



## BERTRAM PRIMARY SCHOOL HEALTHY FOOD AND DRINK POLICY

Bertram Primary School is committed to promoting health and wellbeing of our students and staff. Recognising the significant impact of nutrition on physical and cognitive development, as well as overall health, this policy outlines guidelines for promoting healthy food and drink choices within our school community.

Our policy is guided by the Department of Education’s Student Health in Public Schools policy, guidelines, and procedures, as well as evidence-based research on nutrition and health. Additionally, we promote and utilise the “traffic light” system for categorising foods and drinks based on their nutritional value.

### **Bertram Primary School’s Healthy Food and Drink Policy:**

- Is grounded in the Australian Dietary Guidelines, the Australian Guide to Healthy Eating, and the Health Promoting Schools Framework.
- Aligns with the Department of Education's Student Health in Public Schools procedures, Appendix B. Healthy Food and Drink.
- Applies to all school activities, including classroom rewards, cooking activities, school camps, and excursions.
- Encompasses all providers of food services to the school community, including canteens, parent bodies, external contractors, and local caterers/shops.

### **Whole School Approach:**

Bertram Primary School will implement a comprehensive whole school approach to healthy eating, integrating healthy eating practices into all aspects of school life. This approach involves collaboration among canteen staff, parents, school staff, and health professionals to serve as positive role models and champions for healthy eating.

Bertram Primary School will promote healthy lifestyles through initiatives such as:

- Breakfast club
- Healthy catering at meetings and events
- Daily fitness programs
- Communication on healthy eating through staff and parent communications, noticeboards, and announcements
- Non-food related fundraising initiatives
- Fundraising initiatives promoting healthy eating and physical activity
- Staff health and wellbeing initiatives
- Crunch & Sip program
- School kitchen garden program

### **Food Classification System: Green, amber and red**

<b>Green food and drinks</b>	<ul style="list-style-type: none"> <li>• form the basis of a healthy diet</li> <li>• are good sources of vital nutrients</li> <li>• are core food and drinks from the five food groups in the Australian Guide to Healthy Eating</li> </ul>
<b>Amber food and drinks</b>	<ul style="list-style-type: none"> <li>• have some nutritional value</li> <li>• may contain moderate amounts of energy, fat, sugar and/or salt</li> <li>• should be selected carefully</li> </ul>
<b>Red food and drinks</b>	<ul style="list-style-type: none"> <li>• lack adequate nutritional value</li> <li>• are often high in energy, fat, sugar and/or salt</li> <li>• are discretionary items in the Australian Guide to Healthy Eating</li> </ul>

### **Eating Times:**

- Crunch and Sip (at a time designated by the classroom teacher)
- Lunch 11:00am – 11:10am
- Recess 12:50pm – 1:10pm

### **Crunch and Sip:**

Students will participate in a daily crunch and sip break at a time designated by their class teacher. Participating in a daily Crunch & Sip break provides an opportunity for children to drink water and eat an extra serve of vegetables or fruit to support good health and assist with learning and concentration in the classroom.



### **Role of the Family:**

- We ask students not to share food
- Families are encouraged to provide their child with cut up fruit or vegetables and a water bottle for Crunch & Sip
- Parents are encouraged to provide a healthy recess and lunch for their child

A small Birthday treat may be brought to school on a child's birthday. Families are asked to be respectful of students' dietary requirements, food allergies and consider the traffic light classification system.

### **Role of the School Staff:**

At Bertram Primary School, we prioritise teaching students about healthy food choices through the WA Health Curriculum and cooking activities. Our staff reinforce healthy eating practices and provide 'green' and 'amber' foods for classroom activities, reserving 'red' foods for limited occasions with prior approval from the principal and notification to parents. Allergies are considered in activity planning.

## **Bertram Primary School Canteen**

### **Role of Bertram Primary School Canteen:**

The canteen at Bertram Primary School is operated by the Parents and Citizens Association (P&C). The P&C is responsible for decision-making regarding the canteen menu, pricing, purchasing, and equipment maintenance.

The canteen at Bertram Primary School will:

- Adhere to the Department of Education's Student Health in Public Schools procedures, Appendix B. Healthy Food and Drink.
- Provide nutritious food services that meet the nutritional needs of the school community.
- Prepare and store food safely, in line with health regulations.
- Promote healthier food and drink choices that align with the traffic light system.
- Operate as part of the whole school approach to healthy eating.

