

Operational Plan of Management For Mount Vernon Early Learning Centre

110-112 Mount Vernon road, Mount Vernon NSW

1 Executive Summary

This Plan of Management (POM) forms an essential part of the ongoing management requirements for the Child Care Centre. It is a document required by Council and that reflects a reasonable agreement between the Centre Operators and the Council in order to minimise any adverse effects upon neighbors. It is required by and reflects the intention of the requirements of Council's conditions of development consent for the Centre.

Capacity of Centre

The Centre's capacity is for a total of 96 Children as follows:

Age Group	Children per educator	Number of children	Total Educators	
0-2 yo		4	16	4
2-3 yo		5	20	4
3-5 yo		10	60	6
5+		15	0	0
Total			96	14

Outdoor Play

Number of (0-2yrs) within the babies' outdoor area will be restricted to a maximum of 4 children at any given time.

Number of (2-3yrs) within the outdoor area will be restricted to a maximum of 5 children at any given time.

Number of (3-5yrs) within the outdoor area will be restricted to a maximum of 20 children at any given time.

Hours of Operation

The Centre opens daily Monday to Friday from 7.00 am to 6.00pm, fifty-two (52) Weeks a year.

The Centre closes for Public Holidays.

Staffing

The Centre will be operated by 19 staff at any one time (including 1 director/nominated supervisor, 1 admin, 14 educators, 2 educator floaters to cover staff meal breaks, and 1 cook).

There will be a structured routine where the children will be divided between their age groups of 0-1 years and 1-2years (Babies), 2-3 years (Toddlers) and 3-4 and 4-5 years. A daily program will be based on their needs and individual development/progress.

Each group will be required to maintain staff to children ratios in accordance with the Childcare Regulations.

Staff Arrival

Not all staff arrive at the same time. The arrivals are usually staggered between the hours of 7.00am to 10.00am. Full-time staff work for 8 hours a day. Part-time or Casual staff work shifts as required. A minimum of 2 staff will open and close the Centre on any given day.

Parents/Children Arrival and Departure

In the morning, parents usually arrive between the hours of 7.00am-10:00am. Similarly, for pick-up, the parents will start arriving from 3.00pm and stagger until 6.00pm. Predominately most children will arrive between 7.30am and 8.30am.

Childcare Centre Car Parking

The following procedures are to be adopted for the use of the Early Learning Centre's car parking area:

1. All parking associated with the childcare Centre must occur within the signposted spaces
2. Vehicles must enter and exit the site car parking area in a forward direction at all times
3. The disabled car space must be used by people with a valid disability permit only
4. The pedestrian walkway connecting the car parking spaces to be kept clear at all times
5. No double parking is permitted in the car parking aisle - i.e. the hardstand area in between the two opposite rows of car spaces
6. The security door at the entrance to the car park should remain open during childcare Centre operating hours
7. The car parking area is not to be used for storage purposes, thereby reducing the number of available car spaces. The car park must be kept available for parking at all times
8. Staff, parents and educators must be encouraged to report improper use of the car parking area to the Centre's manager. In this regard, regular parent education is paramount and should be undertaken by email or letters in children's bags
9. Staff are to regularly monitor the car park during operating hours to ensure the above items are adhered to, particularly during peak drop-off/pick-up periods
10. This Traffic & Parking Management Plan must be issued to all new parents and staff, with a copy to be included on the Centre's website
11. This Traffic & Parking Management Plan is to be regularly reviewed and amended as deemed necessary.

Noise Management Plan

The Early Learning Centre should not become a source of 'offensive noise' impacting adversely on the acoustic amenity of neighboring residential properties or businesses.

Children

Time out of doors is an essential component of the child's experience of the Centre

Whilst active play is encouraged, screaming and shouting is not. This type of behavior can be intimidating to other children, and can be disturbing to neighbors. Children who persist in such behavior may need to be excluded from outdoor activities.

A crying or distressed child will be attended to immediately (without delay). The child will be taken to a quiet area to be comforted and to be assessed for any injury, or other cause of distress.

When children are in the "Active" play area, each group will be fully supervised by teachers / educators at all times.

Educators

Centre management recognise the importance of ensuring all Educators and staff are properly trained.

In-house training will include familiarisation with the procedures and requirements set out in the Noise Management Plan.

Recent graduates and relieving teachers (who may lack experience in the operation of the Centre) will be supervised by permanent staff members.

Staff will be instructed to engage the children in educational play activities that the children will find both mentally and physically stimulating, at all times.

All temporary & permanent staff will be required to read the Noise Management Plan before starting work and to comply with it at all times.

Management

Centre management will maintain a Log of any, and all, noise complaints received. Any complaints received shall be logged with details of the nature of the complaint, time of the event and contact details of the complainant.

Centre management will endeavor to respond to any noise complaint as quickly as possible, and will advise the complainant within 48 hours of what, if any, actions have been undertaken as a result of reviewing the complaint. These actions will be recorded in the Log.

The Log will be located in the Nominated Superior's office and will be accessible to Council at any time within normal operating hours.

Centre management will provide Council the name and position of the designated person (or persons) responsible for the addressing noise complaints.

At least one designated responsible person shall be available on site at all times during operational hours.

A laminated copy of the Noise Management Plan will be displayed in the entry foyer.

All Educators (temporary and permanent) will be required to read the Noise Management Plan.

All parents / guardians will be required to read the section of the Noise Management Plan relating to their Children. Continued attendance at the Centre will be contingent on the parent and / or guardian abiding by the requirements of the Noise Management Plan.

Should noise complaints persist, the Centre will engage the services of a recognised Acoustical Consultant (being a full and current member of the Australian Acoustical Society) to monitor noise levels and provide advice on any additional noise mitigation measures (if required).

Such a report will form part of the Log and be freely available to Council and to the Complainant. Attended noise monitoring may require access to the complainant premises.

Investigation of any noise complaint requiring the services of a recognised Acoustical Consultant will be contingent on this permission being given.

Complainants should be made aware that this will be a requirement of the investigation.

Centre Management is committed to being a responsible and good neighbor to local residents and businesses.

Children's Schedules

Our Daily Routine In the 0-2 Years Rooms

7.00am: Centre opens

7.30am- 8.30am: Breakfast & Family Grouping in the room

A quiet, settling time for children of mixed ages.

8.30am - 9am: Free play in the rooms

A time for babies to participate in a variety of free play learning experiences.

9.00am: Nappy Change Time

9am - 9.30am: Progressive Morning Tea & Various Learning Centre Activities

A time for hand washing, fruit and a healthy snack; and, for babies to practice their developing self-help skills. Daily Communication Chart record completed for individual babies eating.

9.30am - 9.45am: Sleep Time and One-on one Activity Time

A time for some babies to sleep; and a time for staff to be able to focus on babies individual interests. Staff use this time to record Morning Meeting Notes involving a written record of babies play interests.

10am: Transition to Indoor/Outdoor Active Play Area

A time for babies and staff to tidy the Room then transition to the Indoor/ Outdoor play area. Transition strategies include music and movement. A staff member stays upstairs with babies who are still sleeping, and bring them Outdoor as they wake.

Number of (0-2yrs) within the babies' outdoor area will be restricted to a maximum of 4 children at any given time on a rotating roster

10am -10.45am: Planned and Spontaneous Indoor/Outdoor Active Activities

A time for babies who are interested to participate in planned and spontaneous activities and projects that are based on developing babies emerging skills and development. These are pre-planned and/or spontaneous activities based on meeting the Early Years learning Framework Outcomes; and, babies developing interests, skills and needs.

10.30am: Music and Movement Time

A time for babies who are interested to actively participate in various music and movement experiences.

10.45am - 11am: Nappy Change Time

11am: Transition to the 0-2 years Room

A time for babies to tidy the Outdoor play area then transition to the 0-2 year's room.

11am-11.30am: Progressive Lunch Time

A time for hand washing, lunch; and, for babies to practice their developing self-help skills. Daily Communication Chart record completed for individual babies eating.

11.30am-1pm: Sleep Time and One-on one Activity Time

A time for some babies to sleep; and a time for staff to be able to focus on babies individual interests. Staff use this time to record Morning Meeting Notes involving a written record of babies play interests.

1pm-1.15pm: Nappy Change Time

1.15pm - 1.30pm: Progressive Afternoon Tea Time

A time for hand washing, a healthy snack and for babies to practice their developing self-help skills. Daily Communication Chart record of individual babies eating.

1.30pm-2pm: Sleep Time and Free Play Time

A time for some babies to sleep; and a time for babies to choose what they would like to play with.

2.00pm- 2.15pm: Music and Movement Group Time

A time for babies who are interested to participate in a music and movement session.

2.30pm: Transition to Play Area for Free Play and Family Grouping

A time for babies and staff to tidy the room and then transition to the Outdoor play area. Transition strategies include music and movement. Once outdoors, this is a time for babies who are interested to engage with various Learning centre and play experiences provided both indoors and outdoors. The glass sliding doors may be left open for babies to choose indoor/outdoor play (staff/child ratio permitting).

2.45pm - 3pm: Story reading Time

A time for babies who are interested to listen to a story book and everyone to assist in the tidying of our classroom.

3.45pm - 4pm: Music and Movement Group Time

A time for babies who are interested to participate in music and movement session.

4:00pm: Nappy Change Time

4.00pm- 4.30pm: Progressive Late Afternoon Snack Time

A time for hand washing, a healthy snack and for babies to practice their developing self-help skills.

4:30pm Nappy Change Time

5.30pm: Story Time

A time for packing the Indoor and Outdoor play areas away, gathering belongings and reading a story together.

6.00pm: Centre closes

In the 2-3 Years Rooms

7.00am: Centre opens

7.30am- 8.30am: Breakfast & Family Grouping in the Room

A quiet, settling time for children of mixed ages.

8.30am - 9.00am: Free play in the Active Indoor/Outdoor Area

A time for children to participate in a variety of free play learning experiences. Children are given the choice and flexibility to play indoors or outdoors (weather permitting).

9am - 9.30am: Progressive Morning Tea & Various Learning Centre Activities

Held in the Outdoor play area. A time for hand washing, fruit and a healthy snack; and, for children to practice their developing self-help skills. Daily Communication Chart record completed for individual children's eating.

9.30am - 9.45am: Good Morning Circle Group Time

A time for staff and children to say hello; discuss overview of day including activities provided; revisit project interests; and record Morning Meeting Notes involving a written record of children's requests & play interests.

9.45am- 10am: Planned Outdoor Activities

A time for children who are interested to participate in planned outdoor activities and projects.

- Number of (2-3yrs) within the outdoor area will be restricted to a maximum of 5 children at any given time on a rotating roster

10am: Transition to the Classroom

A time for children to tidy the Outdoor play area then transition to the class room. This involves children having to follow teacher instruction. Transition strategies include music and movement.

10am -10.15am: Music and Movement Time

A time for children who are interested to actively participate in various music and movement experiences. Educators can also use this time to prepare experiences for the children.

10:15am- 11.00am approx.: Planned Indoor Experiences including Art & Craft

A time for children who are interested to participate in various activities those are based on developing children's emerging skills and development. These are pre-planned activities based on meeting the Early Years learning Framework Outcomes; and, children's developing interests, skills and needs.

11.00am: Nappy Change Time

11:30am -12pm: Progressive Lunch Time

A time for hand washing, lunch; and, for children to practice their developing self- help skills. Daily Communication Chart record completed for individual children's eating. This is also a time for educators to prepare beds.

12pm - 1:30pm: Progressive Nap Time

A time for children to sleep or rest and restore their energy for the afternoon session. Daily Communication Chart record completed for individual children's sleeping times. This is also a time for educator's to document children's learning and create classroom displays.

1.30pm: Nappy Change Time

1:30pm- 2pm: Free Play, Quiet Activities

A time for children to participate in quiet activities while other children are still sleeping.

2pm- 2.30pm: Progressive Afternoon Tea

A time for hand washing, a healthy snack and for children to practice their developing self-help skills. Daily Communication Chart record of individual children's eating.

2.20pm-2.30pm: Story reading Time and Tidying of Room

A time for children who are interested to listen to a story book and everyone to assist in the tidying of our classroom.

2:30pm: Transition to Outdoor Play Area for Free Play and Family Grouping

A time for children to transition to the Outdoor play area. This involves children following teacher instruction. Transition strategies include music and movement, e.g. our 'Lining up Song.' Once outdoors, this is a time for children who are interested to engage with various Learning Centre and play experiences provided both indoors and outdoors. The glass sliding doors may be left open for children to choose indoor/outdoor play.

3:45pm-4pm: Music and movement Group Time

A time for children who are interested to participate in a music and movement session. This could also be a gross motor game outside (weather permitting).

4.00pm- 4.30pm: Progressive Late Afternoon Snack Time

A time for hand washing, a healthy snack and for children to practice their developing self-help skills.

4:30pm Nappy Change Time 5.30pm: Story Time

A time for packing the Indoor and Outdoor play areas away, gathering belongings and reading a story together.

6.00pm: Centre closes

In the 3 - 5 Years Rooms

In this room we follow individual routines based on family input.

7.00am: Centre opens

7.30am - 8.30am: Breakfast & Family Grouping

A quiet, settling time for children of mixed ages.

8.30am - 9.00am: Free play in the Indoor/Outdoor Active Play Area

A time for children to participate in a variety of free play learning experiences. Children are given the choice and flexibility to play indoors or outdoors (weather permitting).

9am - 9.30am: Progressive Morning Tea & Various Learning Centre Activities

Held in the Outdoor play area. A time for hand washing, fruit and a healthy snack; and, for children to practice their developing self-help skills. Daily Communication Chart record completed for individual children's eating.

9.30am - 9.45am: Good Morning Circle Group Time

A time for staff and children to say hello; discuss overview of day including activities provided; revisit project interests; and record Morning Meeting Notes involving a written record of children's requests & play interests.

9.45am - 10am: Planned Outdoor Activities

A time for children who are interested to participate in planned outdoor activities and projects.

