

SmartFood GUIDE



A WHOLE SCHOOL APPROACH TO EATING WELL



SmartFood Guide
A whole school approach to eating well

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Designed by Futago

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Tasmanian Government – Department of
Health and Department of Education



SECTIONS

The SmartFood Guide (2021) has been designed for all Government, Catholic and Independent schools at primary, secondary and college levels by School Food Matters (SFM) in consultation with the Tasmanian Department of Health and Department of Education. The Guide can assist school communities to provide and promote a school food service that is nutritious, affordable, safe and where possible, locally sourced and prepared by the school.

The SmartFood Guide is divided into the following sections:

Overview

Food and nutrition

Management

SmartFood Program:

Policy and procedures

Food safety

Menu

Whole school approach

Templates

The SmartFood Guide uses the term school food service to collectively describe the different ways Tasmanian schools provide food and drinks to their students and staff during school hours. This includes breakfast, recess, fruit and veg breaks to school lunches – traditional school canteen, hot sit-down meal service, a special food day (e.g. sushi day), or a lunch order service from the local shop. This information can also advise on school lunch boxes.

FOREWORD

We all want our children to be healthy, happy and safe. We want them to learn and develop to the best of their abilities. Nutrition is important for health throughout a person's life. It is particularly important at times of rapid growth and development, such as during the school years.

Good nutrition during childhood is very important. It assists in preventing those immediate and long-term lifestyle diseases which have become so prevalent in our society. These conditions and diseases include obesity, dental disease, type 2 diabetes, hypertension, constipation, osteoporosis, cardiovascular disease and a range of cancers. Good nutrition also enables the ability to concentrate and learn.

Foods that are high in energy (kilojoules), fat (especially saturated fat), sugar and salt, and low in fibre, are being consumed at an increasing rate and are impacting negatively on our children's health and wellbeing. The incidence of young Tasmanians who are overweight and obese is rising. Currently, we know that:

- 1 in 4 Tasmanian children are overweight or obese.
- 40% of young Tasmanian children have experienced tooth decay. 50-70% of children in the lowest socioeconomic areas have more tooth decay affected teeth than children in the most advantaged areas.

Food, mood and learning ability are linked. The evidence is growing, especially around the link between healthier diets and better mental health in children and adolescents.

As Tasmanians, we need to address our increasing consumption of high fat/high sugar/high salt/low fibre foods. One strategy is for the school food service to promote and

provide healthy food and drink options that support a whole school approach to good health and wellbeing.

This SmartFood Guide (2021) is an excellent resource. Its contents support, reflect and build on local and national education and health initiatives aimed at improving the health and wellbeing of young people. This Guide will assist all Government, Catholic and Independent schools to achieve the SmartFood Award. It explains how to provide a food service that is nutritious, affordable, safe and locally sourced. The School Food Matters' SmartFood team members are available to support all schools through the SmartFood Award process.

This Guide has evolved from past initiatives: the Tasmanian School Canteen Handbook (Tasmanian Department of Education, 2014); the Cool Canteen Accreditation Program (Tasmanian School Canteen Association, 2004); and the National Healthy School Canteen Guidelines (2010), Department of Health and Aging.

We wholly acknowledge the need for this Guide and endorse its availability to all Tasmanian schools.

Jeremy Rockcliff

The Hon. Minister for Health, Mental Health and Wellbeing, Community Services and Development

Sarah Courtney

The Hon. Minister for Education, Skills, Training and Workforce Growth, Children and Youth

ACKNOWLEDGMENTS

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Tasmanian Department of Education

- Child and Student Wellbeing Unit
- Curriculum Services

Tasmanian Department of Health

- Oral Health Services
- Public Health Services – Dietitians

Members of the SFM Reference Group

- Association of Independent Schools of Tasmania
- Cancer Council Tasmania
- Catholic Education Office
- Department of Education
- Department of Health
- Eat Well Tasmania
- Families Tasmania
- Heart Foundation
- Home Economics Institute of Australia – Tasmania
- Move Well Eat Well Program
- Tasmanian Association of State School Organisations

Tasmanian School Food Service Managers and supporting staff

SFM SmartFood Program team

The SmartFood Guide has been developed, utilising ideas and information with kind permission from the:

- National Healthy School Canteen guidelines (2010), Department of Health and Aging
- Healthy Kids Association, NSW

The SmartFood Guide supports, reflects and builds on the:

- Tasmanian Food and Nutrition Policy (2004)
- Australian Dietary Guidelines (2013)
- Australian Guide to Healthy Eating (2013)
- Good Practice Guide - Supporting healthy eating and drinking at school (2019)
- World Health Organisation - Nutrition action in schools (2021)
- Move Well Eat Well Program
- Stephanie Alexander Kitchen Garden Program
- 24 Carrot Gardens Program
- Australian Curriculum: Health and Physical Education (2013) and Technology (2013)
- Healthy Tasmania Five Year Strategic Plan (2016)
- Child and Student Wellbeing Strategy (2016-21)
- Food Act Tasmania (2003)
- Education Act Tasmania (2016)
- It Takes a Tasmanian Village – Child and Youth Wellbeing Strategy

OVERVIEW

In this section

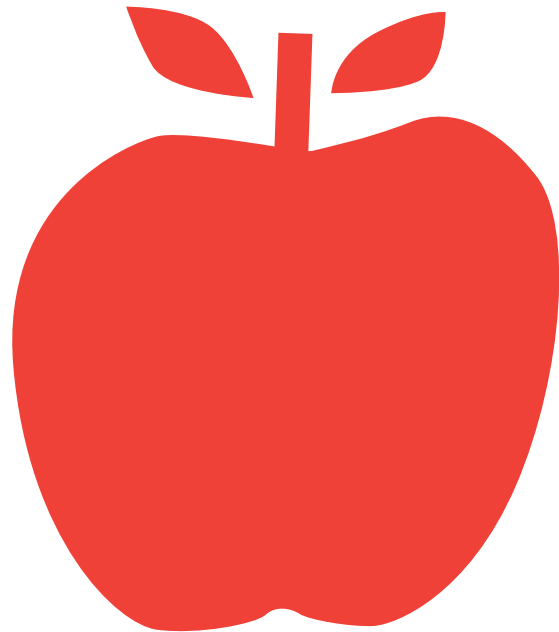
The importance of nutritious school food

School Food Matters

The SmartFood Program

Contacts and further information

Key documents



The importance of nutritious school food

Healthy eating is important for children and adolescents to enable them to:

- grow and develop optimally
- learn and achieve successfully
- develop an appreciation of food and the social aspects of eating
- develop eating patterns to support lifelong health and wellbeing.

However, most Australian children have dietary patterns that are inconsistent with the Australian Dietary Guidelines (2013)¹. Approximately 40% of the energy consumed by children comes from low nutrient dense food and drinks known as occasional foods, which are high in added sugar, saturated fat and added salt². In addition, 94% of children do not eat the recommended daily serves of vegetables and 24% do not eat the recommended daily serves of fruit³. This trend results in the low intake of essential nutrients, poor oral health, sub-optimal educational performance and a higher risk

of children being above their most healthy weight. Action is needed across all sectors and settings, including schools to create supportive environments that empower individuals to make choices that support their health and wellbeing⁴.

Alongside the home, schools play an important role in teaching children and young people the knowledge and skills to support life-long healthy eating. Australian children consume approximately one third of their daily energy intake during school hours⁵ and the school food service has an important role to play in this. Studies show school food services are being accessed by up to 95% of primary school children.^{6,7} This reinforces the importance of a school food service that enables and supports children to make healthy food and drink choices that enhances their health and wellbeing.

The World Health Organisation encourages schools to take a Health Promoting Schools approach to health and wellbeing. The Health Promoting Schools framework encourages a coordinated and comprehensive approach to the delivery of school activities, programs, policies and environments to promote health and wellbeing. The framework includes:

- curriculum, teaching and learning
- the school organisation, ethos and environment
- community links and partnerships.

A Health Promoting school that operates its food service as part of a whole of school approach to food and eating, has a positive food culture and environment that:

- provides tasty, appetising and affordable food, supports local producers and is consistent with the Australian Dietary Guidelines (2013)
- inspires children to learn, taste, grow, cook and experience food
- celebrates the social and cultural aspects of food and eating
- has staff and volunteers that role model the enjoyment of eating nutritious food and talking positively about food and eating
- gives students and families consistent messages about food and eating across all aspects of the curriculum and school environment.

Diagram 1: Health promoting school community
 Source: Healthy Kids Association, NSW



School Food Matters (SFM)

School Food Matters began as the Tasmanian School Canteen Association in 1994. The name School Food Matters was adopted in 2021 to better encapsulate our work within the whole school environment and not just the school canteen. We support school communities to promote and provide a school food service that is nutritious, affordable, safe and where possible, locally sourced and prepared by the school.

We are a not for profit, non-government organisation funded and supported in-kind by the Tasmanian Department of Education, Department of Health and Department of Communities Tasmania.

Support is provided through:

- assisting with the development of an efficient food service that has sound
- management and operations
- current and effective food safety information
- resources and advice on food selection and menu planning
- assisting with the development of policies and practices that support a whole school approach to food and nutrition and links to the Australian curriculum.
- delivering professional learning for canteen managers, teachers and the school community
- assisting schools to achieve the SmartFood Award.
- assisting schools to develop their School Food Plan.

The SFM Strategic Plan has a full description of the work of SFM, for more information go to: www.schoolfoodmatters.org.au



SmartFood PROGRAM

The SmartFood Program

The SmartFood Program (formerly the Canteen Accreditation Program) is a best practice model for food service management that recognises a school's dedication to the health and wellbeing of its school community.

A SmartFood school offers a food service that provides nutritious, affordable, safe and where possible, locally sourced food prepared by the school.

The SmartFood Program consists of four sections:

- Policy and procedures
- Food safety
- Menu
- Whole school approach

Schools can aim for one of four levels of the SmartFood Award:

- Bronze
- Silver
- Gold
- Platinum

BRONZE is the entry level Award and schools can achieve higher levels through incremental changes to improving their school menu.

PLATINUM is awarded to schools that demonstrate an outstanding menu, cooking 'food from scratch' and a high standard of sustainability practices in their food service and across the whole school.



How does our school achieve a SmartFood Award?

To achieve a SmartFood Award, all four sections of the program must be addressed:

1. Policy and procedures

Submit a copy of your school food policy/s that details your:

- Whole school approach to food and eating which may include but is not limited to food provision, the eating experience for students, the use of food in teaching and learning opportunities, fundraising and school events.

AND

- Food service procedures outlining the day to day operation and management of the school food service.

The school food policy/s must be endorsed and signed by the school principal and other relevant school community members such as the food service manager, lead teacher, school business manager or school council representative.

Your school may already have your whole school approach to food and eating and food service procedures documented in an existing policy/s. If you need to create a new school food policy/s there are sample templates that you can use in the Templates section of the SmartFood Guide:

- Template 1 – School food policy
- Template 2 – School food service procedures

For an editable version go to:

www.schoolfoodmatters.org.au/accreditation/healthy-eatingcanteen-policy/

2. Food safety

Following your local council Environmental Health Officer (EHO) visit, submit a signed copy of your school's:

- Australian Food Safety Assessment form (completed by your local council EHO)

All food service staff and volunteers must have the knowledge and skills to handle food safely. Local council websites have free online training courses available.

