CatholicCare
DIOCESE OF BROKEN BAY

Children's Services

Nutrition, Beverages, Dietary Requirements and Food Safety

Policy

Version: 7.0
Approved: 20 June 2026
Review due: June 2029
Document ID: 12011-006

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What do we believe?

At CatholicCare Diocese of Broken Bay, we are committed to the safety and wellbeing of children and hold this at the centre of our decision making and practice. We believe in the principle of paramountcy of the safety of children. This means that the safety, wellbeing, and best interests of the child are the primary consideration in all decisions, actions, and practices. Where there is a conflict between the interests of a child and those of adults or the organisation, the child's safety and wellbeing will always come first.

We believe that healthy eating plays an important role in supporting children's growth, development, learning and overall wellbeing. In line with the Australian Dietary Guidelines, we promote positive attitudes towards food and encourage children to enjoy a variety of nutritious foods and beverages. We respect and support each child's dietary, cultural, religious and medical requirements, ensuring all children have access to safe and appropriate food choices. Food safety is essential to protecting the health and wellbeing of children, families and educators. We are committed to maintaining high standards of food handling, preparation, storage and hygiene practices to minimise risks and ensure food is safe for consumption. Through effective food safety practices and ongoing education, we create a safe environment where children can confidently enjoy meals and snacks.

What are we going to do?

We will provide a food safe environment that supports the health, wellbeing and development of all children in our care. We will offer nutritious and balanced meals and snacks that align with the Australian Dietary Guidelines and meet the individual dietary, cultural, religious and medical requirements of each child.

We will maintain high standards of food safety, hygiene, preparation, storage and handling practices to minimise risks and ensure food is safe for consumption.

How will it be done?

Promote healthy food and drinks

The Service will:

Where food is provided by the service:

- Be consistent with the Australian Dietary Guidelines
- Provide children with a wide variety of healthy and nutritious foods for meals and snacks including fruit and vegetables, wholegrain cereal products, dairy products, lean meats and alternatives.
- Plan and display the service menu that is based on sound menu planning principles and meets the daily nutritional needs of children whilst in care.
- Services are to ensure all alternative meals provided due to dietary requirements are listed within the menu.
- Services are to ensure all fruit served is listed within their menu.
- In relation to OSHC we will plan healthy snacks on the menu to complement what is served at mealtimes.

- Vary the meals and snacks on the menu to keep children interested and to introduce children to a range of healthy food ideas.
- Ensure a qualified food Safety Supervisor is available.
- Ensure all food handlers are trained in food safety and hygiene or can demonstrate adequate skills and knowledge around food handling and hygiene.
- Maintain a record of the food safety risk management or be able to show the food is safe.
- Take into consideration children enrolled with identified and documented allergy conditions.
- Include milk at morning and afternoon tea. For children over the age of 2 years, reduced fat milk and yoghurt will be provided.
- We will promote children's oral health by providing nutritious foods and limiting foods and beverages high in added sugars, supporting healthy teeth and lifelong dental care habits.
- Minimise the use of processed and pre-packaged foods.
- In relation to the ELC / Long day care we will meet at least 50% of children's daily nutritional requirements and more where additional meals are provided.
- Children require about 4-5 glasses of water per day. Therefore, water will be available at all times and children will be reminded at regular intervals to have a drink. Water will also be provided with meals.

Where food is brought from home: (ELC and Vacation Care)

- Provide information to families on the types of foods and drinks recommended for children and suitable for children's lunchboxes.
- Encourage children to eat the more nutritious foods provided in their lunchbox, such as sandwiches, fruit, cheese and yoghurt, before eating any less nutritious food provided.
- Discourage the provision of highly processed snack foods high in fat, salt and sugar and low in essential nutrients in children's lunchboxes (where possible). Examples of these foods include lollies, chocolates, sweet biscuits, muesli bars, breakfast bars, fruit filled bars, chips, oven-baked crackers and corn chips.

