

# NUTRITION, FOOD AND BEVERAGES, DIETARY REQUIREMENTS POLICY GUIDELINES

Under the *Education and Care Services National Regulations*, an approved provider must ensure that policies and procedures are in place for nutrition, food and beverages, and dietary requirements (Regulation 168).

The Regulations require approved providers, nominated supervisors and family day care (FDC) educators to ensure:

- adequate health and hygiene practices, as well as safe practices for handling, preparing and storing food (Regulation 77)
- that children have access to safe drinking water at all times and are offered food and beverages appropriate to each child's needs on a regular basis throughout the day (Regulation 78)
- the food or beverages provided are nutritious and adequate in quantity, and chosen based on each child's dietary requirements (accounting for their growth and development needs, as well as any specific cultural, religious or health requirements) (Regulation 79)
- a weekly menu is displayed and accessible to family members which accurately describes the food and beverages to be provided by the service each day (Regulation 80).

In addition, the National Quality Standard requires healthy eating to be promoted (Element 2.1.3).

Child enrolment records must include any special considerations for the child, such as cultural or religious dietary restrictions, as well as any health-related dietary restrictions (Regulations 160 and 162).

Australian food safety standards and jurisdictional requirements should be referred to in the preparation of the policies and procedures.

Under the *Education and Care Services National Regulations*, education and care services must have policies and procedures in place in relation to nutrition, food and beverages, and dietary requirements. These guidelines are part of a series and are intended to assist in the development of your *Nutrition, food and beverages, dietary requirements policy*. They have been designed to guide you in the development of your policy and are not an exact format.

## 1. Title

*Nutrition, food and beverages, dietary requirements policy*

## 2. Policy statement

The policy statement will reflect your service's philosophy and approach to nutrition, food and beverages, and dietary requirements.

*For example:*

As part of our commitment to children's safety, health, and wellbeing, we role model food safety and hygiene practices, as well as supporting healthy food and beverage choices according to each child's needs.

## 3. Background

Your policy needs to include a statement of why this requirement is in place.

For example, the *Education and Care Services National Regulations* require policies and procedures to be in place in relation to nutrition, food and beverages, and dietary requirements.

#### 4. Legislative requirements

Your policy must be consistent with and refer to legislative requirements for nutrition, food and beverages, and dietary requirements. Examples include, but are not limited to:

Reg 77	Health, hygiene and safe food practices
Reg 78	Food and beverages
Reg 79	Service providing food and beverages
Reg 80	Weekly menu
Reg 90	Medical conditions policy
Reg 91	Medical conditions policy to be provided to parents
Reg 160	Child enrolment records to be kept by approved provider and family day care educator
Reg 162	Health information to be kept in enrolment record
Reg 168	Education and care service must have policies and procedures
Reg 170	Policies and procedures to be followed
Reg 171	Policies and procedures to be kept available
Reg 172	Notification of change to policies or procedures

When writing your policy, you should break down what is required under each Regulation and how your service will meet these requirements. How these work in practice will be contained in your procedures.

As you reflect on your *Nutrition, food and beverages, dietary requirements policy*, it might highlight the need to split its various areas into different policies and procedures that can be readily accessed by all educators and staff members to follow in relation to your service's philosophy and their roles and responsibilities. For example, you may wish to have separate policies for *Nutrition, Dietary and medical requirements*, and *Safe preparation of food and beverages*.

#### 5. Principles to inform your policy

All decision-making should be carried out in accordance with the principles of your service's *Nutrition, food and beverages, dietary requirements policy*. Examples of principles could include, but are not limited to:

- We prioritise children's health, safety and wellbeing. This includes safe practices for handling, preparing and storing food, as well as providing food and beverages that are nutritious and adequate in quantity, and chosen based on each child's dietary and medical requirements.
- We promote a healthy lifestyle, including healthy eating and physical activity. We support children's and families' understanding about the importance of nutrition and food choices.
- We value our families and their cultures, customs and religious traditions. We work with them to ensure that the food and beverages we provide to their children reflect their preferences.
- We incorporate children's agency and decision-making into our educational program. We plan meal times and other food-related experiences that enable this.