- Number of (3-5yrs) within the outdoor area will be restricted to a maximum of 20 children at any given time on a rotating roster

10am: Transition

A time for children to tidy the Indoor/Outdoor Active play area then transition to the class room. This involves children having to follow teacher instruction. Transition strategies include music and movement.

10am - 10.15am: Music and Movement Time

A time for children who are interested to actively participate in various music and movement experiences.

Educators can also use this time to prepare experiences for the children.

10:15am - 11.00am approx.: Planned Indoor Experiences including Art & Craft and School Readiness

A time for children who are interested to participate in various activities those are based on developing children's emerging skills and development. These are pre-planned activities based on meeting the Early Years learning Framework Outcomes; and, children's developing interests, skills and needs.

11:30-12:00: Progressive Lunch Time

A time for hand washing, lunch; and, for children to practice their developing self-help skills. Daily Communication Chart record completed for individual children's eating. This is also a time for educators to prepare beds.

12pm - 1:30pm: Progressive Nap Time

A time for children to sleep or rest and restore their energy for the afternoon session. Daily Communication Chart record completed for individual children's sleeping times. This is also a time for educator's to document children's learning and create classroom displays

1.30pm- 2pm: Free Play, Quiet Activities

A time for children to participate in quiet activities while other children are still sleeping.

2pm- 2.30pm: Progressive Afternoon Tea

A time for hand washing, a healthy snack and for children to practice their developing self-help skills. Daily Communication Chart record of individual children's eating.

2.20pm-2.30pm: Story reading Time and Tidying of Room

A time for children who are interested to listen to a story book and everyone to assist in the tidying of our classroom.

2:30pm: Transition to Indoor/Outdoor Play Area for Free Play and Family Grouping (Rotating roster)

A time for children to transition to the indoor/Outdoor play area. This involves children following teacher instruction. Transition strategies include music and movement, e.g. our 'Lining up Song.' Once outdoors, this is a time for children who are interested to engage with various Learning Centre and play experiences provided both indoors and outdoors. The glass sliding doors may be left open for children to choose indoor/outdoor play.

3:45pm-4pm: Music and movement Group Time

A time for children who are interested to participate in a music and movement session. This could also be a gross motor game outside (weather permitting).

4.00pm- 4.30pm: Progressive Late Afternoon Snack Time and Free play

A time for hand washing, a healthy snack and for children to practice their developing self-help skills.

5.30pm: Story Time

A time for packing the Indoor and Outdoor play areas away, gathering belongings and reading a story together.

6.00pm: Centre closes

Mechanism for Conveying Policies and Updates to Parents

The Centre's operations are documented in our Policies and Procedures.

These Policies and Procedures make up many volumes. All educators and staff must read the Policies and Procedures and confirm in writing that they have done so. The Policies and Procedures are discussed at Staff Meetings and are continually updated and redistributed as they are amended to retain relevance and compliance.

Policies will be located in the front foyer for all families and visitors to have access to at any time. Centre Policies are reviewed throughout the year on a monthly basis following a schedule. All revised policies are mentioned in the Centre monthly Newsletter as well as displayed in the front foyer of the Centre's for families to be updated and advised of changes that have been made.

Aim

As a part of our commitment to the National Quality Framework (NQF), our service will annually review our policies and procedures to ensure excellence and compliance. Our review processes also provides an important opportunity for families to offer their valuable input into the practices at the service and how best to meet the needs of each child being educated and cared for.

Security Measures Policy

The Centre will have the following security measures in place:

Surrounding child-proof fences and gates, Security cameras and CCTV - external and internal back to base alarms. Individual Pin Code access to all staff and parents to access the Centre. Individual Pin codes will be cancelled upon families cancelling their child's position at the service.

Aim

The aim of this policy is to ensure that delivery and collection procedures are consistent with the safety of children. It is also paramount that children are delivered to and collected from the Centre by an authorised person.

Quality childcare must provide a safe and secure environment for children. The happiness of children in care is also dependent on the feelings of parents, who are more likely to feel comfortable in leaving their child or children in a setting where their security is assured.

Supervision of Children

The Outdoor Area is 50% undercover and will have a very natural sustainable design. This area will contain a variety of fixed and specialist outdoor child care design equipment.

Outdoor Play Schedule (0-2yrs age group)

The outdoor play schedule is set out above for age group 0 to 2. Maximum of 4 children to play in the outdoor play area at any one time. Children under 12 months of age normally stay with educators.

Outdoor Play Schedule (2-3yrs age group)

The outdoor play schedule is set out above for age group 2 to 3. Maximum of 5 children to play in the outdoor play area at any one time.

Outdoor Play Schedule (3-5yrs age group)

The outdoor play schedule is set out above for age group 3 to 5. Maximum of 20 children to play in the outdoor play area at any one time.

Activities

Outdoor activities vary from day to day and are dependent upon the weather and the program. They include:

- Ball games
- Team play
- Balancing, Climbing, Stepping
- Using variety of gross motor skills development equipment
- Environmental and nature based activities
- Supervised play
- Sand play
- Water based play (not swimming pool)
- Free play

Different age groups will be given the opportunity to participate each day in both the Indoor/Outdoor Area and the Secondary Outdoor Area.

Monitoring The monitoring process for outdoor play is the same as for indoor as follows:

The outside play area will be used only during the Centre hours of operation, depending on the weather conditions. All outdoor activities are fully supervised and monitored. Teachers and children are encouraged to participate in quiet play activities. The specified outdoor play policy and times shall be adhered to. Exceptional circumstances may apply. The Centre manager shall ensure that outdoor play activities are conducted in an orderly fashion and that excessive noise from children playing, etc., is avoided wherever possible and practical.

Age Group	Monitoring Ratio
0-2 Years	1 Staff: 4 Children
2-3 Years	1 Staff: 5 Children
3-6 Years	1 Staff: 10 Children

Comprehensive Complaints Handling Procedure

Aim

To ensure that all grievances (complaints) are investigated in a timely, transparent, thorough and impartial manner, and that affected parties are advised of the outcome and their rights of appeal.

Implementation

It is vitally important that all educators/staff are aware of and adhere to the following procedure while addressing a parental grievance:

- The educators/staff are to ensure that a parent is referred to the following procedure should they have a grievance:
- The parent is to first communicate their concern to their child's Group Leader.
- If the grievance is not resolved to the parent's satisfaction, he or she can be referred to the Nominated Supervisor to contact the parent or guardian.
- If the issue is still unresolved, the parent will be referred directly to the Area Manager.
- If the parent is still unhappy after speaking with the Area Manager, they can contact the ACECQA on 1300 136 554 or their relevant state department.

The Parent Grievances procedure must be communicated to the parents at the time when they are enrolling their child into the Centre and is also noted in the parent handbook

All grievances are to be addressed seriously and educators/staff must make their best attempts to resolve the issue to the best of their abilities.

All outcomes are to be discussed with the parent/s concerned and recorded on the parent grievance record and placed in the parent communication folder and/or review and revise folder.

Should the grievance be lodged against another person(s), these person(s) should be interviewed separately and impartially. Individuals must be given the opportunity to respond fully to the allegations and may have another person present, as an observer, if they wish. If after investigation, it is concluded that the grievance is substantiated:

- Both parties should be told of the decision and the reason for it.
- Immediate and appropriate steps should be taken to prevent the grievance from recurring
- If after investigation, it is concluded that the grievance is not substantiated both parties should be told of the decision and the reason for it
- The grievant should be informed that if they are not satisfied with any decision relating to the grievance procedure that they should consult with an external body for further advice such as the Department of Education and Communities.

The procedure should be held in a timely manner and all parties should be kept informed of progression and any outcomes as they occur.

The Nominated Supervisor will establish unbiased Centre policies to reduce any potential power inequities between families and the service. Families will be guaranteed that they will not be treated unfairly nor that care will be withheld if they raise a concern, grievance or complaint.

In the event of a serious complaint being made, the Service supervisor/ 2ic must complete the Notification of complaints form on the ACECQA Portal; it is required to be sent through to the Department of Education and Communities within 24 hours.

Events & Parent Information Days

The Centre will conduct Centre events and parent information days ONLY during the hours of opening of the Centre, being 7.00am to 6pm, Monday to Friday. (Not on public holidays).

Insurances

In order to be licensed the operator will take out the following insurances: Childcare Insurance which covers all aspects of a childcare Centre and includes Public Liability Insurance of \$20 Million and Workers Compensation Insurance.

Centre Cleanliness, Waste Management and Maintenance

Center will be kept clean by both staff and after hours -external professional cleaners and gardeners.

The Centre will have a designated WH & S officer who maintains a schedule of required maintenance which is routinely undertaken by handymen, builders and other tradesmen as required.

As the Centre educates children on environmental issues, it is a core objective to recycle our waste as best as possible.

Fire Safety, Flood and Emergency

(Refer to Fire, Flood and Evacuation Plan)

Administration

The Centre will have an administration office which provides administration, technical, accounting, human resource and general management resources to the Centre as required.

Sales and Marketing

The Centre's sales and marketing plan may include the following avenues for publicising the Centre:

- Branding
- Site advertising
- Bulk advertising - e.g. flyers
- Internet/web page
- Centre opening
- Newsletter

Food Safety Program

(Mount Vernon Early Learning Centre)

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1. Introduction

A guide to Food Safety Standards:3rd Edition November 2016 requires businesses to:

- identify potential food safety hazards;
- identify where in the food handling operation the hazards can be controlled and the means of control;
- provide for monitoring of controls and corrective action if a hazard is found not to be under control;
- provide for regular review of the program to ensure its adequacy; and
- provide for record keeping that demonstrates action taken or compliance with the program.

2. Mount Vernon Early Learning Centre's food safety program (all actions / records to be completed before centre opening)

Step	Action and requirements	Example record / action required	Completed
1 and 2	Determine that our centre requires a mandatory food safety program by: <ul style="list-style-type: none"> • asking our local council environmental health officer or the Department of Health Food Policy and Programs Branch, • determining from this document or previous Department of Health information • examining the new Food Safety Standard. • receiving notification from Council that a mandatory food safety program is required. 		Completed
3	Complete the details in section 3: Getting started.		Completed
4	Read section 4: Potential food safety hazards. <ul style="list-style-type: none"> • Consider removing foods from the menu that are not suitable for children under four for food safety reasons. Discuss with appropriate stakeholders if necessary. 		Completed
5	Review section 5: Process flow diagram and consider the flow of food in your centre. <ul style="list-style-type: none"> • Develop a flow diagram or use the example provided to identify your centre's flow of food and food handling activities. 		Completed
6	Read section 6: Food handling fundamentals. <ul style="list-style-type: none"> • Advise food handlers of their legal obligations. • Introduce a food handler's hygiene policy. • Include time/temperature and good food handling fundamentals in food handler skills and knowledge requirements (see section 7.1). 		
7	Support programs supplement controls (see step 8). Review each program in section 7: Support programs. Complete the statement in each to document the centre's: <ul style="list-style-type: none"> • 7.1: method for ensuring food handlers have appropriate skills and knowledge • 7.2: purchasing arrangements and if a supplier list will be completed • 7.3: cleaning and sanitising schedule for food handling areas • 7.4: methods of calibration, maintenance and pest control • 7.5: methods for recording problems and resolutions • 7.6: method, and frequency, of in-house assessment Implement these requirements with relevant food handlers.	Record 4 Record 1 Records 6a,b Records 3, 7 Record 9 Record 10	

Step	Action and requirements	Example record	Completed
8	<p>Controls prevent, eliminate or reduce a food safety hazard to an acceptable level. Review the controls that correspond with the centre's food handling activities as identified by the process flow diagram in section 5 and accept or amend. Controls are:</p> <ul style="list-style-type: none"> • 8.1: receiving • 8.2: storage • 8.3: thawing • 8.4: preparation. • 8.5: cooking and reheating • 8.6: cooling • 8.7: service and delivery. <p>Implement the requirements.</p> <p>Note: the controls are the critical part of the food safety program and are underpinned by the fundamentals and support programs.</p>	<p>Record 2 Record 3 Record 10 Record 10 Records 5a, b Records 5a, b Record 10</p>	
9	Review the program for effectiveness and compliance once all the requirements have been implemented.	Record 8	
10	Organise a Department of Health approved auditor to conduct an audit.		
11	Maintain the food safety program and conduct a regular review. Continue audits at the frequency advised by Council or adjusted by your auditor.		

3. Getting started

3.1 Business details

Trading name	Mount Vernon Early Learning Centre
Site address	110-112 Mount Vernon road, Mount Vernon NSW
Postal address (if different)	110-112 Mount Vernon road, Mount Vernon NSW
Phone / fax / email	TBA
Position and person responsible for the food safety program	Nominated Supervisor

3.2 Food service details

Type of business and intended customers	Centre that supplies food to children (approximately 96) and staff (19).
Description of food served	Hot and cold lunch meal, morning and afternoon teas.
Scope of the food safety program	The food safety program covers food prepared and served by the centre to the children and staff of the centre. It does not cover fundraising events or special events where food is supplied by parents or others.

3.3 Food service responsibilities

Position	Responsibilities (relative to food safety)
Director/manager/Nominated Supervisor	Manage the centre's food operations and food safety program. Develop and maintain employees' food safety skills and knowledge.
Cook(s)	Purchase, prepare and cook lunch meals for children and staff, clean and sanitise food areas, apply the operational elements of the food safety program.
Food handler(s)	Serve food and assist children with food, following good food handling practices and centre policies.

4. Potential food safety hazards

The following potential hazards may occur **during all activities** in a centre's food operation.

Microbiological hazards

Consumption of food poisoning microbes (bacteria, viruses and parasites), also known as pathogens, can result in food-borne illness.

Microbiological hazards are the **most significant** food safety hazards because microbes:

- are not easily detected;
- are widely present on, and transfer easily between, humans, animals, pests and raw produce;
- may be able to grow rapidly at ambient temperatures;
- can in some cases survive or regenerate following control steps such as cooking; and
- can result in illness even in small numbers.