The service can accommodate some processed foods based on children's sensory processing needs where applicable.

The Director/Educator will ensure that all children have access to safe drinking water at all times and that food and beverages will be offered on a regular basis throughout the day.

All CatholicCare centres are Allergy Aware, following best practice guidelines for anaphylaxis prevention and management in children's education and care. Individual allergy management plans are on display, and all families are asked to ensure allergy foods are not sent to the centre. If foods with nuts or nut products are sent to the centre the child will not be allowed to eat it and it will be sent home at pick up time. Parents will also be contacted, and informed, alternative food will be provided to the child by the service.
Foods stating that they "May contain traces of nuts" are fine, however these foods will not be served to a child with a diagnosed allergy to nuts.

Special events and birthdays are celebrated in the services. This often involves food. During these events, educators may provide some special foods but will keep foods high in refined sugar to a minimum. They will also ensure that no foods are supplied that place children with food allergies at risk. At our Long Day Care, birthdays are celebrated with a nut and egg free cake that is prepared by the cook. At all other services families can discuss with their educators about bringing in a nut free cake to celebrate a birthday.

Special Diets / Allergies / Cultural Requirements

If a child requires a special diet or is allergic to any food product, parents must provide as much information as possible, considering culture, religion, and individual children's health. The enrolment form contains questions related to diet and foods to be excluded. Parents must supply written instructions related to their child's allergy.

At our Long Day Care service, the menu is prepared with an awareness of nut and egg allergies, and every reasonable effort is made to minimise the presence of nuts, eggs, and potential traces of these allergens in food preparation. Educators will work with parents to prepare menus that cater for any other food allergies and intolerances. Parents may be asked to supply some specialised food items.

All other services are Allergy Aware, with further consideration given if a child is in attendance with a severe allergy as per our policy.

Educators will:

- Be aware of and accommodate the special needs of culturally diverse families whenever possible. This includes special rules for storing, preparing and serving foods dietary requirement food.
- Ask families about any special requirements for storing and preparing food.
- Use separate colour-coded chopping boards as per food safety requirements.
- Refer to the *Children's Services – Medical Conditions Policy* for information about other special dietary requirements.

Encourage and support breastfeeding and appropriate introduction of solid foods

The service will:

- Apply current national infant feeding recommendations.
- Provide a suitable place within the service where mothers can breastfeed their babies or express breast milk.
- Support mothers to continue breastfeeding until babies are at least 12 months of age while offering appropriate complementary foods from around 6 months of age.
- Ensure the safe handling of breastmilk and infant formula including transporting, storing, thawing, warming, preparing and bottle feeding.
    - Parents are required to send expressed breast milk prepared in plastic infant's bottle clearly labelled with the child's name and the words "expressed milk"
    - If infant formula is required parents must send cooled boiled water in plastic infants' bottles. The formula is to be sent in an individual portion-controlled formula container. Bottles and formula container must be clearly labelled with the child's name. Bottles will be prepared by educators as needed. Any pre-prepared bottles will not be given to the child.
    - Bottles are to contain only boiled water or expressed breast milk. Upon arrival, bottles will be stored in the refrigerator.
- In instances where the bottle is not finished, the remaining milk will be discarded. Storing half-empty bottles for future use is risky, exposing them to possible contamination quickly once they've been used.
- In consultation with families, offer cooled pre-boiled water as an additional drink from around 6 months of age.
- Always bottle feed babies by holding baby in a semi-upright position.
- In consultation with families, determine appropriate foods (type and texture) are introduced around 6 months of age.

- In consultation with families, offer a variety of foods to babies from all the food groups.
- Always supervise babies while drinking and eating - ensuring safe bottle feeding and eating practices at all times.
- Staff will consult with parents regarding the introduction of solid foods. No new foods will be introduced before a parent has done so at home. Signs of baby's readiness and any special needs will be taken into consideration. Where food is provided, suitable solid foods will be provided too. Where applicable, formula will only be given after solids have been offered.