## 6. Key terms

To make it easier for your audience, provide definitions of key terms that may not be used every day. For example:

Term	Meaning	Source
ACECQA – Australian Children’s Education and Care Quality Authority	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.	
Dietary requirements	Food and beverages provided by a service must have regard to individual children’s dietary requirements, meaning: <ul style="list-style-type: none"> <li>- each child’s growth and development needs</li> <li>- any specific cultural, religious or health requirements.</li> </ul>	National Regulations (Regulation 79)
Food safety	Safe practices for handling, preparing and storing food to minimise risks to children.	National Regulations (Regulation 77)
Risk Minimisation Plan	Your service’s medical conditions policy must include a Risk Minimisation Plan to be developed in consultation with families of children with a specific health care need, allergy or relevant medical condition. <p>This is to ensure that:</p> <ul style="list-style-type: none"> <li>- the risks of the child’s specific health care need, allergy or relevant medical condition are assessed and minimised</li> <li>- practices and procedures for the safe handling, preparation, consumption and service of food are developed and implemented</li> <li>- practices and procedures to ensure that families are notified of any known allergens that pose a risk to a child and strategies for minimising the risk are developed and implemented</li> <li>- practices and procedures ensuring that all educators, staff and volunteers can identify the child, the child’s medical management plan and the location of the child’s medication are developed and implemented</li> <li>- practices and procedures ensuring that the child does not attend the service without medication prescribed by the child’s medical practitioner in relation to the child’s specific health care need, allergy or relevant medical condition are developed and implemented.</li> </ul>	National Regulations (Regulation 90)

## **7. Links to other policies**

Refer to related policies and procedures, for example:

- The administration of first aid
- Enrolment and orientation
- Dealing with medical conditions in children
- Incident, injury, trauma and illness
- Dealing with infectious diseases
- Providing a child safe environment
- Excursions
- Governance and management of the service

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## **8. Induction and ongoing training**

State information about induction training and frequency of ongoing training and information sharing to assist managers, coordinators, educators and staff to fulfil their roles effectively.

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## **9. Policy created/reviewed**

Include the date the policy was created, reviewed or changes were made.

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## **10. Monitoring, evaluation and review**

State when the policy will be reviewed and who will be responsible for this.

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## **11. Checklist**

- Have you referenced the relevant Regulations and are these reflected in the policy?
- Does the title provide a clear and concise statement identifying the intent of the policy?
- Have you checked the policy requirements and referenced related legislation that applies to your service type?
- Does your policy statement provide a framework for decision-making and ensure consistent practice?
- Does your policy statement reflect your service philosophy?
- Is it clear why this policy exists?



# NUTRITION, FOOD AND BEVERAGES, DIETARY REQUIREMENTS PROCEDURES GUIDELINES

The approved provider must have policies and procedures in place in relation to nutrition, food and beverages, and dietary requirements.

The steps and guidelines you document will not only guide your practice, but also inform regulatory authorities of educator and staff expectations and responsibilities.

Your procedures should be written in clear and concise language, making them easy to read, understand and implement.

Your procedures also need to be practical and achievable. For example, if your procedures state that you review your menu every six months, you will need to make sure steps are in place for this to occur.

Under the *Education and Care Services National Regulations*, education and care services must have policies and procedures in place in relation to nutrition, food and beverages, and dietary requirements. These guidelines are part of a series and are intended to assist in the development of your *Nutrition, food and beverages, dietary requirements procedures*. They have been designed to guide you in the development of your procedures and are not an exact format.

## 1. Title

*Nutrition, food and beverages, dietary requirements procedures*

## 2. Reference to policy and philosophy

Here you refer to your *Nutrition, food and beverages, dietary requirements policy* as seen in your policy documents. You can reference where you will find the policy to help those looking for it.

Your procedures will also reflect your service's overall philosophy, your *Nutrition, food and beverages, dietary requirements policy*, and evidenced-based quality practices for nutrition, food and beverages, and dietary requirements.

## 3. Procedures

This is where you detail the way you will implement the *Nutrition, food and beverages, dietary requirements policy*.

It is the 'How to' in your service and includes specific step-by-step procedures for nutrition, food and beverages, and dietary requirements.

