

Canteen Policy

PURPOSE

Good nutrition and healthy eating are important for normal growth and development. The Canteen has a central role in implementing key components of the Victorian Government 'National Healthy School Canteens Guidelines'. The Canteen offers a service to school families and staff; selling food and drinks suitable for lunch and snacks at an affordable price, whilst maintaining itself as a cost neutral service.

As highlighted in the 'National Healthy School Canteens Guidelines', the Croydon Hills Primary School canteen will provide to students, families and staff a healthy food service offering a variety of nutritious foods, snacks and beverages in accordance with the Dietary Guidelines for Children and Adolescents in Australia at affordable prices.

The Croydon Hills Primary School canteen can be an avenue for consistent and continual health education that complements the diverse elements of the school curriculum.

SCOPE

Our canteen policy involves students, parents and the wider school community, who are an integral part of the entire healthy school community.

POLICY

1. The Croydon Hills Primary School Council and a member of the Principal team are responsible for the operation of the Canteen.
 2. The Canteen is a not-for-profit service, aiming to cover all costs associated with employment of a Canteen Manager and staff, equipment maintenance, improvements and food. Any surplus benefits the School by returning to the Global budget.
 3. The Canteen Manager researches new products within the Healthy Eating Guidelines. These products are presented to the Canteen Committee for approval. The Canteen Convenor will then ask School Council to endorse the new product prior to its introduction in to the Canteen for sale.
 4. The Canteen relies on a Canteen Manager, Canteen Assistant and volunteers to assist with the preparation and serving of food each day it is in operation.
 5. The Canteen employs an assistant to the manager on a casual basis where there is a need.
 6. The Canteen operates in accordance with all relevant legislation and guidelines eg. Safe Food Handling, OH&S, Victorian Government 'National Healthy School Canteens Guidelines', Department of Health Food Safety Program.
 7. The Canteen facilities will meet all relevant standards.
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8. The Canteen is used by others within the school community eg. Fundraising activities (with the agreement of the Principal team and Canteen Manager).
9. Families have a responsibility to assist children making choices for lunch orders. This is guided by the canteen 'Traffic Light System' of healthy options, as printed/updated on the menu.
10. The Canteen menu reflects the principles in the Victorian Government 'National Healthy School Canteens Guidelines' in accordance with the Australian Dietary Guidelines for Children and Adolescents in Australia.
11. Student allergies are an important consideration in the operation of the Canteen. Medical conditions that have special dietary requirements for consideration include; coeliac disease and anaphylaxis. Canteen staff need to be aware of students with such allergies, and are familiar with the CHPS management strategies for these students. Parents are invited and encouraged to inspect the packaging of any food items to determine their suitability for their child. The food choices are the responsibility of the parents/guardians of the student.
12. The Canteen menu reflects the school's sustainability strategies, in relation to packaging of food, by adhering to the CHPS Sustainability Policy, where practical. All options are researched and where possible recyclable.
13. The Canteen Manager will attend all relevant training updates when required.
14. The Canteen will provide and encourage opportunity for parent involvement and participation in the Croydon Hills Primary School Canteen.
15. The Canteen will continue to provide families easy options when selection and ordering food, including the use of Flexischools online ordering. A limited menu option for a Late Order will also be available daily until 10am.
16. The Canteen Manager will be responsible for; a volunteer roster, stocktaking, product selection, ordering & maintaining equipment, as well as financial management including pricing reviews, money handling and reconciliation, and the supervision of staff and volunteers.
17. The Canteen Manager will meet regularly with the Canteen Sub-Committee regarding procedures, feedback and improvements. The Canteen Sub-Committee Convenor will report regularly to School Council.
18. The Canteen will be promoted by the Canteen Manager and Canteen Sub-Committee by presenting articles in the school Newsletter and publishing the menu on the school website.

REVIEW CYCLE

Ratified by School Council - September 2018

Review Date - September 2020

LINKS

[HTTPS://WWW.CROYDONHPS.VIC.EDU.AU/PAGE/70/CANTEEN](https://www.croydonhps.vic.edu.au/page/70/canteen)