When preparing and giving infants children bottles, educators will:

Preparation	1.	Wash hands thoroughly with soap and running water.
	2.	Ensure the bottle is clearly labelled with: ● Child's fill name. ● Contents (e.g. expressed breast milk or formula)
	3.	Confirm any formular powder containers are also labelled with the child's name and contents.
	4.	Store all bottles immediately in the refrigerator upon arrival. ● Expressed breast milk may be stored: ● In the refrigerator for up to 48 hours. ● In the freezer for up to 3 months.
	5.	Before preparing the bottle, complete the two-educator identification check: ● Check child's name against the bottle. ● Check the child's name against the formula container ● Ensure both items below to the correct child. ● Document the check and have a second educator witness and countersign.
Preparing the bottle	**Infant formula**	
	1.	Prepare the bottle immediately before use where possible.
	2.	Follow the manufacturer's instructions exactly or use the premeasured formula supplied by the family.
	3.	Pour the measured formula into the bottle containing cooled boiled water.
	4.	Secure the lid and shake well until the formula has completely dissolved.
	5.	Warm the bottle, if required, using: ● A bottle warmer, or ● A jug of warm water.
	6.	Never heat bottles in the microwave.
	7.	Test the temperature by placing a few drops on the inside of your wrist. The milk should feel warm, not hot.
	8.	Feed the child immediately after preparation
	Expressed Breast milk	
	1.	If frozen, thaw the breast milk under cold running water.
	2.	Gradually increase the water temperature until the milk has fully thawed.
	3.	Do not thaw or heat breast milk in boiling water.
	4.	If the milk has separated, gently swirl or shake the bottle to mix the fat back through the milk.
	5.	Warm the bottle, if required, using: ● A bottle warmer, or ● A jug of warm water

	6.	Never heat the breast milk in the microwave.
	7.	Test the temperature of the milk on the inside of your wrist before feeding.
	8.	Feed the child immediately.
	9.	Warm breast milk only once.
During feeding	1.	Hold infant while bottle feeding.
	2.	Closely supervise older children who hold their bottle.
	3.	Do not allow children to walk around with a bottle.
	4.	Never place a child in a cot or on a stretched with a bottle.
	5.	Discard any leftover milk or formula after the feed. Never reheat or reuse a warmed bottle.
Cleaning after feeding	1.	Empty any remaining milk or formula into the sink.
	2.	Rinse the bottle and teat with cold water immediately after use.
	3.	Wash the bottle, teat and all components in hot soapy water.
	4.	Rinse thoroughly with clean water.
	5.	Allow the bottle and teat to drain until collected by the family.
	6.	Return bottles and teats to family for sterilisation at home.
	7.	Clean and disinfect the preparation area after use.
	8.	Wash hands thoroughly after cleaning.

Promote safety during mealtimes

The Service and Educators will:

- The Service and Educators will:
- Ensure fresh drinking water is readily available and accessible to children throughout the day.
- Be aware of children with food allergies, intolerances, medical conditions and special dietary requirements, and work in partnership with families to implement individual management plans.
- Ensure young children do not have access to foods that pose a choking risk.
- Ensure children remain seated while eating and drinking and are actively supervised at all times.

Promote a clean, safe and hygienic food preparation, kitchen and eating environment by:

- Ensuring all food preparation equipment, fixtures and utensils are clean, well maintained and free from damage.
- Checking refrigeration units regularly to ensure they maintain a temperature of 5°C or below using a fridge thermometer.
- Using equipment only for its intended food preparation purpose.
- Replacing worn or damaged chopping boards as required.
- Maintaining effective pest management practices to ensure food preparation and eating areas remain free from pests and rodents.
- Following current food safety requirements and safe food handling practices.