Pathogenic bacteria
Campylobacter
Salmonella
Listeria
E coli
Staphylococcus aureus
Bacillus cereus
Clostridium perfringens
Food borne viruses
Hepatitis A
Rota viruses

Children under five are vulnerable

Particular care is required when preparing food for children under five because they are considered more susceptible to microbiological infection than the average healthy adult and the symptoms and consequences of food-borne illness can be more severe for young children. Their susceptibility is a consequence of their immature immune systems and the production of less stomach acid which makes it easier for harmful germs to get through their digestive system and invade their bodies.

Some foods are not considered suitable for children under five because of their inherent microbiological risk. They are:

- Raw or undercooked meat (particularly minced meat), poultry, fish and shellfish. Food poisoning bacteria are commonly found on raw chicken; particular care is required when handling and preparing raw chicken to avoid cross contamination and thorough cooking is essential;
- Uncooked fermented meats, such as salami. Check the label: 'cooked' products are safe. Do not feed young children 'heat treated' or 'not heat treated' products;
- Unpasteurised milk and products made from unpasteurised milk, such as raw milk, cheese and other dairy foods made from unpasteurised milk; and
- Raw sprouts, such as alfalfa, clover and radish.

Potentially hazardous foods

Particular care should be taken with 'potentially hazardous foods' because:

- they may contain food poisoning microbes that can cause food-borne illness if allowed to multiply to large numbers; and
- they provide a suitable environment (i.e. moist but not acidic, salty or high in sugar) to support the growth of food poisoning bacteria.

Potentially hazardous foods include:

- raw and cooked meats/poultry and products containing raw and cooked meats/poultry;
- smallgoods;
- dairy products such as custard and cheesecake;
- seafood and products containing seafood and fish stock;
- some pre-prepared processed fresh fruits and salads such as pre-prepared salad and pre-cut fruit salad;
- cooked rice and pasta;
- cooked foods containing protein-rich products such as eggs, beans and nuts; and
- foods that contain the above foods, such as pizza and sandwiches.

Non-potentially hazardous foods include:

- any fully processed foods such as canned and bottled products, dried fruit, salted and fermented dried meats; acidic foods such as yoghurt and orange juice; shelf-stable sauces such as tomato sauce, uncooked rice, bread, dried pasta and other dried products;
- butter, margarine and similar oil-based spreads;
- hard cheeses and yoghurt;
- raw whole fruit and vegetables and freshly cut fruit and vegetables; and
- uncracked eggs in their shell.

Physical hazards

Physical objects not for consumption but found in food are of concern for two reasons:

- they may introduce microbial hazards; and
- they may result in physical harm to the consumer, for example, choking, laceration, broken teeth.

Physical hazards may include glass, metal, plastic, dirt, adhesive dressings and rubber bands.

Chemical hazards

Chemical hazards can occur naturally in foods or be introduced through poor practices. They include pesticides, cleaning agents, heavy metals, and toxins.

Allergens

Allergens are not considered a food safety hazard and are not managed by this food safety program. Common allergens such as milk, eggs, peanuts, tree nuts, sesame, fish, crustaceans and soy are not inherently unsafe for most people and there are no preventative steps, other than elimination, from an allergic person's diet.

More information can be found: <https://www.health.nsw.gov.au/allergies/Pages/default.aspx>

Potential hazards statement

The centre has microbiological, physical and chemical food safety hazards as identified in section 4 (above).

Potentially hazardous food

The Centre handles the following potentially hazardous foods:

- meats/poultry and products containing meats/poultry;
- dairy products such as custard and cheesecake;
- seafood and products containing seafood and fish stock;
- some pre-prepared processed fresh fruits and salads such as pre-prepared salad and pre-cut fruit salad;
- cooked rice and pasta;
- cooked foods containing protein-rich products such as eggs and beans; and
- foods that contain the above foods, such as pizza and sandwiches

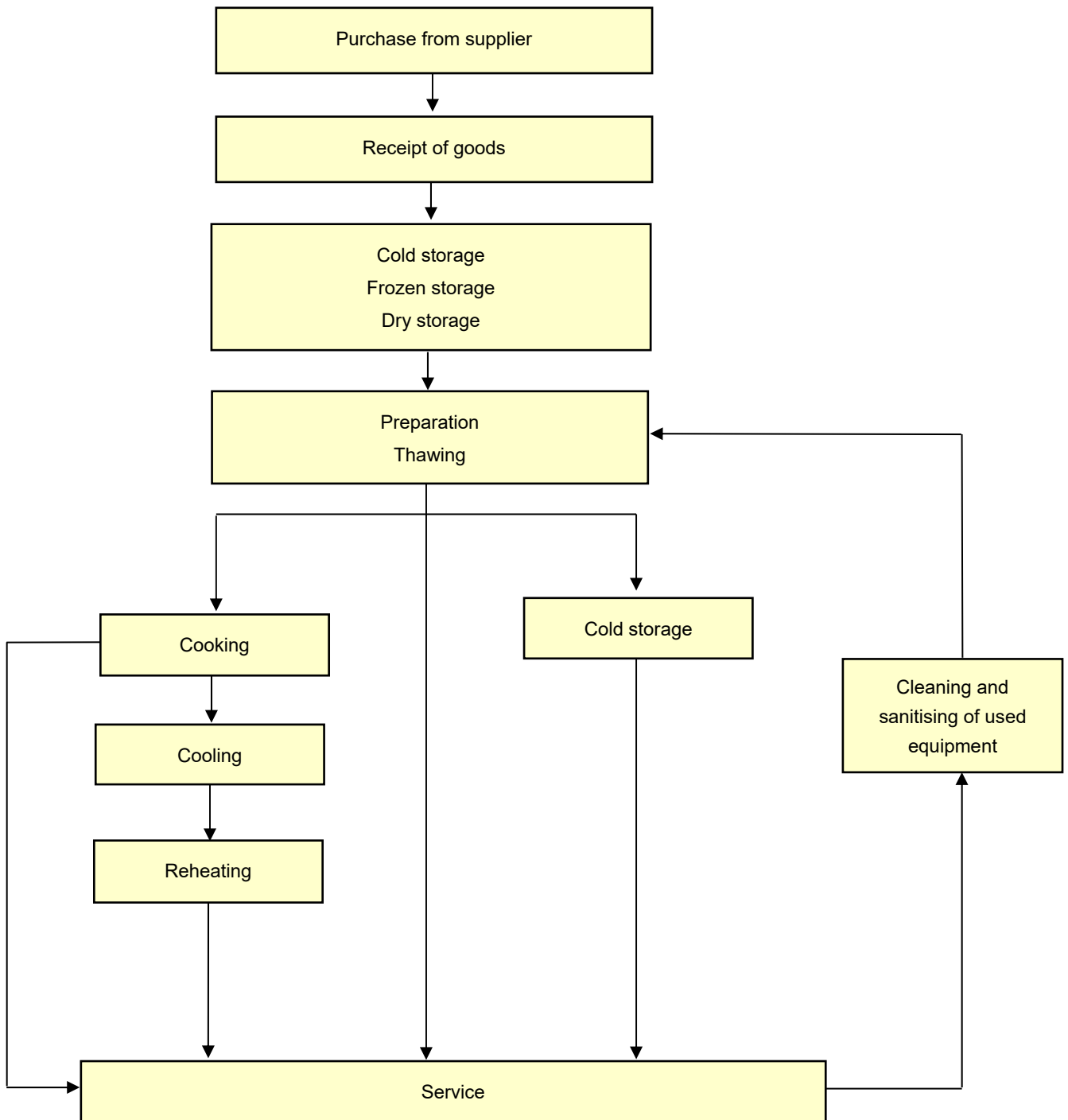
Centre will not serve any raw meats/poultry/seafood for consumption. These raw products are only handled while cooking in line with food handling procedures to ensure all potential risks are minimised.

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Authorised by directorDate.....

5. Process flow diagram

The process flow diagram identifies key activities in our food operation.



6. Food handling fundamentals

6.1 Time & temperature

Control the time & temperature of potentially hazardous food (3.2.2)

The time & temperature of potentially hazardous foods must be controlled through the entire production process, from receipt to serving to the children:

- Receive potentially hazardous food at 5°C or below or 60°C or above, unless the temperature and the time taken to transport it will not adversely affect the safety of the food (3.2.2).
- Check that fridges are operating effectively at 5°C or below and heating/hot holding equipment is operating effectively at 60°C or above.
- Cook potentially hazardous food thoroughly to above 75°C.
- Ensure temperature measuring equipment is accurate to $\pm 1^\circ\text{C}$ by calibrating at least annually or per manufacturers instructions (3.2.2).
- Minimise the time **potentially hazardous foods** are between 5°C and 60°C by:
 - refrigerating as soon as received or prepared (allow steam to dissipate if steaming hot)
 - keeping under refrigeration as much as possible: only remove when ready to prepare, cook or serve
 - preparing small batches of ready to eat foods such as salads and sandwiches so they can be refrigerated as each batch is completed
 - thawing, as much as possible under refrigeration or rapidly in the microwave. If thawed out of refrigeration the food must be cooked or consumed in the following four hours
 - cooling rapidly by dividing into shallow containers, stirring occasionally, placing in a freezer, refrigerator or cool room
 - reheating rapidly (< 2 hours) to 60°C.
- Follow the 2 hour - 4 hour guide:

Total time between 5°C and 60°C	Action
Less than 2 hours	Refrigerate or use immediately.
Between 2 hours and 4 hours	Use immediately.
More than 4 hours	Throw out.

6.2 Food handler health and hygiene

All business employees or volunteers in the centre who directly engage in the handling of food, or who handle surfaces likely to come in contact with food are 'food handlers. Food handlers have legal obligations under Standard 3.2.2 Division 1 as follows:

Food handler: legal obligations

Food handlers must:

- advise the director if they are suffering from, are a carrier of, or have symptoms of food-borne illness. Common symptoms include vomiting, diarrhoea, abdominal cramps, nausea and fever;
- take all reasonable measures to handle food and food contact surfaces and equipment in a way that will not compromise the safety and suitability of food;
- wash their hands with soap and warm running water in hand washing facilities whenever their hands are likely to be a source of contamination of food and specifically:
 - before commencing and recommencing handling food,
 - after using the toilet or changing nappies,
 - immediately before handling ready-to-eat food, and
 - immediately after smoking, coughing, sneezing, using a handkerchief or tissue, eating, drinking, touching hair, scalp or a body opening.

Personal hygiene

Food handlers must abide by the following requirements while handling food or in food handling areas.

Fingernails, jewellery and hair

- Keep fingernails short and clean; do not wear artificial fingernails;
- Wear minimal jewellery (for example, plain wedding rings, sleepers) especially on hands and wrists. Do not wear loose jewellery, especially earrings;
- Wear gloves over jewellery on hands if they are in direct contact with food; and
- Tie back or cover long hair.

Clothes

- Wear outer clothing that will not contaminate food or food contact surfaces and has a level of cleanliness appropriate for the handling of food that is undertaken; and
- Wear a clean apron or similar and remove when going to the toilet, on a break or away from food handling duties.

Exposed cuts or sores

- Cover cuts or sores with a bandage (for example, bandaid). If exposed (for example, on hands) cover with gloves or other waterproof covering to prevent seepage.

Eating

- Do not eat over unprotected food (that will be served to others) or food contact surfaces.

Personal belongings

- Personal belongings not required for food handling must be stored in allocated staff areas.

6.3 Good food handling practices

Avoid cross contamination

- Keep raw and cooked or ready to eat foods separate by:
 - cleaning and sanitising utensils, surfaces and equipment between preparing raw and cooked foods or use separate equipment,
 - storing raw foods below cooked foods.
- Clean and sanitise utensils, equipment and surfaces per the cleaning schedule (Support program 7.3);
- Use equipment and containers that can be easily and effectively cleaned, will not absorb grease, food or water and will not contaminate the food;
- Cover food with plastic wrap or place in a container with a lid; and
- Store food off the floor.

Store chemicals where they cannot contaminate food and according to the manufacturer’s instruction.

Food handling fundamentals statement

The centre has included the food handling fundamentals by:

- incorporating these fundamentals in food handling practices and procedures.
- providing food handlers with a copy of their obligations as a food handler.
- including the food handler hygiene policy in centre policy, providing it to all current food handlers and new food handlers at induction.
- using the food handling fundamentals during food handler training sessions.
- displaying food handling and food safety information in the kitchen area or notice board.
- other.

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Authorised by directorDate.....

7. Support programs

7.1 Food handler skills and knowledge (3.2.2 Division 2)

Food handlers and supervisors of food handling operations are required to have skills and knowledge in food safety and food hygiene matters appropriate to their work activities.

There are many approaches a centre can adopt to provide food handlers with appropriate skills and knowledge to produce safe food. Some examples are:

- in-house training;
- distribution of food safety information;
- viewing of relevant food safety videos
- use of interactive internet-based packages;
- establishment of internal policies and procedures that provide information about food handler and supervisor responsibilities;
- attendance at food safety courses; and
- consideration of the food handlers experience.

A food handler skills and knowledge register should be kept demonstrating to an assessor that food handlers have appropriate skills and knowledge. This function may be undertaken by a training coordinator or central office as long as the records are available if required by an auditor.

Record 4 is an example.

Food handler skills and knowledge statement

The centre will ensure food handlers have appropriate skills and knowledge by:

- in-house training;
- distribution of food safety information;
- viewing of relevant food safety videos
- establishment of internal policies and procedures that provide information about food handler and supervisor responsibilities;
- attendance at food safety courses; and
- consideration of the food handlers experience at the time of hiring

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The centre will record this information on: (*example Record 4*).....

Authorised by directorDate.....

7.2 Purchasing and donations

Food safety risks when purchasing food can be reduced by purchasing from reputable suppliers who can be expected to supply safe and suitable products.