Some areas that will be outlined here will include:

- where the procedures will be kept
- when they were last reviewed
- templates and documents that might be required and/or used as a part of the procedures
- systems to monitor the implementation of the procedures.

You will also need to consider:

- Australian food safety standards and any jurisdictional requirements (e.g. some jurisdictions require providers that supply food and beverages to register as a food business)
- medical conditions that can be impacted by food will require a Risk Minimisation Plan, as set out in your *Dealing with medical conditions in children policy and procedures*
- Regulation 79 requires the food or beverages provided by the service to be nutritious and adequate in quantity, and chosen based on each child's dietary requirements, not the food or beverages provided by the family. You will need to consider strategies to promote healthy choices by families
- differing nutrition and feeding requirements depending on the age and development of the children. This includes requirements for babies that are breast fed and supporting the introduction of first foods
- program planning (e.g. cooking experiences) that promotes healthy eating and knowledge of nutrition
- involving children in decision-making about healthy food and beverage choices.

You will also need to consider how other procedures interact with the *Nutrition, food and beverages, dietary requirements procedures*. These include procedures relating to *Dealing with medical conditions in children, Enrolment and orientation and Excursions*.

As you reflect on your *Nutrition, food and beverages, dietary requirements policy*, it might highlight the need to split its various areas into different procedures, which will be displayed or accessed by all staff to follow in relation to their actions. For example, you may wish to have separate policies for *Nutrition, Dietary and medical requirements*, and *Safe preparation of food and beverages*.

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#### **4. Roles and responsibilities**

This is where you will designate specific roles and responsibilities for the people who hold different positions within your service. This needs to align with the Regulations.

It is important to note that it is the legal responsibility of approved providers to ensure systems are in place to minimise risk and ensure health and safety procedures are implemented by the responsible people in services. Ultimate responsibility lies with the approved provider to ensure their service/s are meeting the requirements under the National Quality Framework.

When developing this section consider:

- What are the roles and responsibilities of the approved provider, nominated supervisor, educators or other staff in your service in relation to nutrition, food and beverages, and dietary requirements?
- How will you clearly define these roles and expectations and where will it be documented?
- Why are clear and robust procedures for nutrition, food and beverages, and dietary requirements, important for children's safety and wellbeing?
- How will you learn from the administration of these procedures to improve your practices?
- How will you ensure that the necessary tools are available so the approved provider, nominated supervisor, educators and other staff members can follow the procedures? How will they be made aware of the procedures?

An example of roles and responsibilities could include, but is not limited to:

Roles	Responsibilities
<p><b>Approved provider</b></p>	<ul style="list-style-type: none"> <li>• ensure that obligations under the <i>Education and Care Services National Law</i> and <i>National Regulations</i> are met</li> <li>• ensure adequate health and hygiene practices, as well as safe premises, equipment and practices for handling, preparing and storing food, in line with Australian food safety standards and any jurisdictional requirements. Supervision of children should be facilitated</li> <li>• ensure children have access to safe drinking water at all times and are offered food and beverages appropriate to each child’s needs on a regular basis throughout the day</li> <li>• ensure the food and beverages provided are nutritious and adequate in quantity, and chosen based on each child’s dietary requirements (accounting for their growth and development needs, as well as any specific cultural, religious or health requirements)</li> <li>• display and make accessible to family members a weekly menu which accurately describes the food and beverages to be provided by the service each day</li> <li>• ensure that child enrolment records include any special considerations for the child, such as cultural or religious dietary restrictions, as well as any health-related dietary restrictions</li> <li>• ensure Risk Minimisation Plans are developed for children with medical conditions that can be impacted by food</li> <li>• ensure that healthy eating is promoted</li> <li>• take reasonable steps to ensure that nominated supervisors, educators, staff and volunteers follow the <i>Enrolment and orientation policy</i> and <i>procedures</i></li> <li>• ensure that copies of the policy and procedures are readily accessible to nominated supervisors, coordinators, educators and staff, and available for inspection</li> <li>• notify families at least 14 days before changing the policy or procedures if the changes will: <ul style="list-style-type: none"> <li>- affect the fees charged or the way they are collected or</li> <li>- significantly impact the service’s education and care of children or</li> <li>- significantly impact the family’s ability to utilise the service</li> </ul> </li> </ul>