To assist your school with its regular EHO inspection, there are sample templates in the Templates section of the SmartFood Guide which can be used to document your food safety practices:

- Template 3 – Cleaning schedule
- Template 4 – Temperature record
- Template 5 – Thermometer calibration record
- Template 6 – Food handler training records

For an editable version go to:

www.schoolfoodmatters.org.au/accreditation/food-safety/

3. Menu




Submit your school food service menu for assessment. The level awarded depends on the:

- Percentage of GREEN, AMBER and RED food and drinks
- Number of fruit or vegetable snacks offered.
- Number of confectionary items
- Total number of RED items

Go to the Menu section of the SmartFood Guide for more information.

 PLATINUM	 GOLD	 SILVER	 BRONZE
<ul style="list-style-type: none"> • At least 80% GREEN items • No RED items • Meals cooked from scratch using local produce • Sustainability focus. 	<ul style="list-style-type: none"> • At least 60% GREEN items • No RED items 	<ul style="list-style-type: none"> • At least 50% GREEN items • Less than 10% RED items 	<ul style="list-style-type: none"> • At least 40% GREEN items • Less than 20% RED items

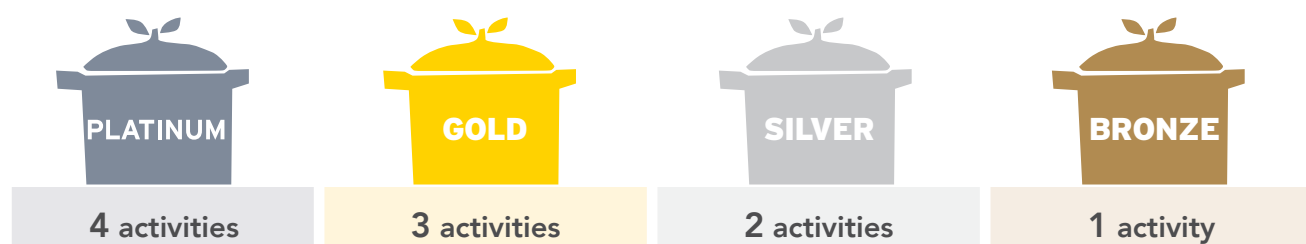
The SmartFood Program uses a traffic light system that is based on the Australian Dietary Guidelines (2013). The traffic light system classifies all food, drinks and dishes on a food service menu as GREEN, AMBER or RED.

 green	<p>G</p> <p>Everyday foods – choose as often as possible</p>	<p>GREEN food and drinks contain a wide range of nutrients and are low in saturated fat, sugar and sodium (salt). In SmartFood schools GREEN food and drinks are:</p> <ul style="list-style-type: none"> • the main choice on the menu every day • served in interesting and appealing ways • promoted and displayed prominently • the cheapest to buy.
 amber	<p>A</p> <p>Select carefully – choose sometimes and in small amounts</p>	<p>AMBER food and drinks contain some valuable nutrients but contain more energy (kilojoules), saturated fat, sugar and/or sodium (salt) than GREEN items. In SmartFood schools AMBER food and drinks are:</p> <ul style="list-style-type: none"> • less prominent on the menu • less prominently displayed • sold in smaller serve sizes • served with or have GREEN foods added to them where possible • no cheaper than GREEN foods.
 red	<p>R</p> <p>Limit – not recommended on the menu</p>	<p>RED food and drinks are low in valuable nutrients and contain excess energy (kilojoules), saturated fat, sugar and/or sodium (salt). They are not recommended for sale.</p>

Following assessment your local SmartFood Program Officer will help you to make any changes to your menu that may be needed to reach your chosen level of the Award.

4. Whole school approach

Submit evidence of activities that support your whole school approach to food and eating.



All levels of the SmartFood Award require at least **1 activity** to link the school food service to curriculum, teaching and learning.

For **PLATINUM** at least **2 activities** must link to sustainability practices within the school food service.

Activities could include:

- Links with local producers or the school garden
- Creating a designated eating area for students to sit and eat
- Students volunteering in the school food service
- Celebrating diversity in the school community through the food service menu
- Links with curriculum, teaching and learning
- Links with other school health promotion programs such as Move Well Eat Well, Stephanie Alexander Kitchen Garden Program or 24 Carrot Garden Program
- Marketing of GREEN food and drinks by the school food service
- Involvement of the food service in school events, celebrations or activities
- Sustainability practices such as composting, recycling, worm farming, reducing packaging or using reusable crockery and cutlery.

Evidence of activities could be provided by completing and submitting the example template in the Templates section of the SmartFood Guide:

- **Template 7 – Whole school approach activity**

For an editable version go to:

www.schoolfoodmatters.org.au/accreditation/whole-school-approach/

Talk with your local SmartFood Project Officer if you need support with your whole school approach activities. Examples of activities are great to include in your SmartFood application.

When your school has addressed all four sections of the SmartFood Program, you will be eligible for the SmartFood Award. Your food service can only be promoted as **PLATINUM**, **GOLD**, **SILVER** or **BRONZE** when all four sections of the Program have been addressed. The SmartFood Award is valid for 2 years and your local SmartFood Program Officer will assist you with the process of reaccreditation.

Contacts and further information

School Food Matters

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03 6223 8023

www.schoolfoodmatters.org.au

Education

Tasmanian Department of Education
www.education.tas.gov.au

Catholic Education Tasmania
www.catholic.tas.edu.au

Independent Schools Tasmania
www.independentschools.tas.edu.au

The Australian Council for Health, Physical
Education and Recreation (ACHPER)
www.achper.org.au

Home Economics Institute of Australia
www.heia.com.au

Health and wellbeing

Tasmanian Department of Health

Public Health Services
www.health.tas.gov.au/publichealth

Oral Health Services
www.health.tas.gov.au/oralhealth

Eat Well Tasmania
www.eatwelltas.org.au

Families Tasmania
Family Food Patch Project
www.familiestasmania.org.au

Diabetes Tasmania
www.diabetestas.org.au

Cancer Council Tasmania
www.cancertas.org.au

Heart Foundation
www.heartfoundation.org.au

Food safety

Tasmanian Department of Health
Public Health Services
www.health.tas.gov.au/publichealth

Environmental Health Australia (Tasmania)
www.ehatas.org.au

Food Standards Australia New Zealand
(FSANZ)
www.foodstandards.gov.au

Food allergies and intolerances

Allergy and Anaphylaxis Australia
www.allergyfacts.org.au

Australasian Society of Clinical Immunology
and Allergy (ASCI)
www.allergy.org.au

Coeliac Australia
www.coeliac.org.au

School-based health promotion programs

Move Well Eat Well
www.health.tas.gov.au/mwew

24 Carrot Gardens Project
www.24carrot.mona.net.au

Stephanie Alexander Kitchen Garden
Foundation
www.kitchengardenfoundation.org.au

Australian School Canteen Associations

Healthy Kids Association (NSW)
www.healthy-kids.com.au

Queensland Association of School Tuckshops
www.qast.org.au

Western Australian School Canteen
Association
www.waschoolcanteens.org.au

Food systems and the community

Tasmanian Farmers and Graziers Association
www.tfga.com.au

Fruit Growers Tasmania
www.fruitgrowerstas.org.au

Local Government Association Tasmania
www.lgat.tas.gov.au

Food and nutrition

Eat for Health
Australian Dietary Guidelines
www.eatforhealth.gov.au

Tasmanian Department of Health
Healthy Kids
www.health.tas.gov.au/healthykids

Parents' Voice
www.parentsvoice.org.au

Food relief organisations

Loaves and Fishes
www.loavesandfishestasmania.org.au

Foodbank
www.foodbank.org.au

Key documents

The following national and state documents, guidelines and policies underpin the SmartFood Program, The SmartFood Guide and the work of SFM.

The Australian Dietary Guidelines
National Health and Medical Research Council (2013)
www.eatforhealth.gov.au

Australian Curriculum: Health and Physical Education
Australian Curriculum, Assessment and Reporting Authority
www.australiancurriculum.edu.au

Food Standards Code
Food Standards Australian New Zealand
www.foodstandards.gov.au

The Good Practice Guide - Supporting healthy eating and drinking at school
National Cabinet, Health Council and Education Council (2019)
www.coaghealthcouncil.gov.au

Child and Student Wellbeing Strategy 2018–2021
Tasmanian Department Education
www.education.tas.gov.au

Tasmanian Food and Nutrition Policy
Tasmanian Government (2004)

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2. Australian Bureau of Statistics. Australian Health Survey: Nutrition First Results – Foods and Nutrients [Internet]. Canberra: ABS; 2014 May 9 [cited 2020 November 24]. Available from: www.abs.gov.au/statistics/health/health-conditions-and-risks/australian-health-survey-nutrition-first-results-foods-and-nutrients/latest-release#key-findings
3. Australian Bureau of Statistics. Australian National Health Survey Children’s risk factors [Internet]. Canberra: ABS; 2018 December 12 [cited 2020 November 24]. Available from: www.abs.gov.au/statistics/health/health-conditions-and-risks/childrens-risk-factors/latest-release
4. National Cabinet, Health Council and Education Council. The Good Practice Guide: Supporting healthy eating and drinking at school [Internet]. 2019 July [cited 2021 April 28]. Available from: www.coaghealthcouncil.gov.au/Portals/0/Reports/Good%20Practices%20to%20Support%20Healthy%20Eating%20and%20Drinking%20at%20School%20Updated%20Dec%202020.pdf
5. Department of Health and Aging. 2007 Australian National Children’s Nutrition and Physical Activity Survey, Main Findings [Internet]. Canberra: Commonwealth of Australia; 2008 [cited 2021 April 28]. Available at: www.health.gov.au/internet/main/publishing.nsf/Content/phd-nutrition-childrens-survey
6. Bell AC, Swinburn BA. What are the key food groups to target for preventing obesity and improving nutrition in schools? European Journal of Clinical Nutrition. 2004;58, 258-63.
7. Finch M, Sutherland R, Harrison M, Collins C. Canteen purchasing practices of year 1-6 primary school children and association with SES and weight status. Aust NZ J Public Health. 2006;30, 247-51.

SmartFood GUIDE



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A WHOLE SCHOOL APPROACH TO EATING WELL

Section 2. Food and nutrition

This is a section of the SmartFood Guide

Overview

Food and nutrition

Management

SmartFood Program:

Policy and procedures

Food safety

Menu

Whole school approach

Templates

You can access other sections of the Guide on the School Food Matters website:
www.schoolfoodmatters.org.au



**SCHOOL
FOOD**
matters

FOOD AND NUTRITION

In this section

What are children and young people eating?

Australian Dietary Guidelines

Australian Guide to Healthy Eating

How much do children need?

Nutrients in food

The SmartFood Program and nutrients in focus:

Eat more calcium

Eat more dietary fibre

Eat less saturated fat, salt and sugar

Dietary and cultural considerations

What are children and young people eating?

Tasmania has much to be proud of as a producer of fresh and affordable vegetables, fruit, dairy, seafood and meat. But evidence shows that many children and young people are not eating enough of these fresh foods¹:



Instead, Australian children are growing up in an environment where food and drink high in added sugar, saturated fat and salt are readily available, highly promoted and are perceived as low cost. Evidence shows that many Australian children are eating these occasional food and drinks regularly and in much higher amounts than recommended:²

Occasional food and drinks do not contain the nutrients needed for good health and wellbeing and to prevent illness. Eating these foods often and in large amounts can result in poor oral health, children being above their most healthy weight and at increased risk of developing chronic diseases like heart disease, stroke and type 2 diabetes and some cancers. The school food service has a role in shifting this trend by ensuring the menu is dominated by well-priced everyday foods that empowers children to make choices that supports their health and wellbeing.