In New South Wales, most food suppliers to child care centres can reasonably be expected to provide safe and suitable food and comply with government food regulations because:

- All meat processing operations (butchers, wholesalers, abattoirs including poultry and game), meat transport vehicles and smallgoods producers are required by law to be accredited, have an approved food safety program and are routinely audited for compliance
- Under the dairy industry regulations, all dairy farmers, dairy manufacturers, dairy distributors and dairy produce carriers are required by law to be accredited, have an approved food safety arrangement and comply with the Dairy Authority
- All businesses that sell food or handle food for sale (unless they are primary producers) are required by law to comply with Food Safety Standards 3.2.2 and 3.2.3 and are routinely inspected for compliance by local Council or NSW Food authority

<http://www.foodauthority.nsw.gov.au/industry>

The centre will not purchase potentially hazardous foods from non-commercial or backyard operators.

Our Centre will maintain a supplier list (see Record 1) to record preferred supplier's details.

If the centre has any doubts about the ability of the supplier to provide safe food the director or other designated staff member will discuss this with the supplier and record the outcomes on the supplier list. The centre will ask for evidence that the supplier can provide safe food (eg, a copy of the business's accreditation, last audit report or inspection report would be suitable).

Receiving food from parents and donations

The centre may accept food provided by parents and donations that are not potentially hazardous, such as whole fruit and vegetables, biscuits, cake, bread and other commercially packaged shelf stable products in accordance with the receiving control (eg, visual inspection and common-sense approach. If in doubt it will be thrown it out, or do not accept it).

The centre will only accept donations of potentially hazardous foods for children if confident that the food is safe or will be rendered safe by cooking or other process conducted by the centre.

Purchasing statement

The centre purchases food that would be reasonably expected to be safe and suitable, from:

- retail food businesses only
- both retail and wholesale food businesses
- wholesale food businesses only

Food purchased from retail is protected from contamination during transport to the centre by:

- purchasing food that is appropriately packaged and within use-by dates
- ensuring potentially hazardous food is transported to the centre rapidly (within 1 hour) and either refrigerated immediately, cooked or served within a total of 4 hours
- transporting food in protective containers or bags

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The centre will not:

- purchase potentially hazardous food from non-commercial or backyard operators
- purchase foods identified in this program as unsafe for children under five unless the products are thoroughly cooked onsite before serving.

Authorised by directorDate.....

7.3 Cleaning and sanitising (3.2.2 Division 5)

Background

Effective cleaning and sanitising reduce the potential for food poisoning bacteria to grow, pests to be attracted and cross contamination.

There will be no accumulation in food handling areas and on fixtures, fittings and equipment, of garbage, recycled matter and food waste (except in designated areas), dirt, grease or other visible matter that may contaminate food. Eating and drinking utensils and food contact surfaces will be in a clean and sanitary condition prior to use.

How to clean and sanitise: six steps

1	Pre-clean	Remove dirt and food by sweeping, scraping, wiping or rinsing with water.
2	Wash	Use warm water and detergent. Soak if necessary.
3	Rinse	Rinse off detergents and any remaining food or dirt.
4	Sanitise	Sanitise to eliminate/reduce micro-organisms to safe levels.
5	Final rinse	Rinse off sanitiser (if necessary).
6	Dry	Air dry, use a single use towel or clean tea towel (that is used for this purpose only).

A domestic or commercial dishwasher may be used for steps 2 to 6.

Items that must be sanitised:

- eating and drinking utensils, including cutlery, crockery, cups and glasses;
- surfaces that will come into contact with food and are likely to contaminate it, including cutting boards, mixing bowls, storage containers, thermometers, bench surfaces and similar equipment; and
- equipment does not need to be sanitised if it will exceed 75°C during use, including pots and pans, ovens and oven trays, and other similar items. These items must be adequately cleaned and if used for cold preparation, must be sanitised.

Methods of sanitising

- **Chemical:** use 5 ml of domestic bleach (4% chlorine) per litre of warm water (equals 200 ppm) and allow a minimum of 30 seconds contact time for immersions and 5 minutes for spray, **or** other chemicals as recommended by the centre's chemical supplier/manufacturer for use in food production environments, applied per the supplier's instructions.
- **Heat:** immerse equipment in clean water at 77°C. This method requires consideration of the OHS&W risks.
- **Dishwasher:** most commercial dishwashers will sanitise by using heat or chemicals. Domestic dishwashers generally have a sanitise cycle. Check with your manufacturer or chemical supplier. If your dishwasher heat sanitises then a regular check should be conducted and recorded to ensure the temperature is adequate (this may be part of your premises and equipment support program - see section 7.4).

For further information regarding cleaning and sanitising refer to Safe Food Australia appendix 4 available at http://www.foodstandards.gov.au/_srcfiles/Appendi3.pdf

The cleaning and sanitising schedule

A cleaning schedule will assist in making sure that an appropriate level of cleanliness is maintained and tasks are not inadvertently missed.

The schedule will be practical and easy for food handlers to use and follow. The schedule will focus on tasks that are not routine and may be overlooked if not allocated a time and person. The schedule will also outline which tasks are 'priority tasks' that must be completed to ensure food safety. This will assist on busy days or if short-staffed.

The position the cleaning schedule will be in an area that is regularly and easily accessed or place individual sections of the schedule in the area concerned. Some schedules will require food handlers or supervisors to tick off tasks as they are completed or at the end of each shift or week.

Examples are attached at Records 6a and b.

Elements of a cleaning schedule

- Type of activity and location;
- Frequency of cleaning and sanitising (where required):
 - after use: food contact surfaces, all equipment that comes in contact with food,
 - daily: floors, dishwasher,
 - weekly: refrigerators and cool rooms,
 - monthly: dry store, freezer, delivery area,
 - other.
- Who will undertake the activity: make one position or person accountable for each task;
- Area to demonstrate the activity has been completed;
- Review by director or delegate.

Cleaning and sanitising statement

The centre will maintain food handling areas and equipment in a clean and sanitary condition as required by establishing a cleaning and sanitising schedule for food handling areas.

The director or delegate will check that the cleaning and sanitising schedule is being followed when conducting in-house assessment.

Authorised by directorDate.....

7.4 Premises and equipment

Food premises, fixtures, fittings and equipment will be in working order and a good state of repair. The centre will have a temperature measuring device that is accurate to +/- 1°C. Pests and animals will be excluded from the premises as much as is practical. (3.2.2 Division 5)

Maintenance and calibration (3.2.2 Division 6)

The centre will maintain food handling areas, fittings, fixtures and equipment, including calibrating temperature measuring devices, in a good state of repair.

Calibrating temperature measuring devices (thermometers)

- Use in accordance with manufacturer's procedures.
- Calibration may be by organisations accredited to calibrate equipment, or in-house using the ice / boiling water method.

Ice (to check the accuracy of the temperature measuring devices at 0°C):

- Prepare a container of iced water (at least 60% ice).
- Stir well and allow the mixture to stand for 5 minutes.
- Immerse the thermometer into the water and allow the reading to stabilise.
- Repeat several times.
- The reading should average 0°C or within $\pm 1^\circ\text{C}$. If the thermometer reads more than $\pm 1^\circ\text{C}$ it must be recalibrated, serviced or replaced. Or if the discrepancy can be made clear on the equipment, it may be used but the user must adjust the reading by the discrepancy for each use.

Boiling Water (to check the accuracy of the temperature measuring devices at 100°C):

- Boil some tap water, keeping it at a rolling boil.
- Immerse the thermometer into the water and allow the reading to stabilise.
- Repeat several times.
- The reading should average 100°C or within $\pm 1^\circ\text{C}$. If the thermometer reads more than $\pm 1^\circ\text{C}$ it must be recalibrated, serviced or replaced. Or if the discrepancy can be made clear on the equipment, it may be used but the user must adjust the reading by the discrepancy for each use.
- Record the average readings for both methods on Record 7: Maintenance and calibration

Once a portable temperature measuring device has been calibrated it can be used to calibrate fixed devices:

- Place the portable temperature measuring device in a cool room or refrigerator overnight.
- Record and compare the portable temperature measuring device reading with cool room fixed thermometer reading in the morning.
- If the fixed temperature measuring device reads more than $\pm 1^\circ\text{C}$ it may be recalibrated, serviced or replaced. Or if it can be made clear on the equipment the user must adjust the reading by the discrepancy then the device can continue to be used.

Note: Fixed temperature measuring devices (such as in a cool room etc) may be checked by service people when they conduct their regular service. As part of their report they will need to provide a written statement that affirms the temperature measuring device is accurate to $\pm 1^\circ\text{C}$.

Animals (3.2.2 Division 6)

Live animals (pets) must be excluded from food handling areas.

Pest control (3.2.2 Division 6)

A preventative approach to pest control is required.

The control of pests may be through:

- adherence to good food handling procedures, cleaning requirements and preventative controls such as screens on windows, electronic insect zappers, cockroach and mouse baits; or
- contracting a licensed pest control business.

Under either method it is important to record:

- any pest activity: when and where pests have been sighted;
- any action taken to eliminate pests; and
- details about baits: type, location, date placed, storage.

A licensed contractor will provide pest control services with a request for the above information and a written report provided on each visit. These records will be filed and available when audited.

Note: Food Safety Standard 3.2.3 sets out requirements to ensure that the premises, fitting, fixtures and equipment:

Premise and maintenance statement

Maintenance and calibration

The centre will maintain the premises, fixtures, fittings and equipment in working order and a good state of repair.

The director or delegate will check that premises and equipment are well maintained during normal activities and when conducting in-house assessment.

The director or delegate will calibrate temperature measuring devices by:

- conducting internal calibration: *(at least annually)*.....
 recording the results on: *(example Record 3)*..... or
- contracting a qualified business.

Pest control

The centre will exclude pests and animals from the premises as much as reasonably possible by:

- developing internal pest control procedures
- contracting a licensed pest controller.

Food handlers will record pest activity on: *(example Record 7)*.....
and report the activity to the director.

Authorised by director Date

7.5 System problems and resolutions

Problems and situations where the food safety system has failed should be recorded to demonstrate resolution and for review during the food safety program review

The types of system problems that would be recorded are:

- process failure: for example, critical food safety equipment breakdown (for example, fridge), standard recipe fails to cook safe product, etc;
- unsafe/unsuitable product is produced: for example, violation of time/temperature controls, contamination by foreign object, etc; and
- customer complaint, illness potentially from food or an adverse reaction.

The centre may already have a procedure, or it may develop one, or adopt this simple procedure:

1. All food safety system problems will be referred to the director.
2. The director will complete details on Record 9: System problems and resolutions.
3. If required the director will begin an investigation, record findings and outcomes, and advise relevant stakeholders.

Record 9: System problems and resolutions will be reviewed during the food safety program review.

System problems and resolutions statement

The centre will record problems and resolutions pertaining to food safety or the food safety program that may be valuable during the food safety review on:(example Record 9)
and this record will be reviewed during the food safety program reviews.

Authorised by directorDate.....

7.6 In-house assessment

In-house assessments will be developed and conducted in a number of ways.

Some approaches will be:

- check all food safety requirements for a particular process; check a different process each week/month/quarter;
- check all food safety requirements for the entire food safety program at one time;
- check on essential food safety requirements more frequently than non-essential requirements, for example, the slicer will be checked for cleanliness monthly, the ovens will be checked for cleanliness 6-monthly;

Prior to an internal assessment we will consider the hazard and how the control, support program or procedure aims to prevent, eliminate or reduce it to a safe level. These will be reviewed yearly with our policies to ensure best practice (see example Record 10)

In-house assessment statement

The centre will confirm that the requirements of the food safety program are being followed by conducting an in-house assessment every month.....

The director or delegate will conduct the in-house assessment and complete:

.....(*example record 10*)

and take remedial action if required.

Authorised by directorDate.....

8. Controls

Background

Controls prevent, eliminate or reduce a food safety hazard to an acceptable level. This involves preventing, eliminating and reducing food safety hazards through time and temperature control of potentially hazardous foods, maintaining good food handler health and hygiene and following good food handling practices. Each process step has a control, monitoring, and corrective action and records. Some of the records are relevant for more than one control.

Using the controls

The centre will identify and document controls, monitoring, corrective action and records. Information needs to be inserted in the monitoring part of the control tables.

Controls: The controls for each key activity describe the action taken to control food safety hazards.

Monitoring of controls: Monitoring of controls is the regular checking that the control is effective. The centre will be seeking evidence that the control is effectively preventing, eliminating or reducing a food safety hazard to an acceptable level

Monitoring has four components: what, when, who and how.

- **What:** The centre will determine ‘what’ we will monitor. For example, we may monitor the temperature of cooked food, or the temperature of refrigeration units, or staff compliance with the food handling fundamentals, or the physical appearance of foods received.
- **When:** The centre will determine ‘when’ and how often monitoring will be conducted.
- **Who:** The centre will identify ‘who’ will undertake the monitoring?
- **How:** The centre will identify ‘how’ the monitoring will be conducted. For example, by measuring the temperature of a sample of food deliveries, or, by conducting internal assessment.

Corrective action: If monitoring of a control identifies that a hazard is not under control then we will take action to ensure the situation is corrected.

Records: We keep evidence of the monitoring of control and corrective actions for auditing.

Specific information about some controls

Receipt

The Food Safety Standards require potentially hazardous foods to be received **at 5°C or below** unless the supplier can demonstrate that the time and temperature will not adversely affect the microbiological safety of the food.

Although pasteurised milk and some pasteurised dairy products are considered potentially hazardous, it is not necessary to temperature check pasteurised dairy products that are hygienically sealed. These products will spoil before they become unsafe.

Storage

Domestic fridges are best checked following quiet periods, for example, first thing in the morning. Readings during busy periods where the fridge is opened and closed regularly may not give a true indication of the average temperature. The temperature measuring device will be placed in a glass of water in the middle of a domestic fridge.

Thawing

Thawing potentially hazardous foods in the fridge is generally accepted as the safest practice. However, there are occasions when potentially hazardous food needs to be thawed quickly. The Food Safety Standards do not prohibit the thawing of food outside of temperature control or in the microwave, but we will take care

to ensure the time that these products are between 5 °C and 60°C is limited. Frozen potentially hazardous foods that are thawed out of temperature control should be either cooked or consumed within 4 hours.

