owed to Canteen).

## Emergency Lunch

If a student does not have any recess and/or lunch, teachers will complete an Emergency Lunch Voucher which the student will present to the canteen. Students will be provided a basic sandwich or other available food items at the discretion of the Canteen Manager. An invoice will be sent home to parents requesting payment through Qkr (Money Owed to Canteen).

## Money

All cash collected is counted daily and passed to the school Finance Officer for processing. Cash is not permitted to be kept on site overnight on the canteen premises.

## Pricing Policy

The canteen's pricing factor is calculated annually through the Department's budgeting process. The required markup is applied to all menu items and products sold. The Canteen Committee may choose to



lower the markup on healthy food items to incentivise purchasing of healthier food choices. Pricing changes will be reviewed by the Canteen Committee. Governing Council will review pricing at least once per year.

### **Promotion**

The healthy food service offered by the canteen is promoted in:

- HBPS website
- Qkr App (full seasonal menu)
- Canteen menu flyers located in front office (updated seasonally)
- Other (as determined by the Canteen Committee)

In applying the *Right Bite Policy* (Traffic Light category system), the HBPS Canteen prepares the majority of menu items in house from fresh food, offering mostly GREEN category (everyday) food choices and AMBER category (select carefully) food choices as part of its daily menu. RED (occasional) foods are not offered as part of the canteen's daily menu. *Note: RED (occasional) food choices may be offered for some special food days.*

### **Special Food Days**

Special food days are held to achieve one or more of the below:

- Enhance the cultural experience of attending HBPS School
- Provide convenient catering for whole of school events
- Facilitate fundraising to support the operation of the canteen

The Canteen Committee, at their discretion, determines the frequency of special food days provided to students. There are typically 1-2 special food days per term, e.g. Sports Day, Italian Day.

### **Special Dietary Requirements**

Some students may require special diets for medical or cultural reasons. The canteen should try to meet these needs as far as possible so that all children can enjoy eating a healthy lunch from the canteen. All food items prepared and sold in the canteen are nut free. Gluten Free and Vegetarian alternatives are always available.

Any special needs for children with disabilities such as modified texture diets or wheelchair access to the canteen should also be considered. The Canteen Manager is required to seek this information from the front office.

### **Anaphylaxis and other Severe Food Allergies**

Contact with certain foods, including peanuts, tree nuts, egg, fish and shellfish can be harmful or fatal for people with severe allergies to these foods. The Department has guidelines for schools to support students with anaphylaxis.

Canteen staff need to be aware of students with anaphylaxis and other severe food allergies e.g. Coeliac Disease and be familiar with the school's management strategies for these students. Children with severe allergies will be identified on the Canteen's Allergy Board by name and photograph.

### **Sustainability**

The canteen will work to continually adopt practices that support sustainability initiatives. Current practices include:

- Use of 100% compostable cups, containers, cutlery, paper bags and napkins

- Use of reuseable containers and cutlery
- Sourcing fresh produce locally and in season
- Batch cooking on site, e.g. pasta, sausage rolls, muffins
- Recycling of cardboard box packaging

### **This Policy and Alterations**

This policy shall not be added to, or amended, except at meetings of the Governing Council, with the approval of the majority of those present and entitled to vote.

The Canteen Committee will review the policy on an as needs basis. Suggested amendments will be forwarded to the HBPS Governing Council for consideration.

This policy was approved by the HBPS Governing Council on 16 May 2023.

Policy review date: 2026