Roles	Responsibilities
<p><b>Nominated supervisor/ Responsible person</b></p>	<ul style="list-style-type: none"> <li>• ensure that regulatory obligations are met in relation to nutrition, food and beverages, and dietary requirements</li> <li>• implement procedures for nutrition, food and beverages, and dietary requirements</li> <li>• ensure adequate health and hygiene practices, as well as safe practices for handling, preparing and storing food, in line with Australian food safety standards and any jurisdictional requirements</li> <li>• ensure children have access to safe drinking water at all times and are offered food and beverages appropriate to each child’s needs on a regular basis throughout the day</li> <li>• ensure the food and beverages provided are nutritious and adequate in quantity, and chosen based on each child’s dietary requirements (accounting for their growth and development needs, as well as any specific cultural, religious or health requirements)</li> <li>• display and make accessible to family members a weekly menu which accurately describes the food and beverages to be provided by the service each day</li> <li>• ensure that child enrolment records include any special considerations for the child, such as cultural or religious dietary restrictions, as well as any health-related dietary restrictions</li> <li>• for children with medical conditions that can be impacted by food, work with families to develop Risk Minimisation Plans and ensure educators and staff implement plans</li> <li>• ensure that a system for ongoing communication is developed and maintained between families, educators, staff and cooks, so that all are aware of children’s nutrition and any special dietary requirements</li> <li>• program planning to promote healthy eating and knowledge of nutrition by children and families, and involving children in decision-making about healthy food and beverage choices</li> </ul>
<p><b>Family day care (FDC) educators</b></p>	<ul style="list-style-type: none"> <li>• ensure adequate health and hygiene practices, as well as safe practices for handling, preparing and storing food, in line with Australian food safety standards and any jurisdictional requirements</li> <li>• ensure children have access to safe drinking water at all times and are offered food and beverages appropriate to each child’s needs on a regular basis throughout the day</li> <li>• ensure the food and beverages provided are nutritious and adequate in quantity, and chosen based on each child’s dietary requirements (accounting for their growth and development needs, as well as any specific cultural, religious or health requirements)</li> <li>• display and make accessible to family members a weekly menu which accurately describes the food and beverages to be provided by the service each day</li> <li>• ensure that child enrolment records include any special considerations for the child, such as cultural or religious dietary restrictions, as well as any health-related dietary restrictions</li> <li>• for children with medical conditions that can be impacted by food, work with families to develop Risk Minimisation Plans</li> <li>• monitor children’s food and beverage intake to ensure it is adequate and appropriate to each child’s needs</li> </ul>

	<ul style="list-style-type: none"> <li>• ensure safeguards are in place to prevent children being provided the wrong food or breast milk</li> <li>• maintain ongoing communication with families about any changes to children’s dietary requirements and ensure these changes are reflected in the mealtimes</li> <li>• implement and reflect on program planning to: <ul style="list-style-type: none"> <li>- promote healthy eating and knowledge of nutrition by children, e.g. eating with the children, conversations during mealtimes around food</li> <li>- promote healthy eating among families</li> <li>- involve children in decision-making about healthy food and beverage choices, e.g. having them assist with food preparation</li> </ul> </li> </ul>
<b>Educators</b>	<ul style="list-style-type: none"> <li>• implement the <i>Nutrition, food and beverages, dietary requirements policy and procedures</i></li> <li>• handle, prepare and store food using safe practices, in line with Australian food safety standards and any jurisdictional requirements</li> <li>• ensure safeguards are in place to prevent children being provided the wrong food or breast milk</li> <li>• ensure children have access to safe drinking water at all times and are offered food and beverages appropriate to each child’s needs on a regular basis throughout the day</li> <li>• monitor children’s food and beverage intake to ensure it is adequate and appropriate to each child’s needs</li> <li>• be familiar with the individual needs and action plans for the children in your care with specific dietary requirements, and ensure those requirements are taken into consideration, including on excursions</li> <li>• maintain ongoing communication with families and other members of staff (including the Nominated Supervisor) about any changes to children’s dietary requirements and ensure these changes are reflected in the mealtimes</li> <li>• implement and reflect on program planning to: <ul style="list-style-type: none"> <li>- promote healthy eating and knowledge of nutrition by children, e.g. eating with the children, conversations during mealtimes around food</li> <li>- promote healthy eating among families</li> <li>- involve children in decision-making about healthy food and beverage choices, e.g. having them assist with food preparation</li> </ul> </li> </ul>
<b>Cook/Kitchen staff</b>	<ul style="list-style-type: none"> <li>• implement the <i>Nutrition, food and beverages, dietary requirements policy and procedures</i> and ensure all the action plans that are in place are carried out in line with these</li> <li>• handle, prepare and store food using safe practices, in line with Australian food safety standards and any jurisdictional requirements</li> <li>• plan the menu to ensure food and beverages are nutritious, adequate in quantity, and based on each child’s dietary requirements (accounting for their growth and development needs, as well as any specific cultural, religious or health requirements)</li> <li>• display and make accessible to family members the weekly menu which accurately describes the food and beverages to be provided by the service each day</li> <li>• maintain communication systems with management, educators, staff and families to ensure all changes are actioned with food preparation and provision of food</li> </ul>