Preparation

During preparation we will ensure that basic food handling fundamentals are followed. Sandwiches and salads containing potentially hazardous foods and other ready-to-eat potentially hazardous foods such as some cold sweets require careful handling and temperature control because there is no pathogen destroying cooking step.

Cooking and reheating

Thorough cooking of potentially hazardous foods to 75 °C or more destroys pathogens. Potentially hazardous cooked foods should be checked to ensure thorough cooking unless subjected to sustained boiling, simmering or steaming where the temperature would clearly exceed 75 °C.

To check if potentially hazardous cooked foods are thoroughly cooked, temperature check the centre of the food or visually check by cutting open the food and inspecting (no pink).

Potentially hazardous foods that will be reheated and held hot must be reheated to 60 °C to avoid pathogen growth.

Cooling

While cooking destroys pathogens, it does not destroy some pathogenic spores. The spores may germinate at temperatures between 5°C and 60°C and (during the germination process) produce a toxin. When the product is reheated to more than 60°C the newly germinated pathogen is destroyed but the toxin remains, potentially causing illness.

Potentially hazardous cooked foods that are cooled for later use will be cooled rapidly to ensure pathogenic spores do not germinate. To speed cooling, divide potentially hazardous hot foods into smaller portions (eg, cool in several containers) or stir occasionally during cooling. Hot foods that are to be cooled will not be placed in the fridge while steaming hot as this may increase the fridge temperatures. We will allow hot foods to cool out of the fridge until the steam dissipates or the temperature falls to 60°C, and then be placed in the fridge or cool room.

8.1 Receipt (3.2.2)	Potential hazards Microbiological, physical and chemical	Authorised by director Date	
Control	Monitoring of control	Corrective actions	Record
<p>Assess food received to ensure only safe and suitable food is accepted (within the centre's control) by:</p> <ul style="list-style-type: none"> • sensory checking all foods received • checking the temperature of a sample of potentially hazardous foods received. <p>(Note: not required for retail purchases.)</p>	<p>What: Monitor food deliveries to ensure:</p> <ul style="list-style-type: none"> • packaging is undamaged and there's no signs of contamination • foods are within use-by dates • frozen food is received hard frozen • the temperature of a sample of deliveries of potentially hazardous foods to ensure they are at or below 5°C. <p>When: Depending on the business, but often enough to have confidence that food received is safe and suitable. Suggest: each day that potentially hazardous foods are delivered.</p> <p>Who: Director or delegate.</p> <p>How: By:</p> <ul style="list-style-type: none"> • assessing all food deliveries as they are unpacked and recording on Record 2 • measuring the temperature of a sample of potentially hazardous food and recording on Record 2. 	<p>The centre will:</p> <ul style="list-style-type: none"> • reject and return foods to the supplier that: • are in damaged packaging and likely to be contaminated, or • have expired use-by dates, or • are potentially hazardous and are above 5°C, unless the supplier can demonstrate that food safety has not been adversely affected. • contact the supplier to advise that potentially hazardous foods must be delivered at 5°C or below • change suppliers if potentially hazardous foods are consistently delivered above 5°C. 	<p>Direct record</p> <p>Record 2: Food receipt or similar (eg, on purchase orders, receipts, invoices or other internal system).</p>

Record the details of variations to the above controls or additional controls.

8.2 Storage (3.2 Division 3)	Potential hazards Microbiological, physical and chemical	Authorised by director..... Date	
Control	Monitoring of control	Corrective actions	Record
<p>Food is stored so that it does not become unsafe by:</p> <ul style="list-style-type: none"> storing all food in clean, pest free areas storing potentially hazardous food under temperature control rotating all food stocks 	<p>What: Monitor</p> <ul style="list-style-type: none"> refrigerator units to ensure that food is stored at or below 5°C and freezers store food so that it is hard frozen food storage areas to ensure they are clean, free of pests and food stocks are rotated <p>When: Depending on the business but often enough to have confidence that food is stored safely, for example:</p> <ul style="list-style-type: none"> refrigerator units: daily or similar storage areas and stock rotation: monthly or similar <p>Who: Director or delegate.</p> <p>How: By:</p> <ul style="list-style-type: none"> manually or electronically checking and recording the temperature of fridges and recording on Record 3 conducting in-house assessment of food storage areas and recording on Record 10 	<p>If fridge temperature is above 5°C:</p> <ul style="list-style-type: none"> Check the obvious: plugged in and turned on, thermostat gauge is set appropriately, door has been closed. Check again in 30 minutes. If not getting colder advise manager or call fridge maintenance person to repair. Assess the temperature of some food using temperature measuring device. If potentially hazardous food is above 5°C make an assessment of its safety: if in doubt, throw it out! <p>If storage areas are not clean or there is pest activity discuss with staff and if necessary adjust cleaning schedule.</p>	<p>Direct records</p> <p>Record 3: Storage temperatures</p> <p>Record 10: In-house assessment</p> <p>Associated records</p> <p>Record 6: Cleaning and sanitising schedule</p> <p>Record 7: Pest control</p>

Record the details of variations to the above controls or additional controls.

8.3 Thawing (3.2.2)	Potential hazards Microbiological, physical and chemical	Authorised by director Date	
Control	Monitoring of controls	Corrective actions	Record
<p>Potentially hazardous food is thawed so that it doesn't become unsafe by:</p> <ul style="list-style-type: none"> thawing under refrigeration if thawed rapidly consumed or cooked within 4 hours of being removed from refrigeration 	<p>What: Potentially hazardous foods thawed under refrigeration will be controlled by step 8.2 Storage. When other methods are used the food should be monitored to ensure that:</p> <ul style="list-style-type: none"> The time removed from temperature control and time food is cooked or consumed is under control <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> That a standard process (i.e. documented process timings) that has been validated is used <p>When: Every time potentially hazardous food is thawed out of refrigeration. Who: Director or delegate. How: Recording times or the use of a validated standard process on Record 5.</p>	<p>Potentially hazardous food thawed out of temperature control and not cooked or consumed within 4 hours will be discarded.</p>	<p>Direct record Record 5: Cooking and cooling</p> <p>Associated records Record 3: Storage temperatures</p>

Record the details of variations to the above controls or additional controls.

8.4 Preparation (3.2.2)	Potential hazards Microbiological, physical and chemical	Authorised by director Date	
Control	Monitoring of controls	Corrective actions	Record
<p>Ensure food does not become unsafe during preparation by adhering to food handling fundamentals with regard to:</p> <ul style="list-style-type: none"> time and temperature control of potentially hazardous foods food handler health and hygiene good food handling practices 	<p>What: Monitor adherence with the controls for:</p> <ul style="list-style-type: none"> the time/temperature of potentially hazardous foods (fundamental 6.1) the health and hygiene policy (fundamental 6.2) good food handling practices (fundamental 6.3). <p>When: Depending on the business but often enough to have confidence that food is prepared safely. Suggest: Weekly.</p> <p>Who: Director or delegate.</p> <p>How: Recording times or the use of a standard process that has been validated on Record 5.</p>	<p>Discard any potentially hazardous food that has been between 5°C and 60°C for > 4 hours and any food suspected of being unsafe.</p> <p>Discard food that may have been exposed to contamination through failure to follow good handling practices.</p> <p>Provide additional skills and knowledge for food handlers that are unclear about the food handling fundamentals.</p>	<p>Direct record</p> <p>Record 5: Cooking and cooling</p> <p>Associated records</p> <p>Record 6: Cleaning and sanitising schedule</p>

Record the details of variations to the above controls or additional controls.

8.5 Cooking and reheating (3.2.2)	Potential hazards Microbiological	Authorised by director Date.....	
Controls	Monitoring of controls	Corrective actions	Record
<p>Eliminate pathogens by adequately cooking and reheating potentially hazardous food.</p> <p>Note: foods that are boiled or steamed (eg, stews/casseroles, rice, soup, gravy etc), or are not potentially hazardous (eg, bread, scones, cakes, vegetables, stewed fruit, jelly) do not require checking.</p>	<p>What: Monitor:</p> <ul style="list-style-type: none"> the temperature to ensure it reaches 75°C or above, or centre physical appearance (no pink) of potentially hazardous cooked foods that do not undergo sustained boiling, simmering or steaming the temperature of reheated potentially hazardous food that will be held hot (60°C or above) the use of and adherence to recipes <p>When: Depending on the business but often enough to have confidence that:</p> <ul style="list-style-type: none"> potentially hazardous foods are fully cooked reheated potentially hazardous foods to be held hot are reheated to 60°C or above. Suggest: Daily when potentially hazardous foods are cooked or re-heated recipes during in-house assessment <p>Who: Food handlers for temperature and visual checks. Director or delegate for recipes.</p> <p>How: By:</p> <ul style="list-style-type: none"> using a temperature measuring device or cutting open 2 or 3 units of a cooked food and recording on Record 5 asking cook if the recipe was followed and is accurate during in-house assessment and recording on Record 10 	<p>If the temperature is not reached or the food is not cooked thoroughly then continue until thoroughly cooked and the safety of the food is assured.</p> <p>Discard product if it is not reheated to 60°C or above in 2 hours and review reheating procedures/equipment.</p> <p>If a standard recipe fails to deliver adequately cooked food check that equipment is operating correctly and/or review and re-test the recipe.</p>	<p>Direct records</p> <p>Standard recipes/ procedure for cooking potentially hazardous foods (if being used as a record).</p> <p>Record 5: Cooking and cooling.</p> <p>or</p> <p>Temperatures may be recorded on the recipe or menu, data logged, entered into PDA or other method as long as it can be filed for an auditor to review if required.</p> <p>Record 10: In-house assessment.</p>

Record the details of variations to the above controls or additional controls.

8.6 Cooling (3.2.2)	Potential hazards Microbiological, physical and chemical.	Authorised by director Date	
Controls	Monitoring of controls	Corrective actions	Record
<p>Cool potentially hazardous food (for use later) so that it does not become unsafe by cooling rapidly from:</p> <ul style="list-style-type: none"> • 60°C to 21°C within 2 hours, and • within a further 4 hours from 21°C to 5°C 	<p>What: Monitor the temperature relative to time of potentially hazardous cooked foods being cooled for later use.</p> <p>When: Depending on the business but often enough to have confidence that potentially hazardous food that is cooled for use later does not become unsafe. Suggest: Daily when potentially hazardous foods are cooled.</p> <p>Who: Manager or delegate.</p> <p>How: By using a temperature measuring device or data logger to assess the temperature after cooking. When the food is 60°C then note the time and return after 2 hours, record the temperature, and return again after a further 4 hours and record the temperature on Record 6. Note: once food is 60°C it should be refrigerated.</p>	<p>Discard potentially hazardous food that is not cooled within the cooling requirements.</p> <p>If food isn't cooling quickly enough then for future batches:</p> <ul style="list-style-type: none"> • divide food into small portions: 2 or 3 containers • stir occasionally to assist heat to dissipate, for example, after one hour of cooling 	<p>Direct records</p> <p>Record 5: Cooking and cooling or Temperatures may be recorded on the recipe or menu, data logged, entered into PDA or other method as long as it can be filed for an auditor to review if required.</p>

Record the details of variations to the above controls or additional controls.

8.7 Service and delivery (3.2.2)	Potential hazards Microbiological, physical and chemical.	Authorised by director Date	
Controls	Monitoring of controls	Corrective actions	Record
<p>Ensure food does not become unsafe during service and delivery by adhering to food handling fundamentals with regard to:</p> <ul style="list-style-type: none"> time and temperature control of potentially hazardous foods food handler health and hygiene good food handling practices 	<p>What: Monitor:</p> <ul style="list-style-type: none"> control for time/temperature of potentially hazardous foods is adhered to (fundamental 6.1) food handlers adhering to the health and hygiene policy (fundamental 6.2) good food handling practice is being followed (fundamental 6.3) <p>When: Depending on the business but often enough to have confidence that food does not become unsafe during service and delivery. Suggest: Daily when potentially hazardous foods are served and delivered.</p> <p>Who: Director or delegate.</p> <p>How: By recording the time/temperature of meals on an appropriate in-house record, or by using a standard process that has been validated.</p>	<p>Discard any potentially hazardous food that has been between 5°C and 60°C for > 4 hours and any food suspected of being unsafe.</p> <p>Discard food that may have been exposed to contamination through failure to follow good handling practices.</p> <p>Provide additional skills and knowledge for food handlers who are unclear about food handling fundamentals.</p>	<p>Direct record</p> <p>Record 4: Food handler skills and knowledge</p> <p>Record: on an appropriate in-house record</p> <p>Associated records</p> <p>Record 10: In-house assessment</p>

Record the details of variations to the above controls or additional controls.

9. Food safety program review

The food safety program will be reviewed at least annually to ensure its adequacy. An adequate food safety program will cover the entire centre's food handling operations, incorporate any recent changes and would be effective. The business is responsible for the adequacy and effectiveness of the food safety program.

When conducting a review the centre will consider:

- the bigger picture: are there any processes, products or hazards that have been overlooked?
- any changes to food production processes or products;
- any changes to the Standards, industry practices or fundamental science that require adjustment to the food safety program;
- results of internal verification and external audit /inspection;
- system or end product non conformances;
- customer complaints.

This is about the completeness and adequacy of the food safety program, not compliance with the food safety program (the external auditor will assess compliance with both the food safety program and legislation).

Review of the food safety program will be recorded on Record 8.

10. External audit

The food safety program must be audited by an approved food safety auditor who is independent of the business. The centre will choose an approved food safety auditor from the list of Food Authority NSW 'Third Party Audits' <http://www.foodauthority.nsw.gov.au/ip/audits-and-compliance/3rd-party-audits/approved-tpa-list>. The auditor provides a service to centres but does not have regulatory authority to enforce legislation or standards Food safety auditors do, however, have obligations under the Food Regulation 2015

. Some of these are:

- to report in writing to Council or Department of Health the results of any regulatory audit within 21 days;
- to report as soon as possible, but within 24 hours, any serious or imminent risk to the safety of food intended for sale or significant unsuitability as soon as it comes to the auditor's attention;
- to carry out any necessary follow up action to check if action has been taken to remedy any deficiencies identified in an audit; and
- to determine audit frequency within the business's classification range.