The Australian Dietary Guidelines

The Australian Dietary Guidelines (2013) give advice about the types and amounts of food, food groups and eating patterns that we need for health and wellbeing.³

Table 1: *The Australian Dietary Guidelines*

Guideline 1	To achieve and maintain a healthy weight, be physically active and choose amounts of nutritious food and drinks to meet your energy needs.
	<ul style="list-style-type: none"> Children and adolescents should eat sufficient nutritious foods to grow and develop normally. They should be physically active every day and their growth should be checked regularly. Older people should eat nutritious food and keep physically active to help maintain muscle strength and a healthy weight.
Guideline 2	Enjoy a variety of nutritious foods from these five groups every day:
	<ul style="list-style-type: none"> Plenty of vegetables, including different types and colours, and legumes/beans Fruit Grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties, such as breads, cereals, rice, pasta, noodles, polenta, couscous, oats, quinoa, and barley Lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes/beans Milk, yogurt, cheese and/or their alternatives, mostly reduced fat (reduced fat milks are not suitable for children under the age of 2 years)
	And drink plenty of water.
Guideline 3	Limit intake of foods containing saturated fat, added salt, added sugar, and alcohol.
	<p>A. Limit intake of foods high in saturated fat such as many biscuits, cakes, pastries, pies, processed meats, commercial burgers, pizza, fried foods, potato chips, crisps and other savoury snacks.</p> <ul style="list-style-type: none"> Replace high fat foods which contain predominately saturated fats such as butter, cream, cooking margarine, coconut and palm oil with foods which contain predominately polyunsaturated fats such as oils, spreads, nut butters/pastes and avocado. Low fat diets are not suitable for children under the age of 2 years. <p>B. Limit intake of foods and drinks containing added salt.</p> <ul style="list-style-type: none"> Read labels to choose lower sodium options among similar foods. Do not add salt to foods in cooking or at the table. <p>C. Limit intake of foods and drinks containing added sugars such as confectionary, sugar sweetened soft drinks and cordials, fruit drinks, vitamin waters, energy and sport drinks.</p> <p>D. If you choose to drink alcohol, limit intake. For women who are pregnant, planning a pregnancy or breastfeeding, not drinking alcohol is the safest option.</p>
Guideline 4	Encourage, support and promote breastfeeding.
Guideline 5	Care for your food, prepare and store it safely.

For more information on the Australian Dietary Guidelines go to: www.eatforhealth.gov.au

The Australian Guide to Healthy Eating

The Australian Guide to Healthy Eating (2013) (Diagram 1) shows the proportion of food from the five food groups needed each day for good health and wellbeing.⁴

The five food groups are:

- grain (cereal) foods, mostly wholegrain and/or high fibre varieties
- vegetables and legumes/beans
- fruit
- milk, yoghurt, cheese and/or alternatives, mostly reduced fat
- lean meats and poultry, fish, eggs, tofu, nuts and seeds and legumes.

The Australian Guide to Healthy Eating plate shows how the five food groups should make up most of what we eat. The sections of the plate show the proportion to choose from each food group.

Foods from the five food groups are also called everyday foods. They are classified as GREEN in the SmartFood Program, which is based on a traffic light system. They contain a wide variety of nutrients and are lower in saturated fat, sugar and sodium (salt). They are also generally higher in fibre.

Foods not on the main plate do not fit into the five food groups. This includes foods like sweet drinks, chocolate, confectionary and fried foods. These are called occasional or discretionary foods because they are higher in fat, sugar and sodium (salt) and lower in fibre.

Occasional foods can be enjoyable to eat but are not essential for good health. They should only be eaten from time to time and in small amounts. These foods are classified as RED in the SmartFood Program and are not recommended on the menu.

For more information on how foods are classified in the SmartFood Program, go to the Menu section of the SmartFood Guide.



Diagram 1: Australian Guide to Healthy Eating
Source: National Health and Medical Research Council, 2013.

Australian Government
National Health and Medical Research Council
Department of Health and Ageing

www.eatforhealth.gov.au

Australian Guide to Healthy Eating

Enjoy a wide variety of nutritious foods from these five food groups every day.
Drink plenty of water.



How much do children need?

The amount of food that children need to eat each day from the five food groups will depend on their age, size, gender, amount of activity and stage of growth. The Australian Guide to Healthy Eating gives advice on the amount of food from the five food groups that children need each day to get the nutrients needed for good health, to prevent illness and provide enough energy to be active and to learn.

The guide outlines 'serve sizes' for each food group and the number of these serves recommended for different genders and ages (Diagram 2). These 'serve sizes' are not meant to represent how much should be eaten at one time; but can be used to help work out if a child is meeting their nutrient requirements across the day or week.⁵

Diagram 2: Serving sizes for children and adolescents
Source: National Health and Medical Research Council, 2013.

SERVE SIZES

Vegetables and legumes/beans



		Serves per day				
		2-3 years	4-8 years	9-11 years	12-13 years	14-18 years
Boys		2½	4½	5	5½	5½
Girls		2½	4½	5	5	5

A standard serve of vegetables* is about 75g (100-350kJ) or:

- ½ cup cooked green or orange vegetables (for example, broccoli, spinach, carrots or pumpkin)
- ½ cup cooked dried or canned beans, peas or lentils
- 1 cup green leafy or raw salad vegetables
- ½ cup sweet corn
- ½ medium potato or other starchy vegetables (sweet potato, taro or cassava)
- 1 medium tomato

**with canned varieties, choose those with no added salt*

Fruit



		Serves per day				
		2-3 years	4-8 years	9-11 years	12-13 years	14-18 years
Boys		1	1½	2	2	2
Girls		1	1½	2	2	2

A standard serve of fruit is about 150g (350kJ) or:

- 1 medium apple, banana, orange or pear
 - 2 small apricots, kiwi fruits or plums
 - 1 cup diced or canned fruit (with no added sugar)
- Or only occasionally:*
- 125ml (½ cup) fruit juice (with no added sugar)
 - 30g dried fruit (for example, 4 dried apricot halves, 1½ tablespoons of sultanas)

Diagram 2 (continued): Serving sizes for children and adolescents

Source: National Health and Medical Research Council, 2013.

SERVE SIZES

Grain (cereal) foods, mostly wholegrain and/or high cereal fibre varieties



Serves per day

	2-3 years	4-8 years	9-11 years	12-13 years	14-18 years
Boys	4	4	5	6	7
Girls	4	4	4	5	7

A standard serve (500kJ) is:

- 1 slice (40g) bread
- ½ medium (40g) roll or flat bread
- ½ cup (75-120g) cooked rice, pasta, noodles, barley, buckwheat, semolina, polenta, bulgur or quinoa
- ½ cup (120g) cooked porridge
- ⅔ cup (30g) wheat cereal flakes
- ¼ cup (30g) muesli
- 3 (35g) crispbreads
- 1 (60g) crumpet
- 1 small (35g) English muffin or scone

Lean meats and poultry, fish, eggs, tofu, nuts and seeds, and legumes/beans



Serves per day

	2-3 years	4-8 years	9-11 years	12-13 years	14-18 years
Boys	1	1½	2½	2½	2½
Girls	1	1½	2½	2½	2½

A standard serve (500-600kJ) is:

- 65g cooked lean meats such as beef, lamb, veal, pork, goat or kangaroo (about 90-100g raw)*
- 80g cooked lean poultry such as chicken or turkey (100g raw)
- 100g cooked fish fillet (about 115g raw weight) or one small can of fish
- 2 large (120g) eggs
- 1 cup (150g) cooked or canned legumes/beans such as lentils, chick peas or split peas (no added salt)
- 170g tofu
- 30g nuts, seeds, peanut or almond butter or tahini or other nut or seed paste

*weekly limit of 455g

Milk, yoghurt, cheese and/or alternatives, mostly reduced fat



Serves per day

	2-3 years	4-8 years	9-11 years	12-13 years	14-18 years
Boys	1½	2	2½	3½	3½
Girls	1½	1½	3	3½	3½

A standard serve (500-600kJ) is:

- 1 cup (250ml) fresh, UHT long life, reconstituted powdered milk or buttermilk
- ½ cup (120ml) evaporated milk
- 2 slices (40g) or 4 x 3 x 2cm cube (40g) of hard cheese, such as cheddar
- ½ cup (120g) ricotta cheese
- ¾ cup (200g) yoghurt
- 1 cup (250ml) soy, rice or other cereal drink with at least 100mg of added calcium per 100ml

● To meet additional energy needs, extra serves from the Five Food Groups or unsaturated spreads and oils, or discretionary choices may be needed by children who are not overweight but are taller, more active or older in their age band.

● An allowance for unsaturated spreads and oils for cooking, or nuts and seeds can be included in the following quantities: 4-5g per day for children 2-3 years of age, 7-10g per day for children 3-12 years of age, 11-15g per day for children 12-13 years of age and 14-20g per day for adolescents 14-18 years of age.

● For meal ideas and advice on how to apply the serve sizes go to:

www.eatforhealth.gov.au

Nutrients in food

Nutrients are compounds found in foods that the body uses for energy and to grow and repair tissues and muscles. Enjoying a variety of foods from the five food groups everyday helps the body get all the nutrients it needs for good health and to prevent illness. The main types of nutrients found in food are described in Table 2.

Table 2: *Nutrients in food*

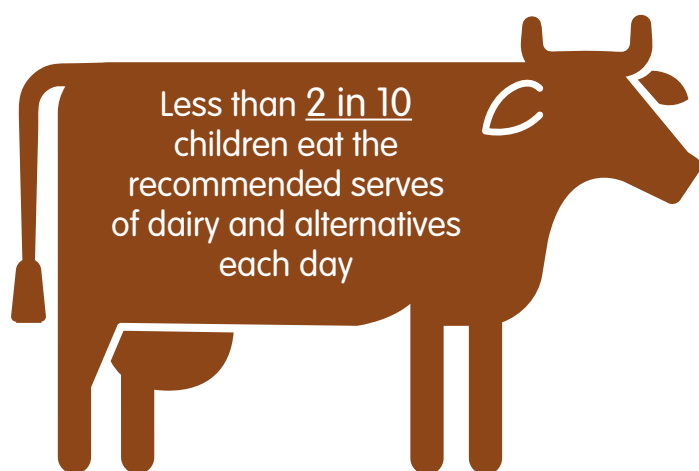
Nutrient	Food sources	Role in the body
Protein	<ul style="list-style-type: none"> • Red meat, poultry, fish • Eggs • Tofu, nuts, seeds, legumes/beans • Milk, yoghurt, cheese 	Used to grow, maintain and repair body tissues.
Carbohydrate	<ul style="list-style-type: none"> • Grain (cereal foods) – bread, cereal, rice, pasta, noodles • Some vegetables – potato, sweet potato and corn • Fruit • Milk and yoghurt 	Provides the cells in the body with energy.
Saturated fat	<ul style="list-style-type: none"> • Cream, butter, ghee • Palm oil, coconut oil • High fat meats • Processed foods such as cakes, biscuits and pastries • Full fat dairy foods 	Raises cholesterol levels and can increase the risk of stroke and heart disease.
Monounsaturated and polyunsaturated fat	<ul style="list-style-type: none"> • Olive, canola, peanut, sunflower, safflower and corn oils • Margarine • Nuts, seeds • Avocado • Oily fish such as salmon, sardines and tuna 	Provides the cells in the body with energy. Helps absorb and transport some nutrients around the body.
Dietary fibre	<ul style="list-style-type: none"> • Grain (cereal) foods, mostly wholegrain and high fibre varieties • Vegetables, legumes/beans • Fruit 	Keeps the digestive system healthy by keeping faeces moving through the bowel and feeding healthy gut bacteria.
Vitamins and minerals <i>Vitamins: A, thiamine, riboflavin, niacin, B6, B12, folate, pantothenic acid, biotin, choline, C, D, E and K.</i> <i>Minerals: calcium, chromium, copper, fluoride, iodine, iron, magnesium, manganese, molybdenum, phosphorus, potassium, selenium, sodium and zinc</i>	<ul style="list-style-type: none"> • Grain (cereal) foods • Vegetables and legumes/beans • Fruit • Milk, yoghurt, cheese and/or alternatives • Lean meats and poultry, fish, eggs, tofu, nuts, seeds and legumes/beans • Monounsaturated and polyunsaturated fats and oils 	Only needed in very small amounts. Used in most body functions.
Water	<ul style="list-style-type: none"> • Water and other drinks • Most foods 	Forms part of cells in the body. Helps absorb and transport nutrients around the body. Helps eliminate waste. Regulates body temperature.

