



**West Balcatta**  
Primary School

## **West Balcatta Primary School**

Telephone (08) 9253 4950

215 Cedric Street Balcatta WA 6021

<https://westbalcattaps.wa.edu.au/>

[westbalcatta.ps@education.wa.edu.au](mailto:westbalcatta.ps@education.wa.edu.au)

# **HEALTHY FOOD AND DRINK POLICY 2021**

Our school is committed to providing healthier food and drinks for the school community. The Australian Dietary Guidelines and the Australian Guide to Healthy Eating establish the basis for a healthy eating approach. A key message of the guidelines is to enjoy a wide variety of nutritious foods every day.

### **West Balcatta's Healthy Food and Drink policy:**

- is underpinned by the Australian Dietary Guidelines, the Australian Guide to Healthy Eating and the Health Promoting Schools Framework
- is compliant with the Department of Education's *Healthy Food and Drink* policy
- applies to classroom rewards, cooking activities, school camps and excursions
- applies to all operators of a canteen including Parents and Citizens' Associations, schools and school boards, external contractors and local caterers/shops that provide a food service to the school.

### **Role of West Balcatta Primary School Canteen**

Our canteen will:

- comply with the Department of Education's *Healthy Food and Drink* policy
- provide a food service to students and staff that meets their nutritional needs, promotes healthy food, is part of a whole school approach, and is affordable and financially sustainable
- reinforce nutrition messages being taught in the classroom by modelling healthier food and drink choices that are tasty, interesting and affordable. This can support students to make informed decisions about their health and wellbeing by influencing food choices by students at school and in the wider community, and help to equip students with the knowledge to continue to make healthy choices throughout their adult lives.

### **West Balcatta Primary School's Canteen Committee**

WBPS will have a canteen committee, with representation from the whole school community, including where possible parents and teachers. The committee will participate in the **decision making process** for the canteen menu, pricing, purchasing and maintenance of equipment etc. The canteen committee will

follow the terms of reference as agreed by the Parents and Citizens' Association or school board.

### **Menu planning (see Appendix 1)**

West Balcatta Primary School's canteen menu will:

- include a minimum of 60% GREEN menu choices<sup>1</sup>
- include a maximum of 40% AMBER menu choices<sup>2</sup>
- not make available food and drinks that do not meet specified minimum nutrient criteria (RED)<sup>3</sup>
- limit savoury commercial products in the AMBER category to those that meet the criteria for registration and making them available no more than twice a week.<sup>4</sup>

Healthy eating at West Balcatta will be supported by:

- changing the menu according to the summer and winter seasons
- having available every day and promoting a wide range of the foods that should make up the majority of a healthy diet (GREEN)
- offering a range of foods and taking into consideration Australia's multicultural society.

### **Whole-School Approach**

Schools are well placed to support healthy eating as they provide the opportunity for easy and regular access to a 'captive audience' and have a vital role to play in helping to reduce the worldwide epidemic of obesity. Canteen staff, parent and school staff (teaching and non-teaching) can be positive roles models and champions to endorse health promotion in schools.

WBPS and the canteen will work together with the school to support healthy eating by adopting a whole school approach. Consistent messages can be promoted through the curriculum, social and physical environments.

West Balcatta Primary School will adopt a whole school approach to promote healthy lifestyles through the following:

- healthy catering at meetings and events
- daily fitness programs
- communication on healthy eating and/or other health promoting messages e.g. whole of school community newsletter; internal staff communications; schools noticeboards and classroom announcements
- non-food related fundraising initiatives
- fundraising initiatives which promote physical activity such as lapathons
- whole school staff (teaching and non-teaching) health and wellbeing initiatives e.g. professional development workshops and training about food, nutrition and broader health messages

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<sup>1</sup> GREEN menu choices must make up a minimum of 60%. Source: Department of Education's *Healthy Food and Drink* policy

<sup>2</sup> AMBER menu choices must not exceed 40%. Source: Department of Education's *Healthy Food and Drink* policy

<sup>3</sup> Source: Department of Education's *Healthy Food and Drink* policy

<sup>4</sup> Source: Department of Education's *Healthy Food and Drink* policy

- other school based health promotion programs, such as Crunch & Sip, school kitchen gardens and Jump Rope for Heart.

### **Food Safety and Hygiene**

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

- All food services must apply for registration with the local council as a food business. A fee may be applicable
- Schools must notify the local council prior to conducting a charitable or community event involving food (i.e. a cake stall or sausage sizzle).

Information on these requirements will be sought from the local council prior to any school function, i.e. cake stall or sausage sizzle, where food will be provided.

**It is a requirement** that all canteen staff at WBPS must:

- Complete the FoodSafe Food Handler Training program or its equivalent. The training must be completed in a timely manner, preferably prior to commencement
- Wear hats, hairnets and aprons which will be provided by the canteen
- Not sell foods made at home through the canteen
- Must prepare, cook, transport and serve food in such a way as to retain nutrients and to minimise bacterial contamination and growth.

### **Occupational Health and Safety**

The canteen at West Balcatta Primary School is a workplace and will comply with the *Occupational Safety and Health Act 1984* and *Occupational Safety and Health Regulations 1996*. 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 to be made aware of evacuation procedures in case of fire or other emergency
- All canteen staff and volunteers to 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
- Children (i.e. children of volunteers) are not permitted in the canteen during normal canteen opening hours.

### **Canteen Management**

#### **1. Employment**

- The canteen supervisor 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 shall have a written job description agreed to by the Canteen Committee and/or Parents and Citizens' Association and canteen supervisor

- The canteen supervisor shall be appointed by, and if necessary, dismissed by the Executive of the Parents and Citizens' Association in consultation with the Canteen Committee and the school's Principal.