The ability to determine audit frequency is intended to reward good audit performance with reduced audit frequency (and therefore less cost) and deter poor audit performance with increased audit frequency (greater cost).

11. Records (3.2.1 c5)

Records demonstrate action taken or compliance with the food safety program and will be available to the food safety auditor.

The frequency of record keeping will be determined by the director and be relative to the centre's potential food safety hazards. In general, records can be collected less frequently once some data is collected that demonstrates a pattern of compliance.

Record keeping will:

- Keep records to a minimum; only record information that is required and will be useful;
- Use abbreviations or tick boxes: it's not necessary to write all details in full;
- Be creative: develop recording methods as part of your current food operations or on existing documentation (for example, record receiving temperatures on purchase orders or invoices, or cooking temperatures on the weekly menu);
- Make it clear and easy for the recorder (talk to food handlers about what works for them);
- Develop processes to ensure completed records are collected, reviewed and filed ready for audit in a timely manner, and ensure replacement forms are readily and immediately available; and
- Avoid recording the obvious.

Records will demonstrate compliance with our food safety program and be available to the food safety auditor.

Record 1: Supplier list

Procedure: for each supplier list business details (eg, business name, contact person and phone number), the type of product supplied (for example, meat, dry good, fruit and veg, dairy etc) and any relevant notes.

Supplier details	Products	Notes (optional)
eg Sour Grape Fruit and Veg Harry McClary 8222 4455 (abbreviated to SG)	Fruit and veg	Refrigerated truck Only delivers Wed and Fri
eg Big Chop Meat Co Brian Maloney 8222 6677 (abbreviated to BC)	Meat and smallgoods	

Record 2: Food receipt

Procedure: the centre record will check a sample of food deliveries:

- Potentially hazardous foods will be checked to see if the temperature is at 5°C or below but may be accepted up to 8°C (supplier will be contacted).
- Frozen goods will be checked to see if they are received hard frozen.
- Non-potentially hazardous foods (dry goods, fruit and vegetables etc) will be checked for signs of contamination, damaged packaging or expired dates.

Not required for retail purchases

Date	Supplier and type of goods	Checks (tick: visual and ok)	Corrective action / comment (if required)	Received by
	eg BC – meat	Mince: 7°C Chicken thigh: 4°C	Mince accepted but contacted supplier to advise needs to be below 5°C in future. Supplier advised that it had been minced that morning due to operational requirements, and that they would ensure that future deliveries were received at the correct temperature. Refrigerated immediately.	WL
	eg SG – F and V	✓		WL

Reviewed by directorDate:.....

Record 3: Storage temperatures and calibration

Storage procedure: check the fridge temperature each day and record. If above 5°C check again in 30 minutes. If not getting colder move potentially hazardous food to another fridge (or put into freezer if still cold) and advise director.

Month	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
Fridge 1	5°	9°	5°																												
Fridge 2	3°	3°	3°																												
Check by	CK	CK	CK																												
Corrective Action:	2/XX - Fridge 1: 9°C checked again after 30 minutes still 9°C, moved milk and cheese to other fridge, advised director and cook, maintenance person to fix. BP																														

Calibration procedure: The temperature probe and fridge gauge will be calibrated in January and July using the ice method. (section 7.4)

Equipment	Details	By
eg temperature probe Fridge temperature gauge	Probe accurate. checked using ice method July XX Fridge gauge inaccurate up by 2°C: noted on front of gauge to adjust measurement up by 2°C. Will be replaced.	TP

Reviewed by directorDate.....

Record 4: Skills and knowledge

Procedure: record how food handlers have obtained appropriate skills and knowledge.

Staff Details	Skills and knowledge	Recorded by
Steve von Krumm Prepares food, washes dishes, serves food to children.	Feb XX - Provided with induction package. In-house food handling training by Council.	AD
Walnut Forsbinder Cook	Cook with 5 years' experience in child care. July XX - Provided with induction package includes food safety fundamentals and food safety program information.	AD

Reviewed by directorDate.....

Record 5a: Cooking and cooling (example 1: recording on a log sheet)

Procedure:

- Temperature check or visually check hamburgers and rissoles, homemade sausage rolls, rolled roasts, poultry with seasoning, and similar products are fully cooked before serving.
- Check that potentially hazardous cooked foods are cooled rapidly.

Foods that are boiled or steamed (for example, stews/casseroles, rice, soup, gravy etc), or are not potentially hazardous (for example, bread, scones, cakes, stewed fruit, jelly) do not require checking.

Month

Date	Food	Check (tick: visual and ok)	Corrective action	By
	Rissoles	✓		BP
	Homemade sausage rolls	checked not cooked ✓ after 15 minutes: ok	Not fully cooked; back in oven for 15 minutes, adjusted standard recipe.	BP
	Chicken roast with stuffing	80°C		BP
	Chicken curry for next day	79°C 20°C after 2 hours 4°C after 6 hours		BP
	e.g. thaw extra Beef schnitzels (due to late arrivals)	At ambient temperature. 08.00a.m. – removed from freezer 10.30 a.m. - cooked		BP

Reviewed by director Date.....

Record 5b: Cooking and cooling (example 2: recording on a menu)

Procedure:

- Temperature check or visually check hamburgers and rissoles, homemade sausage rolls, rolled roasts, poultry with seasoning, and similar products are fully cooked before serving.
- Check that potentially hazardous cooked foods are cooled rapidly.

Foods that are boiled or steamed (stews/casseroles, rice, soup, gravy etc), or are not potentially hazardous (bread, scones, cakes, vegetables, stewed fruit, jelly etc) do not require checking.

Check: (tick: visual and ok)

		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Week 1	Lunch	Rissoles and gravy - checked colour of three OK	Italian baked macaroni	Broccoli quiche and French sticks <i>Pre-cooked roast lamb Core temp 77°C</i>	Rolled roast lamb <i>Reheated 65°C</i>	Chicken pie
	Afternoon tea	Fruit bread	Sandwiches	Banana cake	Muesli biscuits	Apple cake
Week 2	Lunch	Beef pasta bake	Tuna and corn mornay + wholemeal toast	Toasted sandwiches	Egg and bacon slice + salad sticks	Baked potatoes + various toppings
	Afternoon tea	Apricot rock cakes	Butter oat snaps	Savoury platter	Sultana muffins	Crunchy oat biscuits
Week 3	Lunch	Meatloaf - checked colour in centre OK	Zucchini slice	Tuna and pasta bake	Chow mien	Spaghetti Bolognese
	Afternoon tea	Pikelets	Banana cake	Apricot date bars	Honey biscuits	Savoury puff twists
Week 4	Lunch	Tuna and corn mornay, French sticks	Homemade sausage rolls <i>Checked 3 - not cooked - extra 15 minutes - ✓</i>	Roast chicken and stuffing <i>80°C - BP</i>	Macaroni and ham salad	Mixed sandwiches + oranges
	Afternoon tea	Custard tea cake	Cheesy bran muffins	Apple cake	Fruit bread	Dip, crackers and steamed veg sticks

Reviewed by directorDate.....

Record 6a: Cleaning and sanitising schedule (example 1: weekly record)

Procedure: food handlers are to complete tasks as scheduled and if unable to complete a scheduled task advise the director. These tasks are essential to maintain food safety and should be completed as scheduled.

Week beginning Monday

Task	Who	Completed: tick or initial (optional)				
		M	T	W	T	F
Daily or after use						
Clean food preparation benches and sanitise identified benches (priority).	Cook					
Clean and sanitise cutting boards (priority).	Cook					
Clean and sanitise meat slicer (priority).	Cook					
Mop kitchen floor.	Afternoon Shift					
Clean and sanitise food preparation sink (priority).	Cook					
Clean hand basin.	Afternoon Shift					
Weekly						
Clean fridge(s) / cool rooms.	Cook					
Clean walls and shelves.	Afternoon Shift					
Sweep dry store area.	Afternoon Shift					
Clean kitchen rubbish bins.	Afternoon Shift					
Monthly						
Clean cupboards.	Cook					
Clean stove / oven.	Cook					

Reviewed by director Date.....

Record 6b: Cleaning and sanitising schedule (example 2: monthly record)

Procedure: food handlers are to complete tasks as scheduled and if unable to complete a scheduled task advise the director. These tasks are essential to maintain food safety and should be completed as scheduled.

Week beginning Monday

Task	Who	Tick or initial when completed (optional)																				
		M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	M	T	W	T	F	
Daily or after use																						
Clean and sanitise food preparation benches.	Cook																					
Clean and sanitise cutting boards.	Cook																					
Clean and sanitise meat slicer.	Cook																					
Mop kitchen floor.	Shift 1																					
Clean and sanitise food preparation sink(s).	Cook																					
Clean hand basin.	Shift 1																					
Weekly																						
Clean fridge(s) / cool rooms.	Cook																					
Clean walls / shelving / dry store area.	Shift 2																					
Clean kitchen rubbish bins.	Shift 2																					
Monthly																						
Clean cupboards.	Cook																					
Clean stove / oven.	Cook																					

Reviewed by directorDate.....

Record 7: Pest control

Activities to prevent pests

Procedure: record routine activities undertaken to prevent pests.

Action	Frequency	By
Place cockroach baits behind dishwasher and in dry store.	Replaced every 8 weeks	TN
Follow cleaning and sanitising schedule.	Ongoing	TN

Pest activity

Procedure: record any pest activity and the action taken

Date	Pest activity	Action and result	By
	Mouse seen in dry store	Placed mouse baits in dry store or contact pest controller. Checked dry goods for damage and harbourage. Checked that all opened food in sealed containers. Organised additional clean in dry store. Mouse not seen again.	TN
	Cockroach in kitchen cupboard	Sprayed with insect spray and removed. Replaced cockroach baits. Organised clean of cupboard.	TN

Reviewed by director Date.....

Record 8: Review of food safety program

Procedure: review the food safety program at least annually by assessing and making any necessary adjustments.

Tick as reviewed

- the accuracy of the flow chart
- internal assessment results
- the problems and resolutions records
- external audit results
-

Review date

Findings	Action	By
For example, review identified regular problem with pests. The centre has decided to contract an approved pest controller.	This was noted in section 7.4.	AH
For example, change in the business has resulted in more foods being cooked, cooled and reheated. There was no record of cooling temps. External auditor advised the cook that she should check cooling temperatures more often unless the standard procedure has been validated	The cook will increase the frequency of checks to give assurance that the safety of the food is not compromised	AH

Reviewed by director Date.....

Record 9: System problems and resolutions

Procedure: record any problems and resolution that impact on food safety or the food safety program.

Date	Problem	Investigation and resolution	By
	For example, standard recipe for cooking sausage rolls did not result in them being fully cooked.	Discussed with cook. Tested the standard recipe and increased cooking time by 15 minutes.	TN
	For example, child reported sick by parent with food implicated.	Advised parent to take child to the doctor. Advised Council health officer of the concerns. Discussed meal with cook to ensure meal was adequately cooked and cooked had not been sick. Checked illness records: no other children or staff that consumed food that day reported ill. Advised parent of investigation and no conclusive finding.	TN
	For example, regular sightings of cockroaches in the kitchen.	Replaced cockroach baits at 4 weeks rather than 8 weeks and will monitor activity.	TN

Reviewed by director Date

Record 10: In-house assessment

Note: this is an example only and is not comprehensive. Facilities must develop an assessment schedule that is specific to the requirements of the organisation.

Procedure: assess that the controls, support programs and fundamentals are effective and being complied with through observation, document review, process walk-through and trace-back, equipment and product inspection, discussion with food handlers, and any other appropriate method.

Assessment date:.....

Conducted by:.....

Area	Yes/no	Observations/Comments	Follow up (tick)
Purchasing and donations			
Food is not purchased from non-commercial suppliers?			
Food identified as unsafe for children under five is not purchased (unless it will be cooked)?			
Food purchased from retail businesses is protected from contamination during transport?			
Potentially hazardous foods is not received from parents or donated (unless assessed as safe)?			
Receiving			
Are products received in compliance with receiving controls in section 8.1?			
Are temperatures of potentially hazardous foods recorded as required by section 8.1?			
Is corrective action taken if temperatures are between 5°C and 60°C.?			
Storage			
Are fridge temperature checks recorded as required by control 8.2?			
Are dry storage areas clean and stock rotated?			
Are chemicals stored away from food?			
Is food stored off the floor?			
Thawing			
Is thawing conducted in compliance with the thawing controls in control 8.3?			

Preparation			
Are food handlers minimising the temperature and time that potentially hazardous food is at room temperature?			
Are food handlers following the food handler personal hygiene policy? <ul style="list-style-type: none"> • short finger nails • clean clothes and aprons • cuts covered • hair tied back. 			
Are food handlers following good food handling practices: <ul style="list-style-type: none"> • cover food that is stored • separating raw and cooked food • cleaning equipment between preparing raw and cooked foods or changing equipment • washing hands between handling and preparing raw and cook foods? 			
Cooking/reheating			
Are recipes written, accurate and being followed?			
Are food items listed in control 8.5 checked to ensure they are adequately cooked?			
Is food reheated rapidly (< 2 hours)?			
Cooling			
Are procedures for cooling potentially hazardous foods being followed?			
Do the cooling procedures result in compliance with Control 8.6 (cooled from 60°C to 21°C within 2 hours; and 21°C to 5°C in the next 4 hours)?			
Service and delivery			
Are food handlers following good food handling practices: <ul style="list-style-type: none"> • using equipment that is in a clean and sanitary condition • serving with utensils • not eating over food preparation areas or food that will be served? 			

Cleaning and sanitation			
Are food contact surfaces cleaned and sanitised per the cleaning schedule?			
Food handlers are aware of, and following, the cleaning schedule?			
Premises and equipment			
Are pests absent?			
Are staff recording pest activity identified in food handling areas?			
Equipment maintained and in good working order?			
Are the premises, fixtures, fittings in food areas in a good state of repair?			
Have temperature measuring devices been calibrated?			
Health and hygiene of food handlers			
Are food handlers aware of their legal obligations if sick?			
Are sick food handlers excluded from preparing food?			