<b>Families</b>	<ul style="list-style-type: none"> <li>• ensure the service is advised of their child’s dietary requirements – relating to their child’s growth and development needs, as well as any specific cultural, religious or health requirements – at the time of enrolment, and that this information is kept up-to-date</li> <li>• should their children have a medical condition that can be impacted by food, work with the service to develop Risk Minimisation Plans</li> <li>• read the service’s weekly menu and provide any feedback</li> <li>• if providing food and beverages from home, ensure these are nutritious and plentiful and that they are in line with service requirements (e.g. that they do not contain allergens that could harm other children at the service)</li> </ul>
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The following table will assist you in developing procedures specific to your needs and context. Referring to the Regulations when you are writing your procedures will assist you to ensure that you are meeting your obligations.

Areas to include in your procedures	Things to consider and outline in each area <i>(this will be specific to the context of your service)</i>	Strategies for monitoring and implementing procedures	Related policy and/or procedures
<p><b>Planning for nutrition, food and beverages, and dietary requirements</b></p> <p><b>Regs:</b> 78-80, 90-91, 160, 162, 168-172</p> <p><b>QA1</b></p> <p><b>QA2:</b> 2.1.3</p> <p><b>QA4</b></p> <p><b>QA5</b></p> <p><b>QA6:</b> 6.1</p> <p><b>QA7:</b> 7.1</p>	<ul style="list-style-type: none"> <li>Whether all food is provided by your service or children bring their own – this will influence the level of detail required in this procedure</li> </ul> <p><b>Dietary requirements</b></p> <ul style="list-style-type: none"> <li>What the daily dietary requirements are for children in your service and how to support these. The requirements can account for children's: <ul style="list-style-type: none"> <li>- growth and development needs, e.g. requirements for babies that are breast fed and supporting the introduction of first foods</li> <li>- specific cultural or religious needs</li> <li>- health and medical needs</li> </ul> </li> <li>How will you consult with families about children's dietary requirements</li> <li>How best to keep educators and staff informed of children's dietary requirements and any changes</li> <li>What special hygiene, religious or other precautions may be necessary for preparing and serving foods meeting a dietary requirement</li> <li>How you will address any medical conditions that can be impacted by food, e.g. Risk Minimisation Plan. Refer to your <i>Dealing with medical conditions in children policy and procedures</i></li> <li>How to promote and advise of any risks relating to food allergies, e.g. a notice that a child who is at risk of anaphylaxis is enrolled at the service</li> </ul>	<ul style="list-style-type: none"> <li>Make sure your policy and procedures are available for all to access</li> <li>Ensure procedures are part of induction training, and regularly reviewed at team meetings and during contact visits to FDC educators</li> <li>Review enrolment records and identify any children with specific dietary requirements</li> <li>Consider creating a checklist of all tasks needed to ensure dietary requirements are met</li> <li>Consider creating a <i>Change in dietary requirements</i> form</li> <li>Implement a communications plan for families in relation to dietary requirements</li> <li>Consider collaborating with nutrition and dietary experts and families in the development of menus</li> <li>Provide families with information pamphlets from recognised nutrition authorities about healthy eating</li> </ul>	<p>Dealing with medical conditions in children</p> <p>Excursions</p> <p>Enrolment and orientation</p> <p>Governance and management of the service</p>