Create a positive, relaxed and inclusive mealtime environment by:

- Sitting with children during meals and snacks to role model healthy eating and engage children in meaningful conversations about food.
- Encouraging independence by supporting children to serve themselves, feed themselves, and assist with setting and clearing tables where developmentally appropriate.
- Providing an inviting and aesthetically pleasing eating environment.
- Encouraging children to try a variety of foods while respecting their individual preferences, appetites and cultural or dietary practices.
- Allowing children sufficient time to eat without rushing and being patient with children who eat slowly or require additional support.
- Celebrating and respecting the dietary needs and cultural diversity of all children.
- Ensuring appropriate serving utensils, such as tongs, are used when handling food.
- Ensuring educators and children wash their hands before preparing or eating food.
- Never using food as a reward, punishment or behaviour management strategy, and never withholding food for disciplinary purposes.

Safe food storage

Educators will:

- Ensure that if food is delivered it is checked and stored immediately to minimise time it is out of temperature control. Refrigerator and Freezer items must have their temperature recorded, items delivered must be under 5 degrees Celsius.
- Store all food and food preparation utensils separate from chemicals.
- Keep refrigerators at 5 degrees Celsius. Within the refrigerator, store raw and cooked foods separately and cover all ready-to-eat foods.
- Check and record refrigerator and freezer temperature's daily.
- Store dry food in airtight containers, including open packets of biscuits. These containers must be labelled with the name of the content, the date the food was placed in the container and the expiry date.
- Rotate food stocks to ensure that old stock is used first.
- Keep hot food at over 60 degrees Celsius and cold food under 5 degrees Celsius. Use a probe thermometer to check the temperature of the food. Sanitise the thermometer before placing in the food.
- Food is stored and served at safe temperatures, for example, below 5°C or above 60°C.
- Will check and follow the food or product labels for any specific storage instructions, such as "refrigerate after opening" or "once opened consume within 4 days."
- All food past its use by date or best before date must be discarded.

Safe food handling

Educator's will maintain personal health and hygiene when preparing meals for the children. They will ensure:

- They will not handle food if they have any illness or disease which may contaminate food.
- Not sneeze, blow, cough or spit near food or food surfaces.
- Ensure *the Smoke Free Policy* and guideline are followed.
- Ensure clothing is clean.

- Cover abrasions, bandages, and dressing on exposed parts of the body with a waterproof covering.
- Wash hands before handling food and after using the toilet, smoking, vaping, coughing, sneezing, using a handkerchief, eating, drinking or touching hair, scalp or body. Educators should also be mindful of any surfaces they touch whilst preparing food including mobile phones, door handles and the floor, and wash as necessary.
- Educators will ensure that they will follow the Food safety Regulations in regards to hygiene and food preparation / serving.
- Thoroughly wash hands using soap and warm running water and thoroughly dry hands on a single use disposable towel.
- Use the handwashing basin only for the purpose of washing hands.

While preparing and serving meals, educators will:

- apply current national food safety standards and recommendations, as well as information from applicable NSW food authorities.
- Encourage and provide opportunities for cooking staff and educators to undertake regular professional development to maintain and enhance their knowledge about early childhood nutrition.
- Provide food to children that has been stored, prepared and served in a safe and hygienic manner and to promote hygienic food practices
- Ensure gloves are worn or food tongs are used by all staff handling 'ready to eat' foods.
- Children and staff wash and dry their hands (using soap, warm running water and single use or disposable towels) before handling food or eating meals and snacks.
- Children will be discouraged from handling other children's food and utensils.
- Use the food preparation area only for the purpose of preparing and serving food.
- Wash hands thoroughly with soap and warm running water before preparing food and between handling raw and cooked foods. Thoroughly dry hands with a single use disposable towel.
- Keep raw and cooked foods separate and use separate utensils for preparing them. This includes utensils such as knives and cutting boards.
- Thoroughly clean and sanitise chopping boards and knives between uses. Use colour coded chopping boards to help prevent cross contamination.
- Dispose of leftover food. Under no circumstances re-heat and re-serve food.
- Thaw frozen foods in the refrigerator or microwave. Check that food is completely thawed and use quickly after thawing.
- Wash all fruit and vegetables thoroughly with water before preparing them.
- After cutting and preparing fresh fruit and vegetables, serve immediately or store covered on top shelf of refrigerator until serving.
- Children use tongs if they are serving themselves.
- Use tongs and individual bowls for serving food to children. In doing so, ensure children do not handle food served from a common bowl with their hands or share eating utensils.
- Store cold dishes in the refrigerator or freezer until serving time.

