

## **CANTEEN POLICY of FLAGSTAFF HILL PRIMARY SCHOOL**

### **Rationale**

The canteen at Flagstaff Hill Primary School provides healthy food choices for students and employees on school premises. The school canteen menu is developed to 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 school 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.

Flagstaff Hill Primary School canteen can provide a substantial proportion of a child's daily nutritional intake if both lunch and snacks are regularly purchased from the school canteen.

The Flagstaff Hill Primary School canteen provides the means by which children can put into practice the nutrition messages they are being taught in the classroom. The canteen can model healthier food choices that are tasty, interesting and affordable. This can influence food choices at school and in the wider community.

### **The Flagstaff Hill Primary School canteen aims to:**

- provide an enjoyable, nutritious and attractively presented selection of food and drinks at reasonable prices.
- 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
- 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 at the canteen
- provide an opportunity for the school community, through the Canteen Committee, to participate in decisions concerning the operation of the school canteen and the implementation of government policy
- provide an opportunity for parent and community involvement in children's education environment.

A current copy of the canteen policy will be given to all canteen committee members at the commencement of each year. The policy will be made available to all school community members and placed on permanent display in the school canteen.

### **Administration**

- The Governing Council will manage the school canteen through a Canteen Committee.
- The Canteen Committee will be responsible for operating the canteen in accordance with this policy and its supporting documents.
- The Canteen Committee, through the Governing Council member, will present minutes of meetings including summaries of sales by year level and menu item and a financial report (prepared by the Governing Council Administrator) to each general meeting of the Governing Council.
- The Governing Council must approve all Canteen capital purchases exceeding \$500 by a majority vote at a general meeting, prior to purchase.
- The Governing Council will have the right to reorganise, disband or close the Canteen Committee.

### **The Canteen Committee**

- The membership of the Canteen Committee will include the Canteen Assistant/s, parent representative from Governing Council, Principal or delegate, Governing Council Administrator/Business Manager and parent volunteer.
- The Canteen Committee will meet twice a term.
- 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 Assistant/s will:

- Ensure the service is managed effectively and efficiently.
- Work with students and staff in promoting healthy, cost effective food choices to students in accordance with the Right Bite Strategy.
- Comply with the current Food Safety and Hygiene Regulations.
- Be a qualified Food Safety Supervisor. Manage the daily operations of the canteen.
- Organise and supervise volunteers. Provide an updated price list each term and calculate the cost price of new items (as necessary).
- Conduct a stocktake at the end of each term.
- Work co-operatively with the Governing Council Administrator / Business Manager to count daily takings, monitor monthly financial reports and the trading statement once per term to ensure the canteen is cost effective.

The Flagstaff Hill School Canteen employs 2 Canteen Assistants; combined hours no more than 37.5 hours per week. The Canteen Assistants are 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 staff.

The Canteen Assistant/s will report directly to the Business Manager of Flagstaff Hill Primary School and will be accountable to the Flagstaff Hill Primary Governing Council.

## **Volunteers**

The canteen will actively recruit and make use of volunteer help wherever possible.

Volunteering is shown to have multiple benefits for the volunteer including having an increased sense of purpose, being happier, feeling healthier, feeling a buzz from helping others, having a sense of belonging, and an opportunity to work with food in a school environment around children and teachers.

Canteen volunteers help to keep our Canteen's pricing as low and as affordable as possible.

Canteen volunteers may support staff with food warming, lunch preparation, collation of lunch orders, over the-counter sales and in-house cooking.

Requests for volunteers will be advertised in the school correspondence, and other avenues as considered appropriate by the Canteen Committee and offers to assist are always welcomed.

The Canteen Assistant/s will provide volunteers with orientation training and ongoing instruction in food safety, hygiene and workplace health and safety.

The contributions of volunteers will be supported, encouraged and acknowledged by the Canteen Committee and Flagstaff Hill Primary School.

Volunteers in the Flagstaff Hill Primary School Canteen will be required to have completed a Department for Education Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN) training course and have submitted to the school their Department of Human Services (DHS) Working with Children Check (WWCC) clearance.

## Trading Hours

The Canteen is open to receive over-the-counter lunch orders from 8:50am each weekday morning.

Lunch orders via the Qkr! App close at 8:30am.

Pre-ordered lunches are available for collection from 11:30pm.

Over-the-counter service at the Canteen occurs:

- 11:40am – 12:10pm (Lunch 1)
- 1:50pm – 2:20pm (Lunch 2)

## Lunch Orders

Lunches will be ordered at commencement of the school day through use of the Qkr! App (electronic payment) (preferred) or lunch bags (payment by cash).

Students who do not have recess and/or lunch will be provided with a basic sandwich and/or fruit.

## Money

Money is processed daily and none is kept overnight on the Canteen premises.

## Pricing Policy

The mark-up percentage is based on wholesale prices including GST, not subject to increase of profit margin. On some items, the mark-up on AMBER (select carefully) foods is slightly higher and the mark-up on GREEN (everyday) foods is lower to incentivise the purchasing of the healthier food choices.

## Promotion

The healthy food service offered by the Canteen is promoted via social media

- Flagstaff Hill Primary website
- Qkr! App (full seasonal menu)
- Skoolbag
- Friends of facebook page
- other (as determined by the Canteen Committee)

In applying the *Right Bite Policy*, our canteen offers 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 Flagstaff Hill Primary Canteen's daily menu. *Note: RED (occasional) food choices are offered for some special food days.*

We choose suppliers that offer alternative foods that better meet the guidelines, for example, Better bite pies, pasties, sausage rolls.

## **Special Food Days**

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

- enhance the cultural experience of attending Flagstaff Hill Primary School
- provide convenient catering for whole of school events (ie sports days)
- achieve 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. Examples include: Sports Day, Showdown Donuts etc.

## **Special Activities e.g. catering for functions**

The Canteen will on occasions be asked by the school to provide catering for events. Examples include: Staff PD Meetings, Partnership catering etc.

## **Sustainability**

The Canteen will work to continually adopt practices that improve the sustainability performance of the Flagstaff Hill Primary School Canteen.

Current practices include:

- use of 100% *compostable* cups, containers, cutlery, paper bags and napkins
- sourcing fresh produce locally and in season
- batch cooking on site, for example, curries, cakes, biscuits
- recycling of cardboard box packaging
- use of school compost bin program

## **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 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 and school staff will enter the canteen kitchen premises during normal canteen opening hours.

## **Insurance**

Volunteers in organisations who employ paid staff have the same responsibility and accountability, under the *Work Health and Safety Act 2012*, as workers do. 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.

## **This policy and alterations**

This Flagstaff Hill Primary School Canteen Policy was approved by the Flagstaff Hill Primary School Governing Council on 24<sup>th</sup> May, 2023.

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 at least triennially (3 years).

Suggested amendments will be forwarded to the Flagstaff Hill Primary School Governing Council for consideration.