Areas to include in your procedures	Things to consider and outline in each area <i>(this will be specific to the context of your service)</i>	Strategies for monitoring and implementing procedures	Related policy and/or procedures
	<p><b>Menu</b></p> <ul style="list-style-type: none"> <li>• What arrangements are required to ensure children have access to safe drinking water at all times</li> <li>• How to design a menu with food and beverages that are nutritious, adequate in quantity, and based on each child’s dietary requirements</li> <li>• What the cultural backgrounds, beliefs and traditions are of the children and families and how these can be reflected in your menu</li> <li>• How you will display the weekly menu so it is clearly visible to anyone from the main entrance to the service, including a process for updating it with any menu changes (such as due to the unavailability of certain ingredients), e.g. a noticeboard</li> <li>• What additional ways you will make the weekly menu accessible to families, e.g. email, whiteboard</li> </ul> <p><b>Educational programming</b></p> <ul style="list-style-type: none"> <li>• What program planning can help promote healthy eating and knowledge of nutrition to both children and families</li> <li>• How to promote children’s agency and involve children in decision-making about healthy food and beverage choices</li> </ul>		

Areas to include in your procedures	Things to consider and outline in each area <i>(this will be specific to the context of your service)</i>	Strategies for monitoring and implementing procedures	Related policy and/or procedures
<p><b>Food preparation</b></p> <p><b>Reg:</b> 77, 168-172</p> <p><b>QA2</b> 2.1.2</p> <p><b>QA3:</b> 3.1</p>	<ul style="list-style-type: none"> <li>• Confirm what food handling, preparation and storage practices are required for your service in line with Australian food safety standards (<a href="http://www.foodstandards.gov.au">http://www.foodstandards.gov.au</a>) and any jurisdictional requirements (e.g. some jurisdictions require providers that supply food and beverages to register as a food business)</li> <li>• How you will store the children’s food if brought from home</li> <li>• How you will ensure that food supplied from home to be shared with all children (e.g. birthdays, cultural celebrations) does not contain allergens</li> <li>• What special precautions may be necessary for preparing and serving foods meeting a dietary requirement, e.g. allergies</li> <li>• What your approach is to preparing and storing infant bottles and reheating breast milk</li> <li>• How to ensure all educators and staff are familiar with safe food handling practices</li> <li>• What safeguards are required to prevent children being provided the wrong food or breast milk</li> </ul>	<ul style="list-style-type: none"> <li>• Ensure all educators and staff receive training in safe food handling practices</li> <li>• Create checklists to record food and fridge temperatures, cleaning schedules, etc.</li> <li>• Develop systems to safeguard against cross-contamination of food, appropriate storage, etc.</li> <li>• Develop systems to safeguard against providing children the wrong food or breast milk</li> <li>• Consider creating a procedures poster for your bottle prep area</li> <li>• Implement a visual system that identifies special diets</li> <li>• Develop procedures about food that is supplied from home to be shared with all children</li> </ul>	<p>Dealing with infectious diseases</p> <p>Dealing with medical conditions in children</p> <p>Providing a child safe environment</p> <p>Enrolment and orientation</p> <p>Governance and management of the service</p>