When heating up food with a microwave, educators will:

- Arrange food evenly in a covered dish.
- Use only cookware that is manufactured for use in microwaves. Do not use containers such as margarine tubs or take away containers as they can warp, melt and contaminate the food.

- Cover the dish using a lid or microwave safe food wrap. Ensure the cover is loosened to allow steam to escape.
- Stir or rotate food midway through microwaving to eliminate cold spots.
- Be careful when removing food or liquids from the microwave and removing the plastic wrap as food and liquid continues to cook for some time and burns from escaping steam or boiling liquid can occur.
- Test food before serving to ensure it is a safe temperature.
- Clean the microwave after using.

When freezing food, educators will:

- If freezing cooked food, cool it quickly. Food must be cooled from 60 degrees Celsius to 21 degrees Celsius in a maximum of two (2) hours and from 21 degrees Celsius to 5 degrees Celsius in a maximum of four (4) hours. Divide large portions of food into smaller, shallow containers in order to cool it quickly.
- Ensure hot food is not placed directly into the freezer, cool first until it has stopped steaming.
- Keep food covered while it is cooling.
- Place directly into the container, cover with a lid and place in the freezer.
- Freeze food in small quantities and ensure it is labelled with the contents and date.

When transporting food on an excursion, educators will:

- Encourage families to pack non-perishable foods in their children's lunches where possible on excursion days.
- Ensure children's lunch boxes are not left in direct sunlight.
- Take note of the *2 hour/4 hour* recommendations within the Food Standards. Noting that food can be unrefrigerated for up to two (2) hours and then returned to refrigeration or a total of four (4) hours and then consumed or thrown out.

Maintaining a hygienic environment

It is important to note the difference between cleaning and sanitisation. Cleaning involves the washing away of dirt and grease; however, sanitisation is the process of applying chemicals or heat to reduce the number of bacteria or other organisms.

Please refer to *Kitchen Checklist* for guidance on maintaining a kitchen hygienic environment.

When cleaning and sanitising, educators will:

- Remove garbage each day.
- Wipe up spills as they occur.
- Wash work surfaces and equipment thoroughly between tasks.
- Regularly clean kitchen cupboards and appliances (including refrigerators and dishwashers).
- Clean and sanitise all kitchen benches.
- Wash aprons, tea towels and reusable cloths daily.
- Use colour coded cloths, with clear signage to demonstrate their intended use.
- Use cleaning chemicals suitable for use with food and follow manufacturer's instructions.

Promote lifelong learning for children, educators and families about healthy food

Helping children to learn about healthy foods is an important part of the nutrition program. Educators will do this in a range of ways including the following:

- Foster awareness and understanding of healthy food and drink choices through including in the children's program a range of learning experiences encouraging children's healthy eating.
- Encourage children to participate in a variety of 'hands-on' food preparation experiences.
- Provide opportunities for children to engage in discovery learning and discussion about healthy food and drink choices.
- Role modelling healthy eating and drinking water, as appropriate.
- When appropriate, integrating discussions about food into everyday experiences such as storytelling.
- Discuss food with children at mealtimes.
- When appropriate involve children in food preparation and cooking experiences.
- Sharing information with families about healthy snack options, ways of integrating fruit and vegetables, offering appropriate drinks.

