
YMCA Geelong– Nutrition, Food and Beverages and Dietary Requirements in Children’s Services Policy

OFFICE USE ONLY

Policy Number	Date Approved	Date Last Amended	Status
YG 149-O	04/04/2014	16/03/2017	APPROVED

1. NUTRITION, FOOD AND BEVERAGES AND DIETARY REQUIREMENTS POLICY

2. INTRODUCTION

The YMCA of Geelong is committed to supporting healthy eating for children within its camps and programs as well as by making healthy food available for purchase through its café. The following nutrition policy outlines the strategies YMCA of Geelong will endeavour to adopt in its program centres. The aim of the Geelong YMCA Vacation Care nutrition policy is to ensure each program provides an environment supporting health, good nutrition and wellbeing for the children and staff.

3. POLICY

The Nominated Supervisor and/or the Person with Management or Control, will ensure that the YMCA Education and Care Service meet their obligations under the National Quality Standards, National Regulations and National Act at all times. This includes;

- Support, document and actively embed all aspects of Quality Area 2 under the National Quality Standards, specifically including the following elements;
 - o 2.1 Each child’s health is promoted
 - o 2.1.1 Each child’s health needs are supported
 - o 2.1.3 Effective hygiene practices are promoted and implemented
 - o 2.2 Healthy eating and physical activity are embedded in the program for children
 - o 2.2.1 Healthy eating is promoted and food and drinks provided by the service are nutritious and appropriate for each child
- Promote an environment where menus and food related experiences are embraced as providing a rich educational, cultural and social experience for children, facilitating life skill development, health and wellness and actively role modelled by Educators

3.1 Nutrition and Dietary Requirements

- Actively promote, display and make available the Australian Dietary Guidelines 2013 for all Educators, children and their families, and ensure they are embedded in each services’ daily practice

- Ensure food and beverages provided are nutritious, adequate in quantity and are chosen in regard to dietary requirements and have regard to each child's culture, developmental needs, age or other information as provided by the child or family, as appropriate
- The Service will work closely with children, families and, where relevant, schools and health care professionals to promote healthy lifestyles, understand and meet children's specific health requirements, and those particularly relevant in their own community.
- Seek information upon enrolment and throughout the orientation process from the family and child to ensure food provided is consistent regarding the child's dietary requirements, tastes, nutritional needs, culture and/or any other requirements
- It is the families' responsibility to ensure the Service is informed and kept up to date if a child cannot consume any food or drink due to allergies or other medical condition, food intolerance, religious or cultural requirement

3.2 Food and Beverages

- Ensure the implementation of the YMCA policy for all children's education and care services to be a nut free service. This includes ensuring no nut products are provided and families and children are advised not to bring nut products into the service.
- The menu (where applicable) accurately describes the food and beverages to be provided by the service each day and is displayed in a place which is accessible to both parents and children in the service.
- Food is not used as a bargaining tool for appropriate behaviour at any time and a child is never denied access to food as a punishment.
- Ensure on special occasions where parents wish to bring a treat or cake; that the treat /cake is either store purchased, sealed and provides a list of ingredients, or if baked at home, the full list of ingredients and date baked is provided.
 - o *NB: The Staying Healthy in Childcare resource recommends for cupcakes to be brought to celebrate a child's birthday, to avoid a child blowing out candles over a whole cake.*
- Children will be encouraged to bring along healthy food/snacks whilst attending program
- Drinking water will be available at all times for children and staff
- Food items and food activities will include those from a variety of cultures
- Special occasions will be celebrated with culturally appropriate foods. Parents from non-English backgrounds are asked to provide details of food items most appropriate for special occasions.
- Parents of children on special diets will be asked to provide details of any special food needs.
- YMCA Geelong Vacation Care program does not currently offer food on a daily basis as part of the program, however should those circumstances change:
 - Menus will be reviewed to include seasonally appropriate food and to ensure food variety.
 - All parents will have access to the program's menu and may obtain recipes for food items served at the program. Parents will be informed of any changes made to the menu.
 - Parents and children will be encouraged to contribute to the menu.
 - All parents will be provided with/can obtain access of a copy of the nutrition policy for the program.

3.3 Food Safety and Hygiene

- A current, written , regularly evaluated Food Safety Plan is implemented for their service and where applicable, undergo an independent audit in line with the Victorian Food Act 1984 to gain a 'Certificate of Renewal of Registration of Food Premises' annually. All food

handling must be prepared in accordance with the Food Safety Plan and where possible, in accordance with the HACCP (Hazard Analysis Critical Control Point) principles.