The SmartFood Program and nutrients in focus

Eat more calcium

Calcium is needed for healthy bones and teeth. During childhood and adolescence, the skeleton is constantly growing, with bones reaching their maximum strength and density known as 'peak bone mass' during puberty. Reaching a good bone mass during childhood can protect against fractures and osteoporosis later in life.⁶ Children and young people have high calcium needs to help them to achieve good bone mass.

Milk, yoghurt and cheese are the best source of calcium, with very few other foods in the Australian diet containing as much of this important nutrient. But evidence shows that many children and young people are not eating enough of these important foods:⁷



The SmartFood Program classifies plain milk and reduced fat yoghurt and reduced fat cheese as GREEN and encourages a variety of these foods on the menu. Flavoured milks and ice creams, milk-based ices, dairy desserts and custards that have milk listed as the first ingredient and that meet criteria for energy and saturated fat are classified as AMBER because they provide calcium but are higher in sugar.

Eat more dietary fibre

Dietary fibre helps to keep our bowel healthy and working properly. It has also been shown to lower cholesterol and help to control blood sugar levels. Because fibre is slower to be digested, it helps to keep us feeling full for longer.⁸

Vegetables, fruit and wholegrain or wholemeal grain foods such as bread, cereal, pasta and noodles are high in fibre and contain a wide range of vitamins and minerals. We know that many children and young people are not eating enough foods high in fibre. Less than one third of the grain (cereal) foods eaten by children and young people aged two to eighteen are wholegrain or higher fibre varieties.⁷

The SmartFood Program classifies vegetables, fruit and many breads, cereals, pasta and noodles as GREEN and encourages a variety of these foods on the menu. The AMBER SmartFood criteria for sweet snack foods such as biscuits, slices, muffins and pastries require these foods to contain a certain amount of fibre. While these foods are not encouraged as an everyday choice, the criteria promotes options that provide more fibre.



Eat less saturated fat, salt and sugar

The Australian Dietary Guidelines (2013) encourage children and young people to limit the amount of food and drinks they eat that are high in:

- Saturated fat
- Added sugar
- Added salt

Foods that are high in these nutrients are called occasional foods and do not fit into the five food groups. They are high in energy and can take the place of more nutritious foods in the diet if eaten too often. Evidence shows that many children and young people are eating occasional foods regularly.^{1,2}

The SmartFood Program aims to reduce the amount of occasional food and drinks that are available on school menus, knowing that many children are eating these foods regularly outside of school. The SmartFood Program classifies foods as RED if they contain high amounts of saturated fat, sugar and/or salt. For more information on how foods are classified in the SmartFood Program, go to the Menu section of the SmartFood Guide.



On average, children eat between 4 and 6 serves of occasional food and drinks each day

6 serves might look like this...



Dietary and Cultural Considerations

While it is important that your menu is consistent with the Australian Dietary Guidelines (2013), it should also reflect the cultural and special dietary needs of your school community. Some children may observe specific dietary practices for religious, cultural, ethical or medical reasons. Your school should try to meet these needs as much as you are able so that all children can enjoy food provided or purchased at school.

Religious and cultural practices

Australia is a multicultural nation. In 2019, almost 30% of Australians were born overseas, representing over 200 different nationalities.⁹ With such a diversity of cultural backgrounds it is likely there are students in your school community who observe different religious and cultural food practices. The degree to which families observe these dietary practices may differ, so it is best to talk to the families within your school community, to make sure that the school offers a menu that meets everyone's needs.

Asking families to share their favourite recipe to prepare at school can be a way to celebrate the culture of families within your school community. It is also a chance to expose the whole school community to a range of ingredients and dishes that they may not have had the chance to try before.

Table 3: Dietary requirements of different religious groups

Religion	Dietary requirement
Baha'i	May include periods of fasting Exclude alcohol
Buddhism	May be vegetarian or vegan
Christian	No dietary exclusions Traditionally observe meat free day, especially during the period of Lent
Exclusive Brethren	No dietary exclusions
Hinduism	May be vegetarian or may eat meat excluding beef Dairy may be acceptable
Islam	Exclude pork and pork products Halal beef, lamb, poultry and fish Dairy may be acceptable
Judaism	Exclude shellfish, pork and pork products Kosher beef, lamb, poultry and fish Meat and dairy foods not eaten at the same meal Dairy may not be eaten for three hours after consuming meat or poultry
Mormon	Consume meat sparingly
Seventh Day Adventist	May be vegetarian or may eat meat excluding pork or seafood
Sikhism	May be vegetarian or may eat meat excluding pork or beef Do not eat Kosher or Halal meat
Rastafarianism	May be vegetarian and exclude eggs or may eat meat excluding pork Exclude stimulants such as tea, coffee and alcohol

Vegetarian diets

Vegetarian diets are plant-based diets that exclude meat and/or animal products. The reason for eating a vegetarian diet may differ for the individual person, but may include religion, culture, concern for animal welfare and the environment or taste preferences. There are three main types of vegetarian diet:

- **Lacto-ovo vegetarian** – avoids red meat, poultry and seafood, but eats dairy foods (milk, cheese, yoghurt), eggs and plant foods.
- **Lacto-vegetarians** – avoids red meat, poultry, seafood and eggs, but eats dairy foods (milk, cheese, yoghurt) and plant foods.
- **Vegan** – does not eat any animal products, only plant foods.

A well-planned vegetarian diet will include a variety of foods from the five food groups to provide enough energy and essential nutrients. Careful planning of food menus is needed to provide enough of some essential nutrients such as protein, vitamin B12 and minerals such as calcium, iron and zinc.

A well-planned vegetarian diet should try to include a variety of foods from the five food groups everyday including:

- Vegetables
- Fruit
- Meat alternatives: tofu, tempeh, legumes, lentils, nuts, seeds and eggs (if eaten)
- Grain (cereal) foods, mostly wholegrain and/or high fibre varieties
- Dairy or alternatives: milk, yoghurt and cheese (choose those fortified with calcium if possible).

If you are including a vegetarian dish on your food service menu, aim to include a meat alternative as an ingredient. Alternative meat options include eggs, tofu, lentils or legumes

such as chickpeas, kidney beans, cannellini beans or borlotti beans. This will ensure the dish is a good source of important nutrients such as protein, iron and zinc.



Food allergy

An allergy is an overreaction by the body's immune system to a normally harmless substance in the environment. These substances are called allergens and may be in medications, chemicals, the environment or in foods. Any food can cause an allergic reaction, however there are ten allergens which cause around 90% of food allergic reactions. These are:

- Peanuts
- Tree nuts e.g. almonds, cashews, pistachio, brazil nuts, hazelnuts
- Egg
- Cows milk
- Fish
- Shellfish e.g. prawns, crayfish, mussels, calamari, oysters, scallops
- Sesame seed
- Soy
- Wheat
- Lupin (a legume related to peanut and soybean).

Allergic reactions range from mild to severe (anaphylaxis) and can happen almost immediately after eating. Most often, a reaction will occur within 20 minutes to 2 hours after eating. When a food allergen is eaten the immune system releases a large amount of chemicals that trigger symptoms that can affect a person's breathing, heart, skin and gut. No two people are the same in the way they respond, and allergic reactions can be different every time a food allergen is eaten. Allergic reactions are unpredictable and can be life threatening. There is currently no cure for food allergy and the only successful way to manage it is to avoid the food allergen completely.



It is important to consider the safety and wellbeing of students with a food allergy when planning a menu in the school setting.

Managing food allergy in the school food service

It is important to consider the safety and wellbeing of students with a food allergy when planning a menu in the school setting. Issues relevant to school food should be included in the whole school risk management plan.

The specific requirements for Department of Education schools in relation to risk minimisation for food allergies is outlined in the following policy: *Specific Health Issues: Procedures, information and contacts (2017)*. It suggests:

- All students have an up to date medical management plan including an ASCIA action plan
- All staff receive education on anaphylaxis management
- Individual schools should implement necessary risk minimisation strategies as appropriate to their school community.

The Australian Society of Clinical Immunology and Allergy (ASCIA), provides general anaphylaxis guidelines for schools, preschools and childcare in the following document: *ASCIA guidelines for prevention of anaphylaxis in schools, preschools and childcare (2015)*. Specifically, in relation to food provided and purchased at school, they recommend:

- If food is purchased from the school food service, parents should check the appropriateness of food by speaking directly with the food service manager
- All staff who prepare food for a child with food allergies should be educated on how to read food labels for allergies and instructed about measures necessary to prevent cross-contamination.¹⁰

Food and nutrition

- Staff and volunteers who prepare food are aware of and follow a 'procedure of responsibility' on how to safely prepare and serve food to children with food allergies.
- Parents of students with food allergies are encouraged to visit the school food service to check which foods are safe for their child.

For more information on food safety training for food service staff and volunteers go to:

www.foodallergytraining.org.au

www.allergy.org.au

Food intolerance

Food intolerance is a term used to describe a wide range of adverse reactions that cause symptoms after eating some foods. Symptoms can be distressing and uncomfortable and if not properly managed, can adversely affect general health and wellbeing but are generally not life threatening.

A food intolerance reaction can be triggered by eating food that contains additives or chemicals that are naturally occurring or added to foods. The following substances can trigger symptoms of food intolerance in some people:

- **Salicylates** – natural preservatives found in a wide variety of fruits, vegetables, nuts and spices
- **Amines** – produced during fermentation, aging and ripening
- **Glutamates** – an amino acid found naturally in all protein foods and MSG, used as a preservative (additive number 620/621)
- **Preservatives and colours.**

When eaten, these additives or chemicals irritate nerve endings in different parts of the

body causing symptoms. Symptoms vary from person to person and can include stomach pain, bloating, flatulence, diarrhoea, irritable bowel syndrome, rashes, hives, mouth ulcers or headaches. Reactions are dose related, which means the severity of the reaction will depend on the amount of food eaten. This will vary from person to person. Reactions can be delayed, with symptoms appearing several hours or days after eating trigger foods.