Encourage communication with families about the provision of appropriate healthy food and drinks for children while they are attending the service

The service will:

- Families will be provided with opportunities to contribute to the review and development of the policy.
- Request that details of any food allergies or intolerances or specific dietary requirements be provided to the service and work in partnership with families to develop an appropriate response so that children's individual dietary needs are met. Details of any dietary restrictions will be kept in children's enrolment record.
- Communicate where appropriate with families about food and nutrition related experiences within the service and provide up to date information to assist families to provide healthy food choices at home.
- Communicate where appropriate with families and provide information and advice on appropriate food and drink to be included in children's lunchboxes. This information may be provided to families in a variety of ways including newsletters, during orientation, information sessions and informal discussion.
- Family input is always encouraged whether that is healthy lunch box suggestions where parents bring their own food or feedback / suggestions for the menu.
- Educators and parents should communicate regularly about nutrition and children's needs.

Who is responsible?

Roles	Responsibilities
Approved Provider	• Ensure the service operates in line with the Education and Care Services National Law and National Regulations. • Allocate finances for training and food safety, where applicable. • Allocate finances to ensure provision of nutritionally balanced and culturally sensitive meals as required. • Ensure that the service implements adequate health and hygiene practices and safe practices for handling, preparing and storing food to minimise risks to children being educated and cared for by the service. • Ensure a trained Food Safety Supervisor is appointed and their certification is current. • Ensure all requirements under the Food Standards Code and Food Act 2003 are met.
Practice Manager	• Ensure the service operates in line with the Education and Care Services National Law and National Regulations. • Allocate finances for training and food safety, where applicable. • Allocate finances to ensure provision of nutritionally balanced and culturally sensitive meals as required. • Ensure that the service implements adequate health and hygiene practices and safe practices for handling, preparing and storing food to minimise risks to children being educated and cared for by the service. • Ensure a trained Food Safety Supervisor is appointed and their certification is current. • Ensure all requirements under the Food Standards Code and Food Act 2003 are met.
Nominated Supervisor	• Ensure adequate health and hygiene practices and safe practices for handling, preparing and storing food are implemented at the service to minimise risks to children. • Ensure children being cared for by the service have access to safe drinking water at all times and are offered food and beverages on a regular basis throughout the day. • Ensure that, where food and beverages are supplied by the service, they are: nutritious and adequate in quantity and chosen with regard to the dietary requirements of individual children. • Ensure that, where food and beverages are provided by the service, a weekly menu that accurately describes the food and beverages to be provided is displayed at the premises in a location accessible to parents. • Ensure all requirements are met under the Food Safety Standards Code and Food Act are met. • Ensure all food handlers complete safe food handling training and maintain records. • Maintain all records as required by the Food Safety Standards Code and Food Act 2003.
Educators / Volunteers / Students	• Adhere to the strategies and practices of the *Nutrition, Beverages, Dietary Requirements and Food Safety Policy*.Adhere to the Food Safety Standards Code and the Food Act 2003. • Ensure children's individual dietary needs are adhered to. • Provide positive mealtime experiences for children. • Respect the individual needs and choices of children. • Actively supervise children during mealtimes. • Adhere to the service's *Hygiene and Infection Control* Policy. • Maintain evidence of safe food handling (e.g. temperature logs, cleaning schedules, corrective action records) • Complete appropriate training as per service requirement. The link to the basic handler training is a guide only.
Parents / Guardians	• Communicate regularly with educators/staff regarding children's specific nutritional requirements and dietary needs, including food preferences. • Contribute menu ideas and recipes.