Number satisfactory/30

Number to follow up...../30

Summary of in-house assessment

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Reviewed by director Date

12. Appendices

12.1 Food poisoning bacteria

The contamination of food with food poisoning and toxin producing pathogens, and subsequent growth of these pathogens is the primary food safety hazard. Understanding more about key microbiological pathogens will assist you to develop appropriate controls.

Salmonella	
What is it?	A bacterial infection of the bowel.
Where is it?	It occurs naturally in the gut of animals and may be present in foods of animal origin, especially unpasteurised milk, raw meat and poultry and dirty or cracked eggs.
Where does it grow?	It has the potential to grow on any potentially hazardous food or surface that has been contaminated. It grows very slowly below 10 °C and is almost dormant below 5°C, and it is destroyed at temperatures above 75°C.
How is it spread?	Contamination commonly occurs when a food handler transfers bacteria from raw poultry or meat to food that won't be cooked, such as salad vegetables, through hand contact or failure to properly clean and sanitise equipment such as chopping boards or knives. Undercooked poultry and meat, especially mince and sausages, can also result in the ingestion of live Salmonella. Persons who are suffering diarrhoea caused by the bacteria are a further important source of contamination. Huge numbers of the bacteria can be excreted and even careful hand washing may not remove them all; low numbers can be infective.
How long to incubate?	Incubation time is typically 12 to 36 hours but can range from 6 to 72 hours.
Who is at risk?	All ages are susceptible but symptoms are most severe in the elderly, infants, and those with deficient immune systems.
What are the symptoms?	Diarrhoea, fever, headache, nausea, vomiting and abdominal cramps.
How is it managed?	<ul style="list-style-type: none"> • Good food handling and hand washing practices especially where raw animal products are handled. • Thorough cooking of poultry and minced beef products. • Only purchase clean, uncracked eggs from a reputable supplier and store them at a cool temperature (less than 15°C) or in the fridge. • Exclude infected food handlers and take extra care on return to work.

Campylobacter	
What is it?	A bacterial infection of the bowel.
Where is it?	It is most frequently associated with consumption or handling of raw or undercooked poultry. Also acquired from unpasteurised milk, contaminated water or handling/contact with infected animals and their faeces.
Where does it grow?	It doesn't grow in food but is transferred through cross contamination from raw poultry and meats to other foods.
How is it spread?	Cross contamination of ready-to-eat food from cutting boards, knives and handling of raw poultry and meats. Very small numbers can cause illness in humans (eg,

	one drop of juice from a raw chicken).
How long to incubate?	It usually incubates in 2 to 5 days but can range from 1 to 10 days.
Who is at risk?	All ages are susceptible but symptoms are most severe in infants, young adults, the elderly and those with deficient immune systems.
What are the symptoms?	Diarrhoea (sometimes bloody), fever and abdominal cramps. Vomiting is not common.
How is it managed?	Thorough cooking of raw poultry products. Avoid cross contamination especially if handling raw poultry or meat by sanitising cutting boards and knives, and following good food handling practices, personal hygiene and hand washing. Exclude infected food handlers and on return to work take extra care with hand washing and personal hygiene.

Listeria	
What is it?	A bacterial infection that is rare but serious.
Where is it?	It is a naturally occurring pathogen that has been isolated in healthy animals and humans, soil and vegetation.
Where does it grow?	It can grow at very low temperatures (1°C), can survive freezing, is resistant to high salt levels and can grow in modified atmosphere and vacuum-packed products. Foods that support the growth of Listeria include cold meats and chicken, pre-prepared and pre-packaged salads, chilled seafood, soft and surface ripened cheese, pate, ice cream and unpasteurised dairy products.
How is it spread?	Infection usually results from eating contaminated food.
How long to incubate?	Varies from 3 to 70 days
Who is at risk?	Newborn babies, the elderly, those with deficient or suppressed immune systems and pregnant women.
What are the symptoms?	Diarrhoea (sometimes bloody), fever and abdominal cramps. Vomiting is not common.
How is it managed?	For the general population follow the food handling fundamentals in section 6: <ul style="list-style-type: none"> • Store potentially hazardous foods and high-risk Listeria foods at 5°C or less. • Avoid cross contamination by following good food handling practices, personal hygiene and hand washing. • Exclude infected food handlers. For at risk groups high-risk Listeria foods: <ul style="list-style-type: none"> • that are an important part of a healthy diet such as raw fruit and vegetables and cold meats and chicken require extra care. Thoroughly wash fruit and vegetables that will be eaten raw, use cold meats and chicken that has been cooked during production and consume it within 24 hours of cooking or opening the packaging. • that aren't an important part of a healthy diet, such as soft and surface ripened cheeses, pate, soft serve ice cream, chilled seafood and unpasteurised dairy products should be avoided. Where a doctor has advised that a person is very high Listeria risk all high-risk Listeria foods should be avoided.

E coli	
What is it?	A bacteria commonly found in the intestinal tract of healthy people and animals. Most strains are harmless but some are highly infectious and may cause severe disease by releasing a toxin (shiga toxin) although this is rare.
Where is it?	Cattle and sheep are considered the main source but any food exposed to faecal contamination may harbour the bacteria.
Where does it grow?	Grows best at body temperature. Very small infective doses (as low as 10 cells) can cause illness. Foods implicated in E coli infections include undercooked mince, uncooked meat products such as mettwurst, vegetables especially if consumed raw, and unpasteurised milk.
How is it spread?	Infection usually results from eating contaminated food. Can be spread by person to person through diarrheal stools and poor hygiene.
How long to incubate?	Varies from 3 to 8 days but can be longer.
Who is at risk?	All ages are susceptible but consequences are more serious in children
What are the symptoms?	Severe diarrhoea often with blood. Approx 5% of cases can result in kidney failure and damage to other organs.
How is it managed?	<ul style="list-style-type: none"> • Cook or pasteurise all animal products (meat and dairy). • Wash fruits and vegetables if to be consumed raw. • Avoid cross contamination by following good food handling practice, personal hygiene and hand washing. • Cook all minced beef and hamburger thoroughly. • Store potentially hazardous foods at 5°C or less. • Exclude infected food handlers.

Staphylococcus Aureus	
What is it?	A bacterium that is mainly associated with the nasal passage, throat and skin of people.
Where is it?	About half the population carry these bacteria. While it is readily killed by proper cooking it produces a toxin that is very tough and will survive most cooking practices.
Where does it grow?	It has the potential to grow on most potentially hazardous foods. Fortunately it needs quite high temperatures for growth and toxin production (>10 °C) and large numbers to produce enough toxin to cause illness.
How is it spread?	The main means of contamination is from the hands of carriers or wounds on the skin.
How long to incubate?	Doesn't incubate because the toxin, not the bacteria, causes the illness. Illness usually follows 2 to 4 hours after consumption of toxin-containing food.
Who is at risk?	All ages are susceptible but symptoms are most severe in infants, young adults, the elderly and those with deficient immune systems.
What are the symptoms?	Vomiting that can be accompanied by diarrhoea.
How is it managed?	Good personal hygiene and ensuring temperature control of potentially hazardous foods.

Spore forming pathogens	Bacillus cereus Clostridium perfringens
What is it?	Pathogenic organisms that can produce food poisoning toxins.
Where is it?	Spore forming organisms are widely distributed in the environment and frequently occur in the intestines of humans and animals. They can produce heat resistant spores that can release a food poisoning toxin into the food.
Where does it grow?	Grows best at body temperature although some strains of bacillus cereus can grow slowly at refrigerated temperatures. A wide variety of foods have been implicated. Cooked rice, pasta and other starchy foods are commonly associated with food poisoning from toxin release. Other ideal foods include meats, milk and cheese, vegetables, cooked fish, sauces, puddings, soups, casseroles, pastries and salads. Food that is cooked and cooled inadequately.
How is it spread?	Infection usually results from eating contaminated food. When a product is cooked (> 60°C) the organism is destroyed but the spores remain. If the product remains at ambient temperatures the spores can germinate, grow and through this process produce a toxin. When the product is reheated the organism is again destroyed but the toxin remains, potentially causing illness. Fortunately large numbers of the bacteria are needed to produce enough toxin to cause illness.
How long to incubate?	Doesn't incubate because the toxin not the bacteria causes the illness: <ul style="list-style-type: none"> • <i>B. cereus</i>: usually rapid onset 1 to 5 hours but can be up to 15 hours • <i>C. perfringens</i>: usually 6 to 15 hours.
Who is at risk?	All ages are susceptible but symptoms are most severe in infants, young adults, the elderly and those with deficient immune systems.
What are the symptoms?	<ul style="list-style-type: none"> • <i>B. cereus</i> toxin: acute nausea and vomiting. • <i>C. perfringens</i>: watery diarrhoea, abdominal cramps and pain.
How is it managed?	<ul style="list-style-type: none"> • Cool and reheat potentially hazardous foods rapidly. • Avoid cross contamination by following good food handling practice, personal hygiene and hand washing. • Store foods that harbour or support the growth of spore-formers at 5°C or less. • Do not store pre-cooked foods under temperature control for long periods.

12.2 Food recall (3.2 Division 3)

<http://www.foodauthority.nsw.gov.au/ip/recalls>

When a food recall is received or identified the manager will check if this product is stocked (for example, check product, batch number, use by date, etc). If:

- if not stocked, this will be noted on the recall notice and filed; or
- if stocked, the product will be withdrawn from use and quarantined for return or disposal. This will be noted on the recall notice and filed.

12.3 What to do if you suspect food poisoning

If we believe the centre's food service or a particular food served by the centre may be responsible for causing food poisoning:

- Advise people displaying symptoms to seek medical advice. Faecal samples may assist with an investigation;
- Contact and report to Local Council and NSW Food Authority
<http://www.foodauthority.nsw.gov.au/fp/food-poisoning>
- Keep suspect food wrapped in the fridge (preferably not the freezer) and retain any packaging or containers as it may assist an investigation.

Table 1: Adapting the menu for infants

Meal		Adaptations for infants			
	0–6 months	6 months <i>Coarsely pureed/mashed</i>	6–8 months <i>Lumpy, finely chopped, progressing to finger foods</i>	8–12 months <i>Chopped, finger foods, progressing to regular menu</i>	1–5 years
Breakfast	Breast milk or infant formula (cooled boiled tap water as required)	Iron-fortified infant cereal Drinks: breast milk, infant formula, cooled boiled tap water (as required)	Iron-fortified infant cereal Drinks: breast milk, infant formula, cooled boiled tap water (as required)	Choice of: toast fingers with cream cheese, cereal with milk (lumpy texture), oats Drinks: breast milk, infant formula, cooled boiled tap water	Choice of: cereals, porridge, muesli, wholemeal toast Drinks: milk/water
Morning tea	Breast milk or infant formula (cooled boiled tap water as required)	Mashed fruit such as banana and kiwi, cooked apple and cooked pear Full fat yoghurt Drinks: breast milk, infant formula, cooled boiled tap water (as required)	Chopped soft fruit such as banana, kiwi, cooked apple and cooked pear Full fat yoghurt Drinks: breast milk, infant formula, cooled boiled tap water	Fresh fruit platter: Thin slices of apple, orange segments (membrane and pips removed), seedless grapes (cut in quarters with skins removed), pieces of banana, thin slices of pear and kiwifruit Cheese sticks or slices Drinks: breast milk, infant formula, cooled boiled tap water	Fresh fruit platter: apples, oranges, grapes, bananas, pears, kiwi Cheese cubes Drinks: milk/water
Lunch	Breast milk or infant formula (cooled boiled tap water as required)	Pureed cooked chicken Mashed cooked pumpkin, carrot, zucchini (not mixed together) Mashed cooked rice Drinks: breast milk, infant formula, cooled boiled tap water (as required)	Finely chopped cooked chicken Roughly mashed cooked pumpkin, carrot, zucchini, spinach (not mixed together) Mashed cooked rice Drinks: breast milk, infant formula, cooled boiled tap water	Prepare regular risotto recipe and include pieces of soft cooked chicken Rice Drinks: breast milk, infant formula, cooled boiled tap water	Baked chicken and vegetable risotto (ingredients: chicken, spinach, pumpkin, rice) Salad (carrot, lettuce, cucumber) Drink: water
Afternoon tea	Breast milk or infant formula (cooled boiled tap water as required)	Hummus dip Mashed steamed carrot Drinks: breast milk, infant formula, cooled boiled tap water (as required)	Hummus dip Steamed, finely chopped carrot Toast fingers Drinks: breast milk, infant formula, cooled boiled tap water	Tzatziki dip (with finely chopped cucumber) Hummus dip Steamed carrot sticks, thin slices of capsicum Pieces of pita toast Drinks: breast milk, infant formula, cooled boiled tap water	Tzatziki and hummus dip, wholemeal pita bread, vegetable sticks (capsicum, steamed carrots) Drinks: milk/water

Table 1: Adapting the menu for infants

<p>Late snack</p>	<p>Breast milk or infant formula (cooled boiled tap water as required)</p>	<p>Drinks: breast milk, infant formula, cooled boiled tap water (as required)</p>	<p>Wholemeal toast fingers and cheese Drinks: breast milk, infant formula, cooled boiled tap water</p>	<p>Wholemeal toast fingers and cheese Drinks: breast milk, infant formula, cooled boiled tap water</p>	<p>Wholemeal cheese sandwiches Drink: water</p>
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Table 2: Foods, drinks and textures from birth to 1 year

