

Y Whittlesea

Food Safety Policy

1. Policy Statement

Y Whittlesea is committed to providing all children, staff, families, and visitors with a safe and caring environment where health, safety, and wellbeing are prioritised. We maintain high standards of food safety and hygiene to prevent foodborne illnesses and to promote healthy eating habits across our services.

This policy ensures:

- Compliance with Food Standards Australia New Zealand (FSANZ) requirements.
- Safe food storage, preparation, cooking, and serving practices.
- Children's nutrition, cultural needs, and dignity are respected.
- All staff are trained and supported to implement food safety best practice.

2. Scope

This policy applies to all staff, educators, volunteers, students on placement, management, families, children, and visitors at Y Whittlesea Early Learning and Sessional Kindergarten Centres.

3. Requirements and Standards

Under the **Food Standards Code, Education and Care Services National Law and Regulations**, and **Victorian Food Act 1984**, Y Whittlesea will:

- Follow the "temperature danger zone" guidance (5°C–60°C) to minimise bacterial growth.
- Adhere to the Two Hour/ Four Hour Rule for high-risk foods.
- Ensure correct storage, preparation, cooking, cooling, and reheating of foods.
- Maintain clean, sanitised environments and equipment.
- Provide food safety and hygiene training to all staff, including awareness of cultural food practices.
- Promote food safety education to children and families.
- Monitor compliance through daily practices and annual policy reviews.

4. Responsibilities

Families

- Provide sufficient labelled spare clothing and drink bottles.
- Ensure food brought from home meets food safety requirements and is promptly refrigerated if required.
- Inform educators of any food allergies, cultural restrictions, or special dietary needs.

Staff and Educators

- Follow food safety procedures at all times.
- Role model healthy eating and hygiene practices.
- Engage children in safe food handling and hygiene education.
- Maintain records of food storage temperatures and thermometer calibration.
- Report any food safety concerns to the Nominated Supervisor immediately.

Nominated Supervisor and Approved Provider

- Ensure all facilities meet food safety standards.
- Provide up-to-date training for all staff.
- Oversee compliance with temperature checks, cleaning schedules, and food safety records.
- Maintain current Food Safety Supervisor certification as required by Victorian law.

6. Related Policies and Documents

- Food Safety Procedure
- Hygiene and Infectious Control Policy
- Nutrition and Dietary Requirements Policy
- Incident, Injury, Trauma and Illness Policy
- [Staying Healthy in Childcare \(6th edition\)](#)
- [FSANZ Food Safety Standards](#)
- [Victorian Department of Health Food Safety resources](#)

7. Legislative and Industry Requirements: [Link](#) to Legislative Compliance Register

8. **Consequences of breaching this policy:** All elements of this policy must be adhered to, and any breach will be dealt with in accordance with the [YMCA Whittlesea Disciplinary and Termination Policy](#).
9. **Policy owner:** The GM Early Years is responsible for keeping this policy current - including making amendments as required, and regular reviews as scheduled.
10. **Document Control:** Review of this policy will be undertaken every two years, or prior as required by law, in consultation with appropriate Y People.

Version:	Description of Amendment	Amended by	Date	Release Date
3.0				
2.0				
1.0	Split Policy & Procedure	Rebecca Davis	4/7/25	July 2025