There are no proven laboratory tests for food intolerance. Diagnosis is through an elimination diet under medical supervision. All food chemicals and additives are removed from the diet, then slowly reintroduced to find out which ones trigger a reaction and the individual's threshold for tolerating the foods. Once a person knows their trigger foods, they can decide how they balance the benefits of being symptom free against the inconvenience of restricting their food choices.

As the food triggers, symptoms and degree of dietary restriction is different for every person with a food intolerance, it is best to talk to individual families within your school to determine how best to cater for students with a food intolerance.

For more information on food intolerance go to: www.allergy.org.au

Coeliac disease

Coeliac disease is a condition where the immune system reacts abnormally to gluten. Gluten is the protein component of wheat, rye, oats and barley. When people with coeliac disease eat gluten, tiny finger-like projections which line the small bowel (villi) become inflamed and flatten. This reduces the surface area of the bowel available to absorb nutrients and causes many symptoms. People who have coeliac disease can become very sick from eating only small amounts of gluten and may experience symptoms such as nausea, bloating, pain, change in bowel habits, fatigue and vitamin or mineral deficiency.

Coeliac disease is a life-long condition and there is currently no cure. The only treatment available is a strict gluten free diet. This is the only way to avoid short-term symptoms and longer-term health impacts. People need to follow the diet even if they are not unwell with symptoms. For more information on gluten free food preparation in your school food service go to the Food safety section of the SmartFood Guide.

For more information on coeliac disease go to: www.coeliac.org.au



Food additives

Food additives are chemicals added to foods to keep them fresh or to enhance their colour, flavour or texture. Food additives include colours, flavour enhancers, preservatives, glazing agents, emulsifiers and gelling agents.

Food additives in most packaged food must be listed in the statement of ingredients on the label. Most food additives must be listed by their class name, followed by the name of the additive or the food additive number. For example, Colour (Caramel 1) or Colour (150a).

There is evidence that a small number of people will have reactions to food additives, including behavioural changes. Additives are usually found in packaged foods high in saturated fat, sugar and/or salt which are classified as RED in the SmartFood Program. GREEN food and drinks, which are everyday foods encouraged as the main choice on the menu in a SmartFood Award school, contain minimal additives.

For more information about food additives go to: www.foodstandards.gov.au

Following a strict gluten free diet is the only way to manage coeliac disease

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SmartFood GUIDE



.....
A WHOLE SCHOOL APPROACH TO EATING WELL

Section 3. Management

This is a section of the SmartFood Guide

Overview

Food and nutrition

Management

SmartFood Program:

Policy and procedures

Food safety

Menu

Whole school approach

Templates

You can access other sections of the Guide on the School Food Matters website:
www.schoolfoodmatters.org.au



**SCHOOL
FOOD**
matters

MANAGEMENT

In this section

The role of a school food service

Running an effective food service

Ensuring a viable food service operation

Food service types

How to market your food service

Volunteers

Pricing arrangements – how to mark-up

Food safety requirements

Food service equipment

Sustainability practices

The role of a school food service

A school food service exists to:

- provide a food service to students and the school community
- provide nutritious food and drinks at the lowest unit cost
- support food and nutrition messages in the curriculum, teaching and learning
- provide an opportunity for students to develop life skills
- support other health promotion programs such as Move Well Eat Well, Stephanie Alexander Kitchen Garden Program, community or school garden, 24 Carrot Gardens Program or Family Food Patch
- provide equity and food security.

Like any business, a school food service requires good management to be efficient, financially viable and achieve its desired aims. Effective management requires that:

- the school's goals and objectives are reflected in the food service operations
- there is a clearly documented arrangement to manage the food service
- staff and volunteers are adequately trained to comply with relevant legal requirements regarding food safety, food preparation and occupational health and safety standards
- staff and volunteers are supported to undertake efficient stock management, accounting and financial procedures.

The SmartFood Program is a school food service improvement program which offers a model of best practice for food service management. The program also recognises the school's dedication to the health and wellbeing of the school community. Achieving a SmartFood Award provides reassurance to the wider school community that the food service is providing a high quality and safe food service for students and staff.

Running an effective food service

Diagram 1 provides a step by step guide on how to effectively run your school food service. These steps may also help to review the operation of an established school food service.

Identify which of the steps you have already completed to work out where to start on the diagram.



Diagram 1: How to establish or review your school food service through inquiry cycles (plan and assess, prioritise, develop and plan, act and review)

getting started

1. Form a school food committee
2. Gather information
3. Talk to school community
4. Promote your food service
5. Check existing policies

planning the changes

6. Develop a draft policy
7. Plan for change

making the changes

8. Introduce nutritious food choices
9. Make lasting changes
10. Link the food service with the school community

evaluating the changes

11. Get feedback
12. Review the food service
13. Communicate success

getting started

1. Form a school food committee

The school community could establish a school food committee or use an existing committee that already has food as a focus area, for example a Move Well Eat Well committee. This group could include representatives from:

- school teaching / administration staff
- food service staff and volunteers
- the school association
- student council.

A carefully selected committee can:

- ensure efficiencies in the way the school food service operates
- provide an opportunity to hear about the needs of the school community
- share the workload involved in organising the food service and planning the menu
- assist with linking the food service with other programs such as Move Well Eat Well, Stephanie Alexander Kitchen Garden Program and 24 Carrot Gardens Program.

Duties

The committee should aim to develop good communication with other members of the school community, such as the principal, lead teachers or the food service manager. Teamwork will bring the best results.

Duties may include:

- developing a school food policy
- training and supporting paid and volunteer food service staff
- promoting and raising the profile of the school food service – by keeping people up to date with the latest developments through avenues such as School Council meetings

- making decisions on what foods to sell and at what price
- establishing the need for a profit margin and budget control statement
- developing activities that link the food service to a whole school approach to food and eating
- ensuring a stock-take is carried out (at least annually)
- presenting regular financial statements
- ensuring that the premises, staff and volunteers are meeting the requirements of Tasmanian food safety legislation.

2. Gather information

Finding out what your school community has and what they want is very important. You may be already providing nutritious, tasty and affordable food and only a few tweaks are necessary.

The SmartFood Guide is a great starting point to gather information. For useful websites and resources go to the Overview section of the SmartFood Guide. SFM can provide resources to help you gather information from your school community, such as parent and student surveys.

3. Talk to the school community

There are numerous ways of collecting information and engaging support from the school community. For example:

- run a school food service survey. Students can help design the survey and collect results.
- canvass views about what the food service is (or should be) offering. Use the school newsletter or social media to invite comments.
- arrange discussions for students, staff and parents in a variety of settings to try

and build agreement about food service management and the menu.

Ensure that any discussion about the preferred range and types of food available on the food service menu is guided by accurate nutrition information. Go to the Food and Nutrition or Menu section of the SmartFood Guide for more information.

4. Promote your food service

Members of the school community should be aware of the role of the school food service in encouraging healthy food choices. Promoting the food service through social media and the school newsletter can help to build awareness. Linking with existing programs and promotions around health, nutrition or physical activity such as Move Well Eat Well, Stephanie Alexander Kitchen Garden Program or health awareness events such as healthy bones week will help to increase the community's awareness.

5. Check existing policies

Find out if there are any existing school policies that include details about food and eating at school, for example:

- the school food service or other programs where food is eaten, such as a breakfast program or fruit and vegetable classroom break
- the type of food provided at school celebrations, events and activities
- the eating environment such as where students eat, the timing of meal breaks and how this is supervised
- how food is used in celebrations and social settings
- how food and eating is integrated into the curriculum, teaching and learning

- the expectations of school staff and volunteers as role models for food and eating
- how the school community communicates and provides information about food and eating to the broader school community.

planning the changes

6. Develop a draft policy

A school food policy that documents a coordinated whole school approach to food and eating gives direction and supports the work of food service staff and volunteers involved in implementing changes. A school food policy sets goals for the food service and clarifies the school community expectations of the food service. For a sample school food policy that can be modified to meet your school's need, go to the Templates section of the SmartFood Guide.

7. Plan for change

The draft school food policy should be widely circulated to the school community for comment and discussion. This may lead to amendments or additions to the policy before it is ready to be assessed by the SmartFood Program team. The types of changes you might make to your school food service depends on your funding, how many days per week food is served or available for purchase at school, availability of food preparation facilities and the school's policy on a whole school approach to food and eating.

Changes that the school may take include:

- making menu changes gradually
- gaining input from the students, staff and the wider school community and communicating to them about why the changes are necessary

Management

- marketing and promoting the positive aspects of the menu changes
- advertising and promoting these changes well in advance
- not drawing attention to the removal of certain foods
- remaining positive about the need for change.

8. Introduce nutritious food choices

making the changes

New choices that promote everyday foods are easier to introduce:

- after school holiday breaks by reopening the food service with a new menu.
- by trialling new, nutritious foods using theme days or food specials. If they are popular, they can then be added to the regular menu.
- when AMBER and RED foods are offered in small quantities on limited occasions. This can encourage children to choose more nutritious options first. For more information, go to the Menu section of the SmartFood Guide.
- by removing RED items from the menu.

A menu that offers everyday foods served in interesting and appealing ways makes it easy for children to choose more nutritious options.

When planning a menu:

- keep the menu small, but provide variety by having a daily or weekly special such as a hot main meal
- have GREEN food and drinks as the main choice
- choose reduced fat and wholegrain options
- use low fat cooking methods such as oven baking

- read labels, especially looking at the saturated fat, sugar, sodium (salt) and fibre content and check that recipes are based on GREEN ingredients
- ensure that good quality seasonal fruit and vegetables are included daily
- choose meals that are easy and safe to prepare, using inexpensive ingredients that need little packaging
- be aware of any food allergies. Go to the Food and Nutrition section of the SmartFood Guide for more information.

9. Make lasting changes

A school food policy is the key to maintaining the success of providing nutritious food in the school food service. A school policy ensures sustainability and a long-term commitment to a whole school approach to food and eating.

10. Link the food service with the school community

Link the school food service with a whole school approach to food and eating. This ensures that students and families are given consistent messages about food and eating across all aspects of the curriculum, school environment, activities and events. This will not only ensure that changes to the menu and food service are successful and sustainable, but that they will be more effective in promoting a whole school approach to healthy eating.

evaluating the changes

11. Get feedback

Once changes have been made to the school food service menu, it is important to evaluate their success. The school food committee should evaluate and review the school food policy and plan for continuous improvement. Information should be gathered throughout the year. Do this as simply as possible. Below are some examples of what can be done.

Students can assist by:

- developing, implementing and collating surveys aimed at fellow students and parents to determine their likes and dislikes of school food throughout the school year
- interviewing other students or writing feedback letters to the school food service staff (as part of English classes)
- preparing graphs on the sales of different foods over time, for example pre and post healthy changes (as part of mathematics classes).

Assess the success of the changes by answering questions such as:

- did sales increase, decrease or stay the same once a healthier option was introduced?
- what are the menu's best sellers?
- were there any food safety or stock issues throughout the year?
- did the school food service invest in any new equipment? Was this beneficial?

It is important to hold regular school food committee meetings to check progress towards your school achieving or maintaining a SmartFood Award.

12. Review school food policy

The SmartFood team will ask if your school has reviewed its school food policy. The school food committee should review the information gathered throughout the 24-month SmartFood Award cycle and decide whether changes to the policy are needed. The committee may need to change statements, set new goals or address particular issues in the updated policy. They may decide that the policy is still adequately representing the school's values. This could be done every 12 months.

