

D-14 FOOD HANDLING & STORAGE



POLICY STATEMENT

TWOOSH will maintain a healthy and hygienic environment that promotes the health of the children, educators and families attending TWOOSH. Children and Guardians will be encouraged to share ownership of maintaining hygiene practices at TWOOSH. Educators will ensure that they maintain and model current best practice hygiene procedures as advised by NSW health authorities. Educators will engage children in experiences, conversations, routines and responsibilities that promote children's understanding of the importance of hygiene for the wellbeing of themselves and others ("My Time, Our Place 2022" Outcomes 3.2, 4.2, 4.3).

REFERENCES AND CONSIDERATIONS

- National Education and Care Services Regulations 77 (Health, hygiene and safe food practices) 2011
<https://legislation.nsw.gov.au/view/html/inforce/current/s1-2011-0653#sec.77>
- National Quality Framework Quality Area 2 element 2.1.3
www.acecqa.gov.au/sites/default/files/2025-03/OccasionalPaper2-ChildrensHealthandSafety.pdf
- Food Standards Code Legislation
<https://www.foodstandards.gov.au/food-standards-code/legislation>
- Food Regulation 2015 (NSW)
NSW Department of Health
<https://www.health.nsw.gov.au/>

Related TWOOSH documents

- TWOOSH Food handling induction checklist
- Policy D-4 – Dealing with infectious diseases

PROCEDURES

Food safety training

- ◆ TWOOSH will have a qualified on-site Food Safety Supervisor, who is readily available to supervise food handlers.
- ◆ TWOOSH will ensure all food handlers are trained in food safety and hygiene, or can demonstrate adequate skills and knowledge, and be able to show their food is safe.

Food storage

- ◆ All food will be prepared and stored in a hygienic manner as per the current standards set by Food Standards Code
- ◆ Opened food will be stored in tightly sealed containers, labelled with food name, open date, expiry date, and allergens (if any).
- ◆ Kitchen equipment will be cleaned and stored appropriately.
- ◆ All perishable food will be stored in the refrigerator and the temperature of the refrigerator will be checked twice daily and recorded on the monitoring chart to ensure it is less than 5°C using a thermometer.
- ◆ Containers will be cleaned and stored appropriately to ensure pests are not able to contaminate them.

Food safety & handling

- ◆ Surfaces are cleaned and sanitised before and after food preparation or serving.
- ◆ Tongs and spoons will be used to serve food. Where possible Educators will encourage children to self-serve food and drinks, encouraging the development of their food handling skills as well as acknowledging their growing sense of independence.
- ◆ When gloves are used:
 - to avoid contaminating food, gloves will only be used for one continuous task and then discarded.
 - after handling raw food, gloves must be removed, discarded and replaced with a new pair before handling food and before working with ready-to-eat food.
 - In accordance with the chart, different chopping boards will be used for raw, fresh and cooked foods.
 - Gloves must be removed, discarded and replaced after using the toilet, coughing, sneezing, using a handkerchief/tissue, eating, drinking or touching the hair, scalp, body, or clothing.
- ◆ Children will be encouraged to be involved in food preparation to provide opportunities for them to learn more about hygienic practices when preparing food. This participation should always be supervised and an explanation should also be provided to children on the reasons why hygienic conditions are maintained.
- ◆ Children are to be seated while eating or drinking.
- ◆ Children will be encouraged not to share their drinking and eating utensils.
- ◆ Cups, plates, utensils, containers and cooking equipment will be washed in the dishwasher where possible. When necessary some items will be washed by hand using detergent and warm water. Any cups or utensils that have been in contact with mouths must be put through the machine
- ◆ All rubbish or left over food is to be disposed of immediately in lidded bins. Bins are to be emptied daily, then wiped with disinfectant. Food scraps will go into the compost bin with a green lid when appropriate.
- ◆ TWOOSH will provide food handling and hygiene information to guardians via the TWOOSH website & Family Information Booklet.
- ◆ TWOOSH will regularly review and evaluate food handling practices in line with current best practice guidelines from recognised authorities.

To avoid cross contamination of allergens the following extra procedures are followed:

- ◆ Food for a child with any allergy is prepared first, put in a sealed container, labelled and placed away from other food.
- ◆ Separate utensils are used if preparing food containing different allergens.
- ◆ Separate storage of allergens as required (eg, eggs in a sealed container in the fridge when a child with a touch allergy is enrolled in TWOOSH).

Revisions

Date of next review: May 2027

Date	Reviewer	Approved by
11.09.17		TWOOSH Management Committee
06.08.18		TWOOSH Management Committee
29.07.19		TWOOSH Management Committee
24.02.21	SR	TWOOSH Management Committee
10.06.22	HBD	TWOOSH Management Committee
20.10.25	NG	TWOOSH Management Committee