Areas to include in your procedures	Things to consider and outline in each area <i>(this will be specific to the context of your service)</i>	Strategies for monitoring and implementing procedures	Related policy and/or procedures
<p><b>Meal times</b></p> <p><b>Reg:</b> 168-172</p> <p><b>QA1</b></p> <p><b>QA2:</b> 2.1.3, 2.2.1</p> <p><b>QA4:</b> 4.1.1</p> <p><b>QA5</b></p>	<ul style="list-style-type: none"> <li>• How meal times can be used to promote children’s agency, reflect their independence and choice, and involve them in decision-making about healthy food and beverage choices</li> <li>• How you will monitor and ensure the children are receiving the correct food at meal times</li> <li>• How you will support children to not share food</li> <li>• What supervision will be required for meal times, particularly when hot food and beverages are served</li> <li>• How educator to child, and child to child, relationships can be supported during meal times</li> </ul>	<ul style="list-style-type: none"> <li>• Regular reflections on programming to incorporate healthy eating and meal times</li> <li>• Ensure educators and staff have clear roles and responsibilities during meal times</li> </ul>	<p>Dealing with medical conditions in children</p> <p>Providing a child safe environment</p>

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## 5. Procedures created/reviewed

Include the date the procedures were created or reviewed.

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## 6. Monitoring, evaluation and review

Your service, in consultation with educators, staff, families and other stakeholders, should review the effectiveness of these procedures within a set timeframe or earlier if there is a change in relevant legislation.

State when the procedures will be reviewed and who will be responsible for this.

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## 7. Checklist

- Do the procedures align with your *Nutrition, food and beverages, dietary requirements policy*?
  - Have your procedures been written in plain English and can they be easily implemented by an educator new to your service?
  - Is it clear who is responsible for the implementation of the procedures?
  - Are all educators and staff aware of the procedures and can implement them if required?
  - Do you need to develop any resources to monitor and record the procedures?
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# Useful Resources

Include links to useful resources that have helped inform the development of your policy. In addition, be mindful of the existence of any state- or territory-specific content.

Some examples include, but are not limited to:

- Australian Dietary Guidelines – <https://www.eatforhealth.gov.au/guidelines>
- Creating a positive mealtime routine – <https://www.acecqa.gov.au/newsletters/acecqa-newsletter-issue-2-2019>
- Food and dietary guidelines (Queensland) – <https://earlychildhood.qld.gov.au/legislation-and-guidelines/health-and-safety/food-and-dietary-guidelines>
- Food licence (Queensland) – <https://earlychildhood.qld.gov.au/legislation-and-guidelines/approvals/food-licence>
- Food Standards Australia New Zealand – <https://www.foodstandards.gov.au/>
- feedAustralia – <https://www.feedaustralia.org.au/>
- Get up & grow: Healthy eating and physical activity for early childhood – [https://www1.health.gov.au/internet/main/publishing.nsf/content/2CDB3A000FE57A4ECA257BF0001916EC/\\$File/HEPA%20-%20B5%20Book%20-%20Staff%20and%20Carer%20Book\\_LR.pdf](https://www1.health.gov.au/internet/main/publishing.nsf/content/2CDB3A000FE57A4ECA257BF0001916EC/$File/HEPA%20-%20B5%20Book%20-%20Staff%20and%20Carer%20Book_LR.pdf)
- Guide to the National Quality Framework – <https://www.acecqa.gov.au/nqf/about/guide>
- Guidelines for prevention of anaphylaxis in schools, preschools and childcare (Australasian Society of Clinical Immunology and Allergy) – [https://www.allergy.org.au/images/stories/pospapers/Vale\\_et\\_al-2015-Journal\\_of\\_Paediatrics\\_and\\_Child\\_Health.pdf](https://www.allergy.org.au/images/stories/pospapers/Vale_et_al-2015-Journal_of_Paediatrics_and_Child_Health.pdf)
- Healthy eating – getting started – <http://heas.health.vic.gov.au/early-childhood-services/getting-started>
- Healthy eating in the National Quality Standard – <https://www.education.vic.gov.au/Documents/childhood/providers/regulation/HealthyEatingNQS.pdf>
- Nutrition Australia – <https://www.nutritionaustralia.org/>
- Safety in the kitchen (Kidsafe) – <https://static1.squarespace.com/static/5a70178a4c326d908fa4f3ed/t/5e8c13c675d8876f727c795e/1586238426113/safety+in+the+kitchen.pdf>
- Staying healthy: Preventing infectious diseases in early childhood education and care services – <https://www.nhmrc.gov.au/about-us/publications/staying-healthy-preventing-infectious-diseases-early-childhood-education-and-care-services#block-views-block-file-attachments-content-block-1>