13. Communicating success

Communicating the success of the changes and achievements within the school food environment is a very important part of the change process.

Being positive about achieved outcomes will help to build continuing interest and commitment from the school community and ensure ongoing success.



Ensuring a viable food service operation

A school food service should not run at a loss unless this is factored into the school's operations policy. Food service providers, school food service managers and principals need to recognise the difference between low profits, a loss that results from inefficiencies and a loss that results from deliberate pricing policies.

An efficient school food service can return a small profit, as it should aim to receive a gross profit of around 25% of sales to cover employment costs and ingredient costs and have a small surplus, where applicable.

Adequate reserves should be maintained to meet future costs, such as equipment replacements, training, maintenance, staff replacements and long-service leave as well as potentially supporting food education within the classroom and through curriculum in the school produce garden if there is one.

Funds raised from the operations of a school food service can be a significant source of revenue for some schools, but this should not be at the detriment of serving nutritious food and drink options. Consequently, it is important that food items are attractive to students and are offered at an affordable price – meeting the needs of the students as well as covering costs of labour and ingredients. Menu items made from fresh, seasonal ingredients are often less expensive than highly processed ready to eat foods and therefore allow a greater profit from the mark-up. While nutritious food doesn't mean more costly food, some recipes can take longer to prepare. One way to manage this is to offer a smaller menu.

Some schools outsource their food service due to many reasons. Even so, it is still the school's

responsibility to have a food service that is nutritious and meets students' needs. The food service should be accredited with SFM.

SFM can provide assistance in operating your school food service efficiently and effectively.

Food service types

Food provided at school can be in a variety of ways. 2020 SFM data of school lunch provision in Tasmanian Schools (242 Govt and Non-govt schools with a school lunch service) indicated the following:

- 196 (81%) of schools employ food service staff, usually through a school resource package
- 34 (14%) of schools have an outsourced food system
- 3 (1%) of schools have a volunteer only system, and
- 9 (4%) of schools have other arrangements.

All food service types need a similar management style. They all need to have, as central to operations, food and drinks that are nutritious, enjoyable and are prepared in a safe food environment.

Often schools request that the operation of the school food service covers the costs of the food service manager's wage and overheads.

Good management practices will be needed to ensure that the school's food policy and food service procedures are carried out effectively and any areas of concern can be monitored. This can be done by:

- having and maintaining appropriate canteen equipment
- adhering to food safety requirements
- developing a good volunteer base, as needed

- having a good connection to local growers and suppliers
- having an adequate pricing system that promotes healthy options
- having sound serving, packaging, recycling and composting practices.

The school principal has responsibility on what the school food service offers and how it is offered, and that the food is not 'treat' focused. Schools must reserve the right to have input into the menu to ensure that only nutritious foods are made available to students and staff.

It is recommended that your school become a member of SFM, who can provide support, guidance and accredit your school food service through the SmartFood program.

Volunteering at the school food service is always encouraged, as it is a great way for parents and carers to be involved with the school. Volunteers must:

- obtain a Working with Vulnerable People card
- sign in and out as a volunteer at the school administration office, to ensure that they are covered by the school's insurance
- complete food safety training, either delivered by the school food manager or preferably, the local council online food safety training.

Food service finances

The food service manager and school business manager are responsible for the overall financial management of the school food service and the way it is monitored. A process to identify the income and expenditure of the school food service is essential.

Insurance

Food service managers employed by the school are covered by workers compensation policy. Volunteers must sign the volunteers' book in schools to be covered by appropriate workers compensation and public liability insurance as per school requirement.

How to market your food service

If the food service is to be a success, promoting and marketing nutritious foods on the menu is essential. The different aspects of marketing these choices on the menu can be described by the 4 Ps:

- **Product**
- **Place**
- **Price**
- **Promotion**

Product

'Product' means not only the foods that are sold, but also the image of the school food service as a whole – the service, the environment, how foods are promoted and how well connected the food service is with the school community. Below are some suggestions to help you:

- Create an identity for your school food service – consider running a competition in your school community to come up with a name.
- Give menu items appealing names that also make it clear what they are or add a description on the menu. For example, a 'baked bean bomb' (hot bread roll with baked beans and melted cheese).
- Carefully choose your fresh fruit and vegetables. If possible, use a small local greengrocer as they usually provide the best advice on quality and price their items according to seasonal availability. They may also be able to deliver regularly to ensure freshness.

Management

- Use standardised recipes and serve consistent sizes. Ensure recipes and serving guidelines are kept in an obvious place to assist staff and volunteers when preparing and serving foods.

Go to the SFM website for some great GREEN and AMBER recipe ideas:
www.schoolfoodmatters.org.au.

Place

'Place' refers to the environment and the way food and drink are arranged for sale. The point of sale should be an attractive, appealing place that everyone enjoys visiting. When planning layout and appearance, consider whether it is easily accessible, spacious, clean and appealing. Below are some suggestions:

- Placing some tables and chairs, and plants around the food service environment to create a nice eating atmosphere. Some schools have created an outdoor eating area with chairs and tables under umbrellas or a sail. Utilise any spare ground near the eating area for a small herb or vegetable garden or use pots. This not only provides a pleasant area for eating but also provides quick and easy access to fresh herbs when preparing foods.
- Students could design and paint murals on the walls or colourful menu boards as art projects. A clear, well placed menu will make it easier for students to select foods for counter sales.
- Place GREEN choices at the students' eye level. For example, position appealing colourful food such as wraps, fruit salad or sushi at eye level.
- Rotate the position of products regularly to generate interest. Try stocking GREEN foods in multiple places to encourage optimal sales.
- Consider selling both over the counter and via pre-orders. Many schools encourage

families to pre-order using an app, such as Qkr, as this helps with time management, reducing waste and minimising cash handling.

- Provide a catering service for morning and afternoon tea for staff meetings and other external meetings and events that may be held at the school. For example, a morning tea at \$4.00 per head, depending on ingredients.
- Consider extending a catering service for other school events, for example, professional development days, school sports days and school excursions and camps.
- Consider the food service operating hours. Could these hours be easily extended? Could a breakfast service be added before school? Some school food services offer a whole breakfast menu, but it could be as simple as offering a small selection of appropriate foods that are already on the menu.

Price

The right product at the right price is important. Children will often look for something to fill them up at the cheapest price. They will also consider how much change they will have for 'extras'. When introducing a new menu item, base your price decisions not only on what is likely to be appealing but also on what you can realistically charge. If the price appears to be high, consider some variations which may bring the price back to a reasonable level. Below are some suggestions:

- Ensure that the food service offers a selection of low cost, filling, nutritious items such as raisin toast, baked beans, dinner rolls or small corn cobs.
- Price food simply, for example \$1.50 instead of \$1.45, so that it is easier for students to pay and easier for food service staff to give change.
- Before trialling a new product, compare

the price of your product with the price in local shops.

- Make GREEN options affordable and preferably cheaper than AMBER or RED options.
- Offer reduced prices on slow selling items or include these items in a meal deal which is priced for value.
- Use competitive prices as the focus point for advertising, for example, stocking 50c snack packs.

Promotion

Promoting your products is one of the most important factors in encouraging healthy choices. Below are some suggestions:

- Advertise new items or specials in your school newsletter, social media or communication apps. This can also be a chance to thank volunteers for their valuable contributions or to share recipes or offer handy hints about nutrition.
- A large noticeboard, with items and prices clearly shown, is an excellent way to ensure that children know what is available for sale over the counter.
- The saying 'out of sight out of mind' is particularly relevant to the sale of foods. If your food service has a product which does not sell as well as you would like, ask yourself the following questions:
 - is the food displayed attractively on the front counter or is it hard for the children to see?
 - is it packaged so that children can see what is inside (e.g. in plastic wrap or see-through containers)?
- Show off the colour of sandwich fillings by slicing sandwiches in half or into fingers, placing one on top of the other and wrapping them in plastic wrap.
- Consider trying some of the techniques

used by supermarkets, such as arranging certain products so that they are easily noticed. While most food services do not have a lot of room for displays, you can still:

- place items you want to promote near popular lines
- make maximum use of attractive food displays at the children's eye level.
- Consult with food packaging suppliers about their range of bags, cups and trays etc. Buying in bulk often results in considerably cheaper prices. However, be careful not to tie up money by holding too much stock. If you are a small school, consider getting together with other local schools and placing the one order. The stock can then be split to meet the needs of each school. With there being a need to reduce packaging and waste, using reusable mugs, plates and bowls could work at your school.
- Even if a pre-order system is used for most items, it is still a good idea to display any new items. When children are buying their drinks for example, they may be tempted to try the new items on display next time they have money to order lunch, instead of buying the usual choice.
- Free samples can stimulate sales, just as they can in a supermarket. Many children will not part with their money for a food they have never tasted.
- Bite-size pieces of frozen fruits can be used to introduce frozen fruit to the menu.



Management

- Having regular food items on different days of the week can help provide variety without having to offer a large menu every day. It also helps to maintain children's interest. For example, in addition to a limited selection of regular items, the daily specials board might read:

<i>Monday</i>	<i>Hot cheese, parsley and corn rolls</i>
<i>Tuesday</i>	<i>Chicken or vegetarian sushi</i>
<i>Wednesday</i>	<i>Hot bean and salsa wraps</i>
<i>Thursday</i>	<i>Tropical chicken burgers with cheese, pineapple and lettuce</i>
<i>Friday</i>	<i>Hot pasta bake and salad</i>

Special Days

Special days offer a chance to add variety to the menu and involve community members who may not be involved in the school food service on a regular basis. Parents who may not be able to volunteer on a regular basis may be able to help at a one-off special day. Special days can be profitable fundraising events, below are some suggestions:

- Foods such as chicken burgers, jacket potatoes, pizzas, meals in a cup e.g. fried rice, soup, spaghetti bolognese, fruit salad and milkshakes may be suitable for special days.
- Featuring seasonal fruit and vegetables can promote and encourage children to enjoy eating these foods. Including fruit and vegetables when they are in peak season will ensure they are high quality, tasty and in plentiful supply and therefore well priced. School have had success with berries, pear and peach days.
- Multicultural days offer the opportunity to add variety to the menu and celebrate the

cultural diversity of the school community. Sharing food from different cultures can create a learning opportunity and demonstrate an inclusive school culture.

- Offer a special day menu from the food service to link with other activities happening in the school, for example:

Special Day Suggestions:

Sporting events such as the Olympic Games, football finals, school swimming or athletics carnival

Fundraising activities such as RSPCA Cupcake Day or Australia's Biggest Morning Tea

Sustainability activities such as Clean Up Australia Day, Keep Australia Beautiful Week, National Recycling Week

Celebration events such as Mothers or Father's Day, Harmony Week or Book Week

Volunteers

There are many reasons why people volunteer with their school food service. This may include:

- being part of the school community
- contributing something to the school
- learning about food and nutrition
- increasing knowledge and skills in the areas of cooking and food preparation, food hygiene and safety, nutrition, customer service and cash handling
- making new friends and enjoying opportunities to socialise with other families at the school.

Coordinating the volunteer program

Volunteers can be parents, grandparents, people from the wider community and students. The food service provides a rewarding opportunity for family members to be involved in their child's school. It is important that someone is responsible for the coordination and management of volunteers.

Some schools allow their students to volunteer at the canteen. It is very important that students comply with environmental health requirements at all times. Some schools organise for volunteer students to complete food safety training as part of the SmartFood Program and submit this as one of their examples of classroom learning in the Whole School Approach section of the program.

