



**Food**  
**Wee Wisdom Education Group – Centre-Based**  
**Criterion PF15, PF16, PF17, HS19, HS20, H21 & HS22**

**Relevant Background**

Licensing Criteria for Education and Care Services 2008

- **PF15** There is a safe and hygienic place for children attending to sit when eating.
- **PF16** There are facilities for the hygienic preparation, storage and/or serving of food and drink that contain;
  - a means of keeping perishable food at a temperature at or below 4°C and protected from vermin and insects.
  - a means of cooking and/or heating food
  - a means of hygienically washing dishes.
  - a sink connected to a hot water supply.
  - storage
    - food preparation surfaces that are impervious to moisture and can be easily maintained in a hygienic condition.
- **PF17** Kitchen and cooking facilities or appliances are designed, located, or fitted with safety devices to ensure that children cannot access them without adult assistance or supervision.
- **HS19** Food is served at appropriate times to meet the nutritional needs of each child while they are attending. Where food is provided by the service, it is of sufficient variety, quantity, and quality to meet these needs. Where food is provided by parents, the service encourages and promotes healthy eating guidelines.

**DOCUMENTATION REQUIRED:**

A record of all food served during the service's hours of operation (other than that provided by parents for their own children). Records show the type of food provided and are available for inspection for 3 months after the food is served.

- **HS20** Food is prepared, served, and stored hygienically.
- **HS21** An ample supply of water that is fit to drink is available to children at all times, and older children are able to access this water independently.
- **HS22** Children are supervised while eating. Where food is provided by the service, foods that pose a high choking risk are not to be served unless prepared in accordance with best practice as set out in Ministry of Health: Reducing food-related choking for babies and young children at early learning services. Where food is provided by parents, the service promotes best practices as set out in Ministry of Health: Reducing food-related choking for babies and young children at early learning services and must provide to all parents at the time of enrolment a copy of Ministry of Health: Reducing food-related choking for babies and young children at early learning services <https://www.health.govt.nz/system/files/documents/publications/reducing-food-related-choking-babies-young-children-early-learning-services-apr21.pdf>
- **HS23** APPLIES ONLY TO SERVICES LICENSED FOR UNDER 2-YEAR-OLDS: Infants under the age of 6 months and other children unable to drink independently are held semi-upright when being fed. Any infant milk food given to a child under the age of 12 months is of a type approved by the child's parent.
- Alignment with the Food Act 2014
- Food Hygiene Regulations 1974 R.35 (b) and R.37 Dishwashing requirements

**POSITION STATEMENT & PURPOSE**

Wee minds need to be fed to function to their highest potential. Our service is committed to ensure all children receive the sustenance they need to enable them to learn, grow and be happy and healthy. Our service strives to promote healthy eating to ensure the nutritional needs of the individual are met at the right time; as well as a high level of hygiene whilst preparing, serving, and storing food.

**PROCEDURES**

**Provision of correct equipment in safe conditions**

1. The service provides and maintains; hygienic and fully functioning equipment for the storage, preparation and serving of food such as;
  - A fridge (a fridge thermometer ensures the correct temperature of 4°C or below) ▪ An oven and/or microwave

- A dishwasher
  - A sink with suitable supply of hot water
  - Storage pantry
  - Various kitchen equipment
  - Appropriate cleaning utensils and products.
2. The kitchen is kept locked at all times. Children may only enter when supervised by an adult.
  3. All kitchen and cooking facilities are kept within the locked kitchen. Any items considered to be hazardous are either;
    - Fitted with a safety device.
    - Locked away in a secure place.

#### **Hygienic preparation of food and drink**

4. All staff and children will wash their hands prior to preparing food.
5. Staff will ensure that all food preparation utensils and surfaces are hygienically clean at the beginning of each day/session.
6. Staff will regularly check that all food preparation surfaces, and equipment are hygienically cleaned during the day/session.
7. Any food consumed by the children that is not provided in their lunch box will be noted on the food register. This register will be available for inspection for three months after food is served.
8. All plates, glasses and food preparation equipment used/washed by the children will be washed in the dishwasher at the end of each day.

