Rationale:
- The school’s canteen reflects the value the school puts on healthy eating practices to students and the wider school community. In addition to providing nutritious foods, the canteen has an important health promoting, educational and sociocultural role within the school, as well as providing a service for parents wishing to purchase healthy lunches for their children.

Aims:
- Promote and encourage healthy food choices.
- Function as a non-profit organisation in a manner that complies with all health regulations and requirements.

Operating Hours:
- Offer a lunch service.
- Specialty days at least once a term.

Nutrition Policy:
- Provide foods consistent with the Dietary Guidelines for Children and Adolescents in Australia and the Department of Education & Training’s School Canteens and Other School Food Services Policy.
- Link to classroom and other school activities to complement and reinforce healthy eating messages.
- Offer a wide range of foods that takes into consideration Australia’s multicultural society.

Menu Planning:
- Maintain consistency with this canteen policy. When the policy is reviewed, the canteen menu will also be reviewed.
- Plan in accordance with the ‘Go for your life’ Healthy Canteen Kit – Food planner.
- Give the canteen coordinator the responsibility to make decisions about changes to the menu.
- Promote and market healthy choices.
- Encourage healthy choices through regular promotion and marketing activities.

Linking the canteen to the Health Promoting Schools Framework:
- Conduct at least one specialty day per term.
- Involve the wider school environment in activities, by including parents and families in healthy eating days and providing volunteer opportunities.
- Link in with environmental programs running in the school and promote and practise environmentally friendly activities such as recycling and composting.

Food hygiene and safety:
- Comply with the current food safety and hygiene regulations.
- Include a canteen coordinator who is a certified Food Handling and Safety Supervisor.
- Complete relevant food hygiene and safety training.

Occupational health and safety:
- Comply with the current Occupational Health and Safety (OH&S) regulations: all canteen staff and volunteers will be made aware of evacuation procedures in case of
fire or other emergency. The evacuation plan will be displayed in the canteen.
- All canteen staff and volunteers will be required to wear closed-in footwear.
- Ensure that only canteen workers enter the canteen kitchen premises during normal canteen opening hours.

Volunteers:
- The canteen coordinator shall be elected by the canteen committee.
- The canteen will make use of volunteer help.
- Volunteers will be advertised for at least once per year.
- Volunteers will be provided with orientation training by an experienced volunteer and supported in their work.
- Volunteers will be provided with appropriate guidelines for food safety and hygiene and OH&S.
- A volunteer thank you event will be conducted annually.
- The canteen coordinator will be required to attend any relevant training events.

Financial Management

Pricing and Income:
- Where appropriate, excess income made by the canteen should be invested into further improving the school and the canteen’s capacity to provide healthy foods.

Canteen equipment:
- The canteen committee shall provide essential, safe equipment and ensure that it is well maintained, in good repair and used correctly.
- The canteen committee shall report any structural defects within the canteen to the principal.

Review, monitoring and distribution of the policy and general policy issues:
- A current copy of this policy and supporting documents will be on permanent display in the school canteen.
- A copy of the canteen policy that has been signed and dated will be given to all canteen committee members at the first canteen committee meeting following the annual general meeting.
- A copy of the canteen policy will be sent home to canteen volunteers as part of the school newsletter at the beginning of each school year or as needed.
- The policy will be reviewed annually by the canteen committee at the A.G.M. and the suggested amendments will be forwarded to all canteen committee members.

Endorsement:
We, the undersigned, hereby certify that this policy was amended at the AGM of the canteen committee held on: 19th March, 2009.

Chairperson (Canteen Committee): .............................................

Canteen Coordinator .................................................................