It is important to have realistic expectations of volunteers by:

- allowing them time to adjust to their role, gain confidence and improve their skills
- being prepared to do most of the work until they understand the tasks
- being a good role model
- communicating clearly.

Coordinating a volunteer program involves:

- recruiting volunteers
- retaining volunteers
- maintaining and recognising volunteer involvement.

Recruiting volunteers

This can involve:

- Identifying how many volunteers you will need to make a regular commitment and how many you will need to provide casual assistance. It's a good idea to plan for the year where possible, but definitely prior to each term.
- Assuming that volunteers will come and go. Develop a list of interested volunteers

who will fill casual positions and prevent an unexpected shortage of assistance.

- Planning rosters so that volunteers know how much time is required and the length of commitment expected.
- Developing a job description for the volunteer positions so that volunteers know what is expected of them. This should include a list of specific tasks to be completed and skills and training required.
- Offering a range of tasks or jobs for volunteers to choose from. For example, a volunteer may not feel comfortable dealing with students, but is happy to be involved with food preparation or washing up.
- Advertising regularly and widely to keep the school community informed and aware of volunteer opportunities. Avenues for advertising include: the school newsletter, school website, social media and school orientation information for new parents. Hint: some workplaces, such as the State Public Service, allow a certain number of hours per year for their staff to partake in volunteering opportunities. Promote the school food service as a viable volunteering opportunity.

Retaining volunteers

This can involve:

- Providing a positive and rewarding work environment so that volunteers feel comfortable and appreciated. It is important that volunteers are welcomed and introduced to food service and school staff on their first day, given a tour and have policy and procedures explained.
- Providing new volunteers with a volunteer information kit. A customisable toolkit is available from SFM. It should contain:
 - an introductory letter
 - the roster
 - the food service policy
 - the menu
 - food hygiene information.

Management

- Providing volunteers with information about:
 - where the roster is located
 - where to locate contact numbers, including emergency contacts
 - school times, including lunch and recess
 - the layout of the food preparation and serving areas (label drawers and cupboards with contents; have recipe binders on the wall or at easy access points)
 - time based schedules, such as when to place items in the oven
 - how to operate machinery and equipment (have instruction books near work benches for easy reference)
 - food hygiene requirements (have food hygiene reminders at appropriate locations)
 - emergency drills and evacuation procedures
 - how to handle difficult students
 - how to handle compliments and complaints
 - procedures to follow if they are ill when rostered on.

Maintaining and recognising volunteer involvement

This can involve:

- ensuring that volunteers have adequate breaks
- providing volunteers with morning tea and/or lunch
- providing volunteers with a variety of tasks
- providing the opportunity for volunteers to develop additional skills to increase their job satisfaction and prevent boredom
- running a 'bring a friend' day
- celebrating the role of volunteers by providing recognition of their volunteering work – go out for dinner or have a sit-down lunch, organise for students to create a simple morning tea or lunch for food service volunteers.

Pricing arrangements – How to mark-up

A fair price for hand-made items such as sandwiches, rolls and wraps should consider the cost of the ingredients, the cost of paid labour and if possible, a mark-up of approximately 25%. SFM has information and examples of how to price items appropriately.

Commercial items such as yoghurt, pasta dishes, milk drinks and fruit juices usually have a recommended price. It is recommended that schools charge this amount. The mark-up on these items ranges from 20 to 40%.

Food safety requirements

A school food service is considered a food business under Tasmanian food safety legislation. You will need to budget for the costs incurred in complying with this legislation, which is a small fee paid to the local council.

Liaise closely with your local council EHO to ensure that your school food service complies. Plan for any identified improvements that are within the constraints of your school's budget. See the Food Safety section of the SmartFood Guide for more information.

Food service equipment

When planning what equipment to buy, consider the following issues:

- what you want to do with it
- how often it will be used
- how much it costs
- how easy it is to maintain.

The right equipment is important. What you have in your kitchen influences what you can prepare, cook and serve. A list of essential equipment is available from SFM.

The purchase of additional equipment and repairs to existing equipment in a school food service is, in most cases, funded from profits. In the financial statements, some provision should be made for the purchase or replacement of equipment.

The possibility of hiring equipment should not be overlooked. A properly recorded inventory of all equipment should be compiled that clearly indicates ownership. Be mindful not to accept offers of equipment that has sponsorship that contradicts your school food policy.

Sustainability practices

If your school has an existing sustainability program like a compost system, worm farm or recycling bins consider how your school food service can be involved. Below are some suggestions:

- Use coloured bins to collect different types of waste such as paper, glass and plastic, compostable goods and general rubbish.
- Consider swapping throw away items for reusable items such as ceramic mugs, plates or steel cutlery. If this isn't viable consider cardboard, bamboo or compostable plastics.
- Consider menu items you can make in house rather than buying pre-packaged such as popcorn or icy poles.
- Consider how you can change your menu to include in-season, locally grown produce to reduce food miles e.g. how far food has travelled from paddock to plate.

Go to the Whole School Approach section of the SmartFood Guide for more information.



SmartFood GUIDE



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A WHOLE SCHOOL APPROACH TO EATING WELL

Section 4. Policy and procedures

This is a section of the SmartFood Guide

Overview

Food and nutrition

Management

SmartFood Program:

Policy and procedures

Food safety

Menu

Whole school approach

Templates

You can access other sections of the Guide on the School Food Matters website:
www.schoolfoodmatters.org.au



**SCHOOL
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matters

POLICY AND PROCEDURES

In this section

Policy and Procedure requirements for the SmartFood Award

Importance of a school food policy

Importance of food service procedures

Policy and Procedure requirements for the SmartFood Award

To complete the Policy and Procedures section of the SmartFood Program, your school needs to submit a copy of your school food policy that details your:

- Whole school approach to food and eating which may include but is not limited to food provision, the eating experience for students, the use of food in teaching and learning opportunities, fundraising and school events.
- Food service procedures outlining the day to day operation and management of your school food service.

The school food policy must be endorsed and signed by the school principal and other relevant school community members such as the food service manager, lead teacher, school business manager or school council representative. The whole school community should be invited to provide comment on the school food policy to ensure it reflects the culture, values and practices of the community around food and eating.

Your school may already have your whole school approach to food and eating and food service procedures documented in an existing policy. If you need to create a new school food policy there are example templates that you can use in the Templates section of the SmartFood Guide:

- Template 1 – School food policy
- Template 2 – School food service procedures

For an editable version go to:

www.schoolfoodmatters.org.au/accreditation/healthy-eatingcanteen-policy/

Importance of a school food policy

A school food policy is important because it:

- ensures sustainability and a long-term commitment to a whole school approach to food and eating
- communicates consistent messages about food and eating to the whole school community
- defines the role and guides the operation and management of the food service
- supports food service staff and volunteers in the commitment to a whole school approach to healthy eating
- gives direction and support to food service staff involved in implementing changes
- sets goals for the food service, such as becoming accredited with the SmartFood Award
- provides a plan for change, if needed
- clarifies the school community expectations of the food service

- reflects the culture, values and practices of the school community.

A school food policy should be clear and concise and document a coordinated whole school approach to food and eating. A school food policy could consider including details about:

- the type of food provided by the school food service and to the broader school community through school events and activities
- how food is procured
- the role of the school in supporting students and families with food security issues
- the eating environment, including where students eat, the timing of meal breaks and how this is supervised
- how food and eating is integrated into curriculum, teaching and learning
- the expectations of school staff and volunteers as role models around food and eating
- how food is used in celebrations and social settings
- how the school communicates and provides information about food and eating to the broader school community.

The school food policy should be referred to when making decisions about food related activities at school. To ensure it remains current and relevant, it should be reviewed regularly and preferably be a standing item at staff meetings or school council meetings.

Importance of food service procedures

Well documented procedures that detail the day to day operation and management of the school food service are essential in ensuring it operates as efficiently and effectively as possible. It also ensures that the expectations of the school food service are clear and transparent to all members of the school community.

Food service procedures should cover aspects of the day to day operation and management such as:

- school food committee including membership, roles and responsibilities
- operational hours
- financial management options including pricing, stock management, accounting and reporting issues and equipment
- school food service management, including employed staff and volunteers
- staff and volunteer training requirements
- menu
- food safety and hygiene
- occupational health and safety.

A school food service is considered a food business under Tasmanian food safety legislation and therefore has a legal obligation to ensure the food provided is safe to eat. The legislative requirements governing the sale of food in Tasmania are given in the Food Act 2003, which incorporates the Australia New Zealand Food Standards Code. Children are particularly vulnerable to food borne illness, so a school food service must operate at best practice to ensure the provision of safe food. For more information on food safety go to the Food Safety section of the SmartFood Guide.

SmartFood GUIDE



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A WHOLE SCHOOL APPROACH TO EATING WELL

Section 5. Food safety

This is a section of the SmartFood Guide

Overview

Food and nutrition

Management

SmartFood Program:

Policy and procedures

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Menu

Whole school approach

Templates

You can access other sections of the Guide on the School Food Matters website:
www.schoolfoodmatters.org.au



**SCHOOL
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FOOD SAFETY

In this section

Food Safety requirements for the SmartFood Award

Food safe practices

Responsibilities of food handlers

Delivery and storage of food

Handling food

The food service environment

Freezing guidelines

Food safety at school events

Gluten free standard

Food Safety requirements for the SmartFood Award

To complete the Food Safety section of the SmartFood Program, your school needs to:

- Submit a copy of your schools Australian Food Safety Assessment form completed and signed by your local council Environmental Health Officer (EHO).
- Ensure all food service staff and volunteers have the knowledge and skills to handle food safely. Local council websites have access to free online training courses.

To assist your school with its regular EHO inspection, there are example templates in the Templates section of the SmartFood Guide which can be used to document your food safety practices:

- **Template 3** – Cleaning schedule
- **Template 4** – Temperature record



- **Template 5** – Thermometer calibration record
- **Template 6** – Food handler training record

For an editable version go to:

www.schoolfoodmatters.org.au/accreditation/food-safety/

When you register your school food service as a food business with your local council you will receive a Certificate of Food Business Registration. This certificate is renewed annually. You do not need to submit the Certificate of Food Business Registration to complete the Food Safety section of the SmartFood Award.

Food safe practices

All foods must be protected from contamination. There are three categories of contamination:

- **Physical contamination** – foreign objects which have entered the food such as dead insects, glass, plastic, hair or metal. The risks of this type of contamination include choking; cuts to the mouth and the internal body; gastric obstructions; and broken teeth.
- **Chemical contamination** – any number of chemicals, including agricultural and pharmaceutical chemicals, cleaning products, fly spray, rat poison and naturally occurring toxicants and allergens.
- **Biological contamination** – bacterial, viral or parasite contamination that's transferred through saliva, pest droppings, blood or faecal matter. Examples include Salmonella, Listeria, Campylobacter and Noro viruses.¹

Good food safety practices minimise the risks associated with these types of contamination. Follow the manufacturer's storage instructions to be sure food stays safe and suitable for its expected shelf life whilst in the fridge or freezer.

If you have any questions about food safety, please contact your local council EHO or Environmental Health Services (Department of Health) at public.health@health.tas.gov.au or by calling the Tasmanian Public Health Hotline on 1800 671 738.