Age	Texture	Food and drink examples
Birth – around 6 months	<i>Liquids only</i>	<ul style="list-style-type: none"> ● Breast milk, infant formula
Around 6 months – 8 months	<i>Mashed, progressing to minced and lumpy</i>	<ul style="list-style-type: none"> ● Breast milk, infant formula cooled boiled tap water (as required) ● Iron-fortified infant cereals ● Cooked, finely chopped or pureed meat/chicken/fish, minced beef/lamb/pork ● Mashed tofu/beans/chickpeas ● Mashed hard boiled or scrambled egg ● Mashed cooked vegetables (e.g. pumpkin, potato, sweet potato, zucchini, carrot, broccoli, cauliflower, peas, spinach). Ensure these are not mashed together ● Mashed soft fruit (e.g. banana, avocado) or cooked fruit (e.g. apple, pear, apricot) ● Rice, risoni, semolina ● Yoghurt, custard, cow's milk in food (not as a drink)
8 months and beyond	<i>Grated, diced, chopped, finger foods</i>	<ul style="list-style-type: none"> ● Breast milk, infant formula, cooled boiled tap water ● Diced tender cuts of meat, pieces of soft cooked meats (e.g. casseroles), lamb cutlets (with bone to chew meat off) ● Diced tofu, cooked lentils ● Sliced hard boiled eggs, scrambled eggs ● Pieces of soft cooked vegetables (e.g. potato, pumpkin, sweet potato, carrot, zucchini, parsnip, green beans, broccoli). Ensure these are not mashed together ● Diced soft fruit (e.g. peach, mango, pear, avocado, melon, pawpaw) ● Grated apple, ripe banana pieces, stone fruit (stones removed), sliced watermelon ● Yoghurt (full fat), custard, cottage/ricotta/cream cheese, grated cheese ● Grain (cereal) foods such as bread, toast, oats, pasta, noodles, rice, couscous ● Cow's milk in food

Table 2: Foods, drinks and textures from birth to 1 year

12 months and beyond	<i>Variety of textures</i>	<ul style="list-style-type: none">● Breast milk, cow's milk as a drink, water● Casseroles (mildly seasoned), meatballs or rissoles (cut into bite sized pieces)● Eggs – boiled, poached or scrambled● Canned baked beans (salt reduced)● Continue above vegetables and start adding celery, cucumber, tomato, capsicum, mushrooms, cooked cabbage, cooked Brussels sprouts● Continue above fruits and start adding seedless grapes (cut in quarters with skins removed), orange or mandarin segments (membrane and pips removed), kiwifruit, pineapple● Cheese sticks or slices, cream cheese● Soft cracker biscuits, pikelets, pasta (differing shapes, noodles and spaghetti cut up), couscous● Bite-sized sandwiches with moist fillings such as avocado, cream cheese● Smooth nut paste if centre policy allows● Eating from the regular menu
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Mt Vernon Early Learning Centre summer menu

WEEK 1		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST		Choose from: Wholegrain cereals (wheat biscuits, dried fruit and flake mix), porridge and wholemeal toast with healthy toppings, served with milk and water				
MORNING TEA	Food	Fresh fruit platter (apple, nectarines, grapes, banana) with <u>pineapple and yoghurt dip</u>	Rainbow platter (banana, rockmelon, plum, beans, cucumber, red capsicum) Cheese cubes	<u>Fruit smoothie</u> small (100mL) Fruit toast with ricotta cheese	Fresh fruit platter (apple, nectarines, grapes, banana) with <u>pineapple and yoghurt dip</u>	Yoghurt, summer sunshine salad (peach, nectarine, passionfruit, mint) and (untoasted) muesli
	Drink	Milk and water	Milk and water	Milk and water	Milk and water	Milk and water
LUNCH	Food (include ingredient details)	<u>Chicken curry</u> (Main ingredients: chicken, brown rice, carrots, pumpkin, green beans, canned tomatoes, curry spices and yoghurt)	<u>Beef lasagne</u> with fresh salad (Main ingredients: beef mince, brown lentils, carrot, celery, zucchini, canned tomatoes, ricotta, lasagne sheets, cheese)	<u>Beef and vegetable rissoles</u> with pita bread and salad (Main ingredients: lean beef mince, potato, carrot, zucchini, capsicum, egg, pita bread, salad vegetables)	<u>Creamy tuna pasta bake</u> (Main ingredients: canned tuna, pasta, broccoli, corn, carrot, evaporated milk)	<u>Vegetarian fried rice</u> (Main ingredients: egg brown rice, carrot, capsicum, spring onion, peas, corn, reduced salt soy sauce,)
	Drink	Water	Water	Water	Water	Water
AFTERNOON TEA	Food	<u>Toasted wholemeal English muffins</u> with sliced tomato and cheese Rockmelon wedges	<u>Fruity crumble</u> (wholemeal flour, oats, cooked seasonal fruits) served with Greek yoghurt	<u>Rice cakes</u> and toppings (cottage cheese, sliced tomato, cucumber) Watermelon and friends platter (watermelon triangles, grapes, strawberries)	<u>Make your own pizza faces</u> (wholemeal pita bread, salt reduced tomato paste, shredded chicken breast, mushroom, tomato, capsicum, cheese)	Vegetable sticks (beans, celery, carrot) with <u>creamy corn and tuna dip</u> and wholemeal crackers Watermelon and friends platter (watermelon triangles, grape, strawberries)
	Drink	Milk and water	Milk and water	Milk and water	Milk and water	Milk and water
LATE SNACK		Choose from: wholegrain crackers and cheese, fresh vegetables and fruit, served with water				
Water		Water is freely available throughout the day				
Infants (eating solids)		A variety of healthy foods are offered every day including iron-rich foods (meat, poultry, fish, legumes/beans, tofu, eggs), fruit, vegetables, grains and milk products. Foods are an appropriate texture for infants' age (e.g. mashed, lumpy, chopped, finger foods).				
Allergies		Children with allergies and or food intolerances are provided a tailored version of the regular menu to suit their individual needs				

Mt Vernon Early Learning Centre summer menu

WEEK 2		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST		Choose from: Wholegrain cereals (wheat biscuits, dried fruit and flake mix), porridge and wholemeal toast with healthy toppings, served with milk and water				
MORNING TEA	Food	Rainbow platter (apple, banana, cherry tomatoes, carrot, cucumber) Wholegrain crackers with <u>white bean dip</u>	Rainbow platter (nectarines, rockmelon, pineapple, beans, carrot) Wholegrain crackers with <u>chickpea and beetroot dip</u>	<u>Banana bubbles</u> (banana rolled in yoghurt, rice bubbles)	"Melon Head" platter (watermelon, honeydew, rockmelon) with <u>pineapple and yoghurt dip</u>	Wholemeal toast with ricotta cheese, sliced banana and cinnamon
	Drink	Milk and water	Milk and water	Milk and water	Milk and water	Milk and water
LUNCH	Food (include ingredient details)	<u>Mexican beef wraps</u> (Main ingredients: lean minced beef, carrot, capsicum, canned red kidney beans, canned tomato, spices, iceberg lettuce, avocado, cheese, wholemeal wraps)	Tuna and <u>lentil bolognese</u> (Main ingredients: canned tuna, dried red lentils, mixed vegetables, canned tomatoes, wholemeal pasta, cheese)	<u>Falafel balls with tzatziki dip</u> served with wholemeal wraps and salad (Main ingredients: canned chickpeas, cumin, garlic, eggs, fresh herbs, yoghurt, cucumber, salad vegetables)	<u>Beef san choy bau</u> (Main ingredients: rice noodles, lean minced beef, cabbage, carrot, green beans, peas, capsicum, ginger, soy sauce, ice berg lettuce)	<u>Chicken and vegetable stir fry with brown rice</u> (Main ingredients: chicken fillets, cabbage, carrot, capsicum, zucchini, brown rice)
	Drink	Water	Water	Water	Water	Water
AFTERNOON TEA	Food	<u>Banana bread</u> served cinnamon spiced ricotta	<u>Spinach and cheese muffins</u> served with <u>fruit smoothie</u> small (100mL)	<u>Veggie dippers</u> (carrot, red capsicum, lightly steamed broccoli), rice cakes served with <u>sweet potato and salmon dip</u>	Platter of wholemeal <u>sandwich</u> triangles: Cottage cheese, chicken and cucumber Cream cheese, tuna and corn	Vegetable platter (cucumber, carrot and capsicum) with <u>tzatziki dip</u> and <u>Frozen UFOs</u> (frozen pineapple disks and watermelon triangles)
	Drink	Milk and water	Milk and water	Milk and water	Milk and water	Milk and water
LATE SNACK		Choose from: wholegrain crackers and cheese, fresh vegetables and fruit, served with water				
Water		Water is freely available throughout the day				
Infants (eating solids)		A variety of healthy foods are offered every day including iron-rich foods (meat, poultry, fish, legumes/beans, tofu, eggs), fruit, vegetables, grains and milk products. Foods are an appropriate texture for infants' age (e.g. mashed, lumpy, chopped, finger foods).				
Allergies		Children with allergies and or food intolerances are provided a tailored version of the regular menu to suit their individual needs				

Mt Vernon Early Learning Centre winter menu

WEEK 1		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST		Choose from: Wholegrain cereals (wheat biscuits, dried fruit and flake mix), porridge and wholemeal toast with healthy toppings, served with milk and water				
MORNING TEA	Food	Fresh fruit platter (apples, oranges, kiwi, bananas)	Yoghurt with canned peaches in natural juice	Rainbow platter (banana, mandarins, pear, beans, cucumber, red capsicum)	Fresh fruit platter (oranges, bananas, kiwi) Cheese cubes	Rainbow platter (banana, mandarins, pear, beans, celery, red capsicum)
	Drink	Milk and water	Milk and water	Milk and water	Milk and water	Milk and water
LUNCH	Food (include ingredient details)	<u>Pasta bolognaise</u> (Main ingredients: lean beef mince, onion, carrot, zucchini, lentils, tomato, wholemeal pasta)	<u>Tuna and broccoli frittata</u> with green salad and wholemeal bread (Main ingredients: egg, tuna, broccoli, sweet corn, potato, bread, lettuce, tomato)	<u>Chilli con carne and rice</u> (Main ingredients: lean beef mince, onion, capsicum, chickpeas, kidney beans, tomato, brown rice)	<u>Baked chicken and vegetable risotto</u> (Main ingredients: chicken, spinach, pumpkin, rice)	<u>Pumpkin soup</u> served with a platter of multigrain sandwiches: Tuna, corn, sliced tomato Egg and mayonnaise, lettuce and red capsicum Roast beef, grated carrot and sliced cucumber
	Drink	Water	Water	Water	Water	Water
AFTERNOON TEA	Food	Platter of <u>wholemeal sandwich</u> triangles: Cheese and cucumber Cream cheese and grated carrot	Fresh apple slices and <u>Pumpkin scones</u>	Yoghurt and fruit muesli	<u>Tzatziki</u> and <u>hummus dip</u> , wholemeal pita bread, vegetable sticks (capsicums, steamed carrots)	<u>Fruity bread pudding</u>
	Drink	Milk and water	Milk and water	Milk and water	Milk and water	Milk and water
LATE SNACK		Choose from: wholemeal crackers and cheese, veggie sticks and <u>hummus dip</u> served with water				
Water		Water is freely available throughout the day				
Infants (eating solids)		A variety of healthy foods are offered every day including iron-rich foods (meat, poultry, fish, legumes/beans, tofu, eggs), fruit, vegetables, grains and milk products. Foods are an appropriate texture for infants' age (e.g. mashed, lumpy, chopped, finger foods).				
Allergies		Children with allergies and or food intolerances are provided a tailored version of the regular menu to suit their individual needs				

Mt Vernon Early Learning Centre winter menu

WEEK 2		MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
BREAKFAST		Choose from: Wholegrain cereals (wheat biscuits, dried fruit and flake mix), porridge and wholemeal toast with healthy toppings, served with milk and water				
MORNING TEA	Food	Rainbow platter (banana, orange, pear, beans, cucumber, red capsicum)	Fresh fruit platter (apples, mandarins, bananas, pears)	Fresh fruit platter (apples, mandarins, oranges, kiwi)	Toasted wholegrain English muffins with sliced tomatoes and cheese	Rainbow platter (banana, mandarins, pear, broccoli, carrots, red capsicum) served with yoghurt dip
	Drink	Milk and water	Milk and water	Milk and water	Milk and water	Milk and water
LUNCH	Food (include ingredient details)	<u>Pork San Choy Bau</u> (Pork mince wrapped in lettuce) (Main ingredients: pork mince, rice noodles, cabbage, carrot, peas, green beans, lettuce)	<u>Beef stroganoff</u> with wholemeal pasta (Main ingredients: lean beef, mushroom, carrot, celery, potato, natural yoghurt, wholemeal pasta)	<u>Vegetable hotpot</u> with wholemeal couscous (Main ingredients: chickpeas, cauliflower, carrot, zucchini, natural yoghurt, couscous)	<u>Beef and broccoli stir fry</u> with brown rice (Main ingredients: beef, cabbage, carrot, capsicum, broccoli, brown rice)	<u>Tuna and corn patties</u> with wholemeal bread and garden salad (Main ingredients: tinned tuna, potato, corn, lettuce, tomato, cucumber)
	Drink	Water	Water	Water	Water	Water
AFTERNOON TEA	Food	<u>Pikelets</u> with ricotta spread and a fresh kiwi and passionfruit topping	<u>Rice cakes</u> and toppings (cream cheese, sliced tomatoes, celery)	<u>Carrot muffins</u> and a savoury platter (rice cakes, celery sticks, cherry tomatoes, <u>hummus dip</u>)	Stewed fruit (apples, pears, rhubarb, lemon juice, cinnamon) Greek yoghurt	<u>Fruit smoothie</u> (100mL) Wholegrain crackers with <u>chickpea and beetroot dip</u>
	Drink	Milk and water	Milk and water	Milk and water	Milk and water	Milk and water
LATE SNACK		Choose from: wholemeal crackers and cheese, veggie sticks and <u>hummus dip</u> served with water				
Water		Water is freely available throughout the day				
Infants (eating solids)		A variety of healthy foods are offered every day including iron-rich foods (meat, poultry, fish, legumes/beans, tofu, eggs), fruit, vegetables, grains and milk products. Foods are an appropriate texture for infants' age (e.g. mashed, lumpy, chopped, finger foods).				
Allergies		Children with allergies and or food intolerances are provided a tailored version of the regular menu to suit their individual needs				