- Educators maintain appropriate food safety and hygiene practices before, during and after handling food in accordance with requirements of 'Staying Healthy in Child Care', by the National Health and Medical Health and Research Council and their Food Safety Plan
- Safe work procedures are implemented and followed in regards to safe food storage, food handling and food preparation and meet the requirements of their Food Safety Plan
- Staff are inducted and trained in safe food handling, storage and food preparation and recording of this information
- A minimum of one team member holds a Food Safety Supervisor Certificate

3.4 Dietary Requirements

- All children's dietary requirements must be made apparent in the registration form.
- All children's dietary requirements will be communicated to staff
- Parents/guardians will provide children with the appropriate food/drinks for their child's dietary requirements.

4. DEFINITIONS

Food Safety Plan:

A program set out in a written document retained at the food premises of the food business, including records of compliance and other related action, that:

- a) systematically identifies the potential hazards that may be reasonably expected to occur in all food handling operations of the food business;
- b) identifies where, in a food handling operation, each hazard identified can be controlled and the means of control;
- c) provides for the systematic monitoring of those controls;
- d) provides for appropriate corrective action when that hazard, or each of those hazards, is found not to be under control;
- e) provides for the regular review of the program by the food business to ensure its adequacy; and
- f) provides for appropriate records to be made and kept by the service demonstrating action taken in relation to, or in compliance with, the food safety program.

HACCP – Hazard Analysis Critical Control Point:

A systematic preventive approach to food safety. The HACCP system can be used at all stages of a food chain, from food production and preparation processes including packaging, delivery and food handling.

5. SCOPE

The scope of this policy applies to all approved Children's Services that operate under the Education and Care Services National Regulations, 2011. This includes Before and After School Care Services, Vacation Care, Early Learning Centre's and Kindergartens.

6. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Operations/staff	All Educators and are responsible for the daily implementation of the policy when directly supervising children.
Community Program Co-ordinator	<p>Is responsible for ensuring suitable resources and support systems to enable compliance with this policy.</p> <p>Drive the consultation process and provide leadership and advice on the continuous improvement of the policy.</p> <p>is responsible for the development, monitoring and review of the Policy and related systems, ensuring all content meets all legislated requirements.</p> <p>Facilitate annual policy training to Children’s Services Educators on the appropriate implementation and use of policy.</p>
CEO	Endorse the Policy ,Policy Approval

7. MONITORING, EVALUATION AND REVIEW

The Nutrition, Food and Beverages and Dietary Requirements in Children’s Services Policy will be reviewed three years from the date of initial approval in accordance with the YMCA Victoria Policy Framework and National Quality Framework.

The evaluation of the policy will be facilitated by the policy owner, using stakeholder feedback to drive continuous improvement and reflect service users’ comments where practical.

8. SUPPORTING DOCUMENTS (LINKS TO PROCEDURES, LEGISLATION, FORMS, WORK PRACTICES)

1. [Victorian Early Years Learning and Development Framework \(VEYLDF\)](#)
2. [National Early Years Learning Framework \(EYLF\)](#)
3. [My Time, Our Place: Framework for School Age Care in Australia](#)
4. [Education and Care Services National Law Act](#)
5. [Education and Care Services National Regulations 2011](#)
6. [YNET Policy Manual](#) including;
 - a. [YMCA Occupational Health and Safety Policy](#)
 - b. [Anaphylaxis in Children’s Services Policy](#)
 - c. [Medical Conditions in Children’s Services Policy](#)
7. Australian Government Publications and Resources
 - a. [Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood](#)
 - b. National Health and Medical Research Council (NHMRC) website:
 - i. [Australian Dietary Guidelines 2013](#)
 - ii. [Infant Feeding Guidelines 2012](#)

- iii. [Staying Healthy in Child Care- Preventing infectious diseases in child care- Fourth Edition 2013](#)
- c. [Australian Dental Association](#)
- d. [Food Safety Act 1984](#)
- e. **Department of Health, Victoria**
 - i. [Food Smart](#) (link to templates and records used in kitchens and OSHC)
 - ii. [Food safety information](#)

Approved by: CEO

Effective date: 04/04/2014

Reviewed: 16/03/2017

Review date: 16/03/2020

Policy Owner: Kimberley Maher Community Programs Co-ordinator

Contact Details policy owner: kimberley.maher@ymca.org.au

Amendment history:

Version	Date	Author	Change Description
V1	July 2011	Kimberley Maher	Policy drafted
V2	04/04/2014	Shona Eland	Uploaded to YMCA Geelong Policy Template included scope, monitoring and evaluation clauses.
V3	16/3/2017	Kimberley Maher	Updated Section 2 – Introduction Updated 3.1 to refer to Australian Dietary Guidelines 2013

As Adopted by the YMCA Geelong on 04/04/2014



Acting Chief Executive Officer YMCA Geelong Inc