

Outside School Hours Care Food Handling Policy



PURPOSE

This policy outlines the important procedures for safe and hygienic food handling practices at Roslyn Primary School Outside School Hours Care. It explains that all food which is handled (which includes preparing, eating or storing it) is to be handled using all care to ensure that the food is not contaminated, nor allowed to become contaminated, or unfit to be eaten.

PROCEDURES

- The Co-ordinator will be responsible to ensure that all food preparation and preparation areas comply with all laws and regulations, including local Council by-laws (or equivalent) where applicable.
- Staff will ensure their hair does not fall into food
- All food preparation surfaces and utensils will be kept clean and, in particular, will be thoroughly clean before use
- Staff will wash their hands, and ensure that children wash their hands thoroughly with soap and water before handling, preparing and eating of food.
- Perishable items will be covered and refrigerated. Non-refrigerated items will be stored in airtight containers.
- Perishable food brought by staff and children from home will be refrigerated as soon as possible. - The refrigerator will be cleaned weekly
- Staff will not eat, not permit to be eaten by any child, food that has fallen on the ground, or been handled by another child.
- Children will not access the food preparation area unsupervised.
- Food that is not fit to be eaten is to be immediately disposed of, in an appropriate manner, so that it will not be eaten

Resources

[Food Safety Act](#)

[Department of Health and Human Services - Food Act 1984](#)

[National Regulations 77](#)

[Quality Area 2, Element 2.1.3](#)

Review Cycle

This policy was last updated in April 2026 and is scheduled for review in April 2028.