National Quality Standards (NQS)

Quality Area 2: Children's Health and Safety		
2.1	Health	Each child's health and physical activity is supported and promoted
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented
2.1.3	Healthy lifestyles	Healthy eating and physical activity are promoted and appropriate for each child

Education and Care Services National Law and National Regulations	
S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
S. 166A	Offence to subject child to inappropriate conduct Offence relating to inappropriate conduct
77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
160	Child enrolment records to be kept by approved provider and family day care educator
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and Procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

Related documents

Children's Services policies

- *Illness and Infectious Diseases Policy*
- *Medical Conditions Policy*
- *Smoke Free Policy*

Forms

- *Kitchen Checklist*

Resources

External

- *Safe food storage | NSW Food Authority*
- *Education and Care Services National Regulations (Reg. 77)*
- *Australia New Zealand Food Standards Code* *Including Standard 3.2.2, Standard 3.2.3 and Standard 3.2.1*
- *Food Act 2003 (NSW)*
- *Food Standards Australia New Zealand Fact Sheet: Cooling and Reheating Food*
- *Food Standards 4-hour /2-hour Rule*
- *NHMRC Staying Healthy: 6th edition*
- *NSW Food Authority. Children's Services Voluntary Food Safety Program Template*
- *NSW Food Authority. Cooking with Kids*
- *NSW Food Authority. Taking food on excursions*
- *NSW Food Authority. Cleaning and Sanitising in Retail Food Businesses*
- *Australian Dietary Guidelines 2013*
- *Healthy Kids website*
- *Australian Breastfeeding Association Storing expressed breastmilk*
- *Department of Health and Ageing (2013) Eat for Health: Educator Guide: Commonwealth of Australia*.
- *Get Up & Grow: Healthy Eating and Physical Activity for Early Childhood*
- *Allergy Aware: Best Practice Guidelines for Anaphylaxis prevention and management in children's education and care*

Glossary

ACECQA – Australian Children's Education and Care Quality Authorities

The independent national authority that works with all regulatory authorities to administer the National Quality Framework, including the provision of guidance, resources and services to support the sector to improve outcomes for children.

Allergy Aware

An approach that promotes the prevention and management of allergic reactions by reducing exposure to known allergens and implementing strategies to support children with allergies.

Australian Dietary Guidelines

National guidelines developed by the Australian Government that provide evidence based advice about healthy eating for children and adults.

Child Paramountcy

Child paramountcy refers to the obligation to ensure that the best interests, safety, and wellbeing of children are paramount above all other considerations. All decisions, practices, and actions must prioritise the protection and wellbeing of children, particularly where competing interests exist.

Contamination

The presence of harmful bacteria, viruses, chemicals or foreign objects in food that may make it unsafe to eat.

ELC

All centre-based services for children aged 0-5 years including Long Day Care and Preschool services

Food Handler

Any person involved in the preparation, storage, serving or handling of food.

Food Safety Supervisor

A person who: (a) holds a food safety supervisor certificate that has been issued within the immediately preceding period of 5 years; and (b) has the authority and ability to manage and give direction on the safe handling of food.

Food Safety Supervisor Certificate

Certification as a food safety supervisor by: (a) a registered training organisation; or (b) an organisation recognised by the * relevant authority under the application Act.

OSHC

Out of School Hours Care

Practice Manager

A practice manager oversees and supports a cluster of services within a local area. They work with the Nominated supervisor to ensure services operate safely, meet legal and quality requirements, and follow organisational policies. They do not work directly with children day to day.

Reasonably Available

Generally, means the FSS physically works on-site and oversees food handling of high-risk unpackaged foods or can be easily contacted (e.g. by phone) if established food handling procedures are in place at the business.

Risk Assessment

A systematic process of evaluating the potential likelihood and consequences of risks that may be involved in a projected activity or undertaking.

Sign off and review

This document remains valid until it is either superseded by a new version or officially revoked.

CatholicCare values your input and welcomes feedback on this policy. Your suggestions help us improve and better support your work. Please send any feedback to policy.updates@catholiccaredbb.org.au.

Version	Authorised by	Approved date	Review cycle	Review due
7.0	General Manager Children's Services	20 June 2026	3 years	June 2029

Revision history

Version	Description	Author	Amendment date
7.0	Policy	Practice Manager – Quality, Compliance and Business Development	20 June 2026