### **Canteen Menu Planning:**

The canteen/food service menu at Bertram Primary School will:

- Include a minimum of 60% GREEN menu choices and a maximum of 40% AMBER menu choices.
- Adapt to seasonal changes.
- Offer a variety of foods to accommodate the multicultural community.

### **Skills and Knowledge:**

Bertram Primary School recognises the importance of staff training in promoting healthy eating. Canteen staff will be encouraged to undergo traffic light training and achieve competencies in nutrition, food safety and hygiene, and canteen management.

### **Food Safety and Hygiene:**

The Food Act 2008 (WA) and the Food Regulations 2009 (WA) require that:

- All food services apply for registration with the local council as a food business (a fee may be applicable).
- Food prepared for sale is only made in approved premises. Food prepared in a home that has not been approved as a food business must not be sold in a canteen.

The Australia New Zealand Food Standards Code requires that:

- Food handlers' personal hygiene practices and cleanliness minimise the risk of food contamination.
- Risks can be minimised by the wearing of hats, hairnets and aprons provided by the canteen/food service.
- The preparation, cooking, transportation and serving of food is done in such a way as to retain nutrients and minimise bacterial contamination.

### **Occupational Health and Safety**

The canteen at Bertram Primary School is a workplace and will comply with the Occupational Safety and Health Act 1984 (WA) and Occupational Safety and Health Regulations 1996 (WA). The Department of Education has a number of policies and procedures related to health and safety. Some of the requirements include:

- All canteen staff and volunteers will be made aware of evacuation procedures in case of fire or other emergency.
- All canteen staff and volunteers will wear enclosed footwear. Shoes with heels or, open sandals are not acceptable.
- Students and teachers are not permitted to enter the canteen premises during normal trading hours unless it is part of a supervised school curriculum activity.
- Only canteen staff and volunteers rostered for duty may enter the canteen premises during normal canteen opening hours.
- Young children cannot accompany paid workers, or volunteers.
- All practicable measures are taken to minimise exposure to hazards in a workplace.

### **Allergy and Anaphylaxis Management**

Bertram Primary School will implement measures to manage food allergens, including staff training and clear communication about allergen information. Allergy Action Plans will be provided to the canteen. Staff will be encouraged to undertake All about Allergens online training.

## **Bertram Primary School Canteen Management**

### **Employment:**

- The canteen supervisor and additional staff shall be employed in accordance with the current legal requirements pertaining to minimum conditions, or a salary negotiated and approved under an enterprise agreement (minimum award conditions must apply, including superannuation).
- The canteen will comply with equal opportunity guidelines for employment.
- The canteen supervisor and additional staff shall have a written job description agreed to by the Canteen Committee and/or parent body and canteen supervisor.
- The canteen supervisor and additional staff shall be appointed by, and if necessary, dismissed by the Executive Team of the P&C in consultation with the P&C and Bertram Primary School's Principal.

### **Pricing and Profits:**

- The primary objective of Bertram Primary School's canteen is to provide a nutritious food service.
- The canteen may endeavour to provide a financial contribution towards resources for all students in the school after its financial obligations have been met (e.g., for maintenance of facilities and equipment, new equipment, professional development and training).
- Profit making by Bertram Primary School's canteen will not be made at the expense of providing students with less healthy choices (AMBER).
- The average mark-up on healthy (GREEN) items shall be lower than that applied to less healthy (AMBER) products.

**Canteen Equipment:**

- The canteen committee shall provide essential, safe equipment and ensure that it is well maintained, in good repair and used according to the appliance directions.
- The canteen committee shall report to the principal any structural defect(s) within the canteen.

**Gifts and Concessions:**

All discounts, allowances, complimentary articles, gifts, concessions and the proceeds thereof from any supplier of goods or services, directly or indirectly, to the canteen shall remain the property of the canteen and be properly recorded and later accounted for at the time of stocktaking. Public school canteens must comply with Department of Education policies, including the Financial Management in Schools Finance and Accounting policy.

**Policy Renewal:**

Bertram Primary School's Healthy Food and Drink Policy will be reviewed annually by the School Management Group (SMG), P&C and School Board. Any proposed amendments will be forwarded to the P&C and Principal.

**Ratified at SMG Meeting: 25.03.2025**

**Ratified at School Board: 01.04.2025**

**Ratified at P&C Meeting: 12.03.2024**