#### **Sanitising dishes/food preparation equipment without the dishwasher**

9. If any equipment being used for food preparation or dishes that cannot be put in the dishwasher, the following procedure must be followed.
10. Hot water must be provided in the kitchen to enable dishes/equipment washing to comply with the Food Hygiene Regulations 1974. In the case of dishwashing machines this may require a higher temperature than 60°C, but in the case of manually washing dishes, a temperature of not less than 43°C is required.
11. All dishes/equipment must be washed with hot water (see above) and adequate dish detergent.
12. Dishes/equipment must be sanitised by either placing in clean boiling water for 30 seconds, or in clean water that is at least 77°C for 2 minutes.
13. The dishes must be separated from each other while they are being sanitised by means of a wire basket or other appliance.

#### **Serving food and drink**

14. The daily routine will ensure that food is available when a child is hungry.
15. The service will ensure that there is ample water supply that can be accessed independently by every child.
16. The service provides tables and chairs for all children to sit and eat at the same time.
17. Tables will be hygienically cleaned before they are used for food.
18. Where food is provided/prepared by the service (morning tea), it will be prepared in accordance with best practice as set out in Ministry of Health: Reducing food-related choking for babies and young children at early learning services.
19. Children will provide their own lunches – lunch box and water bottle.
20. All staff and children will wash their hands before eating.
21. Children will be monitored by a staff member whilst eating.
22. Children will not be forced to eat but they will be encouraged to do so.
23. All children must sit whilst eating.
24. Staff will endeavour to create a calm and relaxed atmosphere when food is being eaten.

## **Food safety**

25. Our service is a nut free zone. Parents and children are advised of this upon their induction visit (highlighted in the Parent Handbook).
26. When a new child starts, the allergy procedure will be reviewed by staff IF it is noted that the child has any food related allergies and all parents will be notified of the food that cannot be present at school.
27. Allergies for individual children will be displayed in the kitchen area.
28. Any food provided by the Centre, including baking, will be recorded on the Food Register.
  
29. Any food supplied by the parents and service must adhere to the Ministry of Education guidelines and must not provide any food from the high-risk foods list as follows and alter any foods that are from the High-risk foods to alter list, according to **individual children's capabilities and healthy eating**, as necessary. (See appendix i)
  - Whole or pieces of nuts
  - Large seeds (pumpkin, sunflower etc)
  - Sweets or lollies (gummies, string lollies etc)
  - Crisps or chippies
  - Hard rice crackers
  - Dried fruit
  - Sausages, saveloys and cheerios
  - Popcorn
  - Marshmallows

Information will be shared with parents at enrolment (parent induction) regarding the Ministry of Education guidelines with a list of high-risk foods and foods that could be altered.

30. Staff will monitor children's lunchboxes provided by whānau and alter food or eliminate and return to parent, according to individual children's capabilities, as necessary (Refer to appendix i for foods to alter, why and how to do it for different age groups).

## **Healthy Eating**

31. Our service promotes healthy eating. Parents will be advised of the health options for their child's lunch box at the parent induction and of best practices as set out in Ministry of Health: Reducing food-related choking for babies and young children at early learning services.
32. Our service provides fresh orange juice for food prep activities.
33. Our service promotes water as the primary source of hydration and allows the consumption of milk (unflavoured plain milk) and yogurt.

**Note: Our service does not allow children to have sugary drinks whilst in our care and encourages parents not to send chocolate/caramel yogurts due to the high content of sugar and preservatives.**

34. Staff will monitor children's lunchboxes in relation to healthy eating options. If needed a designated teacher will communicate with the parents if they need guidance.

## **Review**

This procedure will be reviewed within a three-year period or when there is a significant change in the area of the

topic.

<b>Reviewed by:</b>	Deanne Fernandopulle (January 2023)
<b>Consultation Undertaken:</b>	Staff & Families
<b>Approved by:</b>	Anna Chan (January 2023)