## **2. Skills and Knowledge**

- The Department of Education requires the canteen supervisor and employer (e.g. Parents and Citizens' Association representative) to undertake 'traffic light' training conducted by the Western Australian School Canteen Association Inc. and achieve competencies in nutrition, food safety and hygiene and canteen management.

## **3. Pricing Policy/Profits**

- The primary objective of West Balcatta 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 West Balcatta 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.

## **4. 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.

## **5. Gifts/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.

## **Distribution of the Policy/General Policy Issues**

- A current copy of the Department of Education's *Healthy Food and Drink* policy and West Balcatta Primary School's policy will be on permanent display in canteen
- A copy of the current policy (signed and dated) will be provided to all canteen committee members at the first committee meeting following the Parents and Citizen's Annual General Meeting
- This policy shall not be added to, or amended, except at the Annual General Meeting of the Parents and Citizens' Association, or a special

meeting thereof (called for that purpose); and then only with the approval of the majority of those present and entitled to vote

- This policy will be reviewed annually by WBPS canteen committee and suggested amendments will be forwarded to the Parents and Citizens' Association.

**Endorsement**

We the undersigned, hereby certify that this policy was adopted at the Annual/ Special General Meeting of the Parents and Citizens' Association held on:

\_\_\_\_\_ the \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

*Secretary (Parents and Citizens' Association):*

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*President (Parents and Citizens' Association):*

\_\_\_\_\_

*Chairperson (WBPS School Canteen committee):*

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## Healthy food and drink choices in schools

### GREEN

#### Examples

#### Fill the menu

Breads	A variety of bread types
Cereal foods	Wholegrain cereals; oats, pasta, noodles, rice, polenta, cous cous, quinoa, barley
Vegetables	Vegetables (fresh, frozen and tinned); salads (reduced fat dressing only); all salad mixtures
Fruit	Fresh; frozen; tinned (in natural juices)
Legumes	Tinned (e.g. bean mix, kidney beans); cooked; baked beans
Reduced fat dairy products and alternatives	Reduced fat yoghurt (fresh, plain or fruit); cheese; liquid breakfast*
Lean meat, fish, poultry and alternatives	All lean meats, chicken (no skin) or registered meats*; fish (e.g. tuna, salmon, sardines); egg
Sandwich fillings	Lean meats (excluding ham); lean chicken; fish; creamed corn/corn kernels; egg; canned spaghetti (reduced salt); salads; baked beans; reduced fat cheese; hommus; vegemite; yeast spreads; fish spreads*
Hot food	Jaffles/hot rolls/toasted sandwiches (fillings as for sandwich fillings); baked potatoes; rice; soups; toast; English muffins; crumpets (wholemeal); raisin toast; meals meeting the criteria for registration such as curry and rice and pasta dishes
Snacks	Scones; raisin or fruit bread; pikelets; bread sticks; bruschetta; water crackers; rice crackers; rice cakes; popcorn (plain air-popped); seed packs; trail mix based on breakfast cereals; other registered snacks*
Drinks	Water (including carbonated); reduced fat milk (plain) and their alternatives e.g. soy milk, no serve size restrictions; reduced fat milk (flavoured) maximum serve size 375mL; fresh fruit milkshakes

### AMBER

#### Examples

#### Select carefully and limit

Reduced fat dairy products	Reduced fat dairy desserts
Full fat dairy foods and alternatives	Milk; soy; yoghurt; custard; cheese
Savoury commercial products#	Registered products such as ovenable fish/chicken/potato portions should be chosen because they are lower in fat/salt*
Processed meats	Lean ham; lean bacon
Dried fruit	Dried fruit (excluding fruit leathers)
Snack food bars	Registered products such as breakfast bars; cereal bars; fruit bars*
Savoury snacks	Registered products such as oven baked vege chips; garlic or herb bread lightly spread*; lightly flavoured snacks such as crisps, crackers and popcorn*
Cakes, muffins and sweet biscuits	Registered products such as cakes; muffins and biscuits (reduced fat and/or sugar and based on wholemeal flour*)
Ice-creams, ice-blocks, fruit based icepoles, slushees	Registered ice-creams; milk based ice confectionery; frozen yoghurts; rice cream*; 99% fruit juice based ice poles
Drinks	Reduced fat milk (flavoured) larger than 375mL; fruit juices, vegetable juices and mixed juices (including carbonated products); 99% and with no added sugar or sweeteners and serving must not contain more than 250mL juice

### RED

#### Examples

#### Off the menu:

Confectionery	All types, caramelised pop corn
Pastry items	All types that do not meet the criteria for registration
Sandwich meats	High fat sandwich meats including polony (devon) and salami
Deep fried foods	All types
Savoury snacks	Crisps, chips and other similar products that do not meet the criteria for registration
Ice-creams	Chocolate coated and premium ice-creams
Sandwich fillings	Honey; jam; chocolate spreads; confectionery sprinkles
Cakes, muffins and sweet pastries	Croissants; doughnuts; cream filled buns; iced cakes; sweet pastries; slices
Drinks	Soft drinks; artificial or intense sweetened soft drinks; energy drinks; cordials (including low joule); sports drinks; water flavoured with fruit juice, sugar, artificial or intense sweetener (including carbonated products); high caffeine drinks (e.g. drinks containing guarana); fruit juices, vegetable juices and mixed juices (including carbonated products): with less than 99% juice and/or added sugar and/or sweeteners and/or serving contains more than 250mL juice

\* Meets the criteria for Star Choice™ registration #To be offered a maximum of two occasions per week