Responsibilities of food handlers

Table 1: Responsibilities of food handlers

Area	Requirements
Training	<ul style="list-style-type: none">• All food handlers must have skills and knowledge in food safety. Local council websites have free online training courses.• Keep current with any changes in food safety information by completing the training every 2 to 3 years.• Keep records of food safety training that staff and volunteers have completed.
Personal hygiene	<ul style="list-style-type: none">• All food handlers must maintain personal hygiene by:<ul style="list-style-type: none">– washing their hands regularly– wearing minimal jewellery e.g. a plain wedding band only– keeping their fingernails trimmed, clean and free from nail polish or false nails– keeping long hair tied back or wear a hat or hairnet– avoiding touching their nose, mouth, hair and skin; and– wearing an apron.
Staff illness	<ul style="list-style-type: none">• Staff and volunteers who have cold and flu-like symptoms such as fever, cough or sore throat or foodborne illness such as diarrhoea or vomiting should not be handling food. They can pass on illness via the food they touch and should be excluded from food handling duties until they are symptom free for 48 hours.• Food handlers who have wounds such as a skin sore, boil, or an infected cut or abrasion must cover the wound with a coloured, waterproof dressing, and avoid touching the wound during food preparation activities. Staff must wash and dry hands if direct contact with a wound occurs.• Report these illnesses to the school, as per school policy.



All food handlers must wash their hands regularly.

Delivery and storage of food

Table 2: Food safety: delivery and storage of food

Area	Requirements
Deliveries	<ul style="list-style-type: none"> • Buy foods from reputable suppliers. • Check 'use-by' dates and the condition of the packaging. Reject deliveries if items are not within the use-by date or the packaging is damaged e.g. dented cans, gnawed packaging. • Check the temperatures of chilled foods and reject them if they are not cold when they are delivered. • Ensure frozen foods are frozen solid. • The use of home-grown vegetables, fruit or herbs from the school garden is encouraged. Remove any visible dirt and wash before use.
Storage: general	<ul style="list-style-type: none"> • Keep floors clear to aid cleaning and to prevent pests. • Rotate stock.
Storage: chilled	<ul style="list-style-type: none"> • Keep raw and ready to eat foods in separate containers in separate parts of the fridge. • Stock your refrigerator properly e.g. place raw meats on the bottom shelf so juices cannot drip onto other foods. • Keep foods below 5°C – record the temperatures every operational day. The easiest way to do this is to keep a thermometer in the fridge and read the temperature from it. • Follow the manufacturer's instructions on storage conditions and the shelf life of the product after it has been opened. • Code foods with the date when packets are opened. • Home-made products can be kept refrigerated for around 2-3 days.
Storage: frozen	<ul style="list-style-type: none"> • Keep frozen food frozen solid and do not re-freeze if thawed. • Frozen foods can be kept for varying amounts of time; see Table 5 for details. • Code fresh foods with the date they are frozen. • Foods should be dated when removed from the freezer. • Follow manufacturer's instructions for foods purchased frozen: take note of the shelf life and cooking instructions.
Follow the 2 hour / 4 hour rule ²	<ul style="list-style-type: none"> • Potentially hazardous foods can be held out of temperature control for a certain amount of time. • Between 0-2 hours the food can be put back in the fridge (<5°C) and used again later. • If out for between 2 and 4 hours the food must be served. • After 4 hours the food must be discarded. • The time is cumulative and includes preparation time. For example, if you are making sandwiches for display at ambient temperatures, and it takes an hour to make them, you have used 1 of the 4 hours already. The sandwiches could either be displayed for one hour then refrigerated for use the next day or they can be displayed for 3 hours and discarded. • Smell and appearance are not a good guide to food safety or the risk of food poisoning. Bacteria do not spoil a food or create an 'off' odour. • Contact SFM or your local EHO for advice if you are unsure.

Handling food

Table 3: Food safety: handling food

Area	Requirements
Preparation	<ul style="list-style-type: none">• Wash hands before handling food. Ensure it is only handled by gloved hands or by utensils.• Wash fruits and vegetables in running water before cutting and serving them.• Use separate utensils for raw and ready-to-eat foods.• Cover foods prepared in advance with cling wrap or in lidded containers.• Do not use foods past their 'use-by' date.• Defrost foods in the refrigerator, in running cold water or in the microwave.• Use designated sinks for their intended purpose.• Use standard recipes for allergen control.
Cooking	<ul style="list-style-type: none">• Cook foods to 75°C.• Document cooking temperatures every operational day.• Use a probe thermometer to check temperatures. Place the probe into the centre of the food and wait until the reading stabilises.• Calibrate the thermometer every month e.g. check that it is working properly by placing it in iced water: it should show 0°C and then in boiling water, it should show 100°C. If it shows a different temperature, it needs to be repaired or replaced.
Cooling	<ul style="list-style-type: none">• Cool foods to below 5°C within a 6 hour period.• Food can go in the fridge as soon as it stops steaming.• Clearly date and label all food before storing it in the fridge.• Cooling can be accelerated by dividing the food and putting it into smaller containers, standing the container of hot food in cold water or ice, or moving it to a cool place like a storeroom.
Reheating	<ul style="list-style-type: none">• Reheat food until steaming hot throughout.• If using plastic containers, choose 'microwave safe' products.



Use a probe thermometer to check temperatures when cooking

The food service environment

Table 4: *The food service environment*

Area	Requirements
Service / display	<ul style="list-style-type: none"> • When displaying cold foods, use the 2 hour 4 hour rule explained in Table 2. • Keep hot food above 60°C, for example in a bain-marie. • When using a bain-marie, cook/reheat the food first then place it in the bain-marie hot. Do not place cold food to warm in the bain-marie as they warm food slowly and the food will spend too long in the temperature danger zone. • Keep foods covered where possible. For example, serve foods from behind a sneeze guard or serve foods in packages. • Keep food service and money handling separate e.g. use one hand for service and the other for money or have one person for each task.
General cleaning and sanitising	<ul style="list-style-type: none"> • Regularly clean the entire kitchen, including the harder to reach areas. • Keep the kitchen in a clean condition – clean as you go! • Sanitise food contact surfaces and utensils. Heat is the best way to do this such as in a commercial dishwasher, but food grade chemical sanitisers may also be used. • When using chemical sanitisers always follow the manufacturer's instructions and do not mix with other chemicals. • Use a cleaning schedule that details process, products and frequency.
Procedure for sanitising surfaces and equipment with chemical sanitiser	<ul style="list-style-type: none"> • Remove visible dirt and food debris. • Wash with warm soapy water. • Sanitise following the instructions on the sanitiser label. If used incorrectly or mixed with other chemicals, it will not work. Usually a sanitiser is diluted in a sink of water for smaller equipment and sprayed for larger items and surfaces. • Leave to air dry.
Premises	<ul style="list-style-type: none"> • Keep premises free of pests and ensure the kitchen is pest proof with fly screening – where practical, air curtains or tight-fitting doors and windows kept closed. • Check for signs of pests e.g. droppings, gnawed packaging, grease marks on walls. If found, act immediately by reporting it to the school. • The kitchen must have a designated hand-wash basin. • The kitchen should have a double bowl sink for cleaning and sanitising equipment, or a single bowl sink with a dishwasher. • A food preparation sink is also required • Floors, walls, ceilings and work surfaces should be smooth and impervious to water and food particles. • Equipment must be kept in good condition to prevent contamination. If equipment needs to be replaced, alert the school immediately and keep a record of the request. • Relevant food safety posters are available from SFM. • Ensure food safety practices are documented as part of the food service procedures included in the school food policy/s. Keep a copy in the food service area.

Freezing guidelines

Remember to check labels and follow the manufacturer’s instructions for freezing. Below are some examples to guide you. Your freezer should be set at -18°C.

Table 5: Recommended maximum storage times for best quality³

Food item	Storage (months)
Meat, chicken, fish	
Chops and steak	6
Mince	2
Whole chicken (unstuffed)	6
Poultry pieces	3–4
Cooked chicken	1
Fish and seafood	2
Bacon, ham and other cured meats	1
Cooked food	
Casseroles containing meat	2–3
Soup	2–3
Frozen vegetables	6
Stewed or pureed fruit	6
Cooked legumes	6
Stock	2
Muffins, scones and cakes	3
Pies and pastries	2–3
Basic ingredients	
Bread	3
Icecream and sorbet	2–3
Butter and margarine	4
Cheese (best frozen grated)	5
Milk	1
Uncooked egg whites	12
Pastry	6

Food safety at school events

When hosting school events where food and drinks will be provided such as the school fair, refer to and follow the procedures set out in your local council’s temporary food stalls guidelines. Food safety is just as important for school events as it is for the day-to-day running of your school food service. A food stall may need a temporary food registration status. Contact your local council EHO for advice.



Gluten Free Standard

Coeliac Australia (CA) have a 'Gluten Free Standard' which they developed for the Australian food service sector as the best practice for gluten free food preparation. CA urges all food service establishments to implement the Standard when offering gluten free options.

There are three main principles to the Standard:

- **Source** – ensuring all components on the gluten free menu are gluten free.
- **Segregate** – ensuring that all the ingredients are free from cross contamination throughout all stages of meal preparation.
- **Service** – staff training and ensuring clear communication lines between students, families and food service staff.

For more information on the Gluten Free Standard go to:
www.coeliac.org.au

References

1. Australian Institute of Food Safety. Frequently asked questions: What are the different types of food contamination [Internet] [cited 2021 April 27]. Available from: www.foodsafety.com.au/faq/what-are-the-different-types-of-food-contamination
2. Food Standards Australia New Zealand. Safe Food Australia InfoBite: 2-hour/ 4-hour rule [Internet] [cited 2021 April 27]. Available from: www.foodstandards.gov.au/foodsafety/standards/Documents/2hour4hour_Final.pdf
3. Healthy Food Guide. How long can I store frozen food? [Internet] [cited 2021 April 27]. Available from: www.healthyfood.com/resource/freezer-guide/

SmartFood GUIDE



.....
A WHOLE SCHOOL APPROACH TO EATING WELL

Section 6. Menu

This is a section of the SmartFood Guide

Overview

Food and nutrition

Management

SmartFood Program:

Policy and procedures

Food safety

Menu

Whole school approach

Templates

You can access other sections of the Guide on the School Food Matters website:
www.schoolfoodmatters.org.au



**SCHOOL
FOOD**
matters

MENU

In this section

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Designing a SmartFood menu

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Menu requirements for the SmartFood Award

To complete the Menu section of the SmartFood Program, your school needs to:

- Submit your school food service menu for assessment as PLATINUM, GOLD, SILVER or BRONZE (see Table 1 for the menu requirements for each level).

To support menu assessment, your local SmartFood Project Officer will collect information about all the foods, drinks and dishes on your menu and sold over the counter. This will include information on brand names, serve size, nutrition information and recipes.














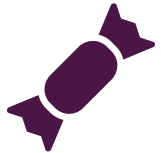




Using this information, a traffic light system based on the Australian Dietary Guidelines (2013) is used to categorise all the foods, drinks and dishes on your food service menu as GREEN, AMBER or RED.

One of our team Dietitians will review your school's menu and give feedback on any changes needed to reach your chosen level of the Award. We encourage schools, wherever possible, to prepare dishes from scratch using local and seasonal ingredients. Your SmartFood Project Officer can support you to make changes to your menu if you would like to aim for a higher SmartFood Award level.

Levels of the SmartFood Program

Table 1: Menu requirements for each level of the SmartFood Program

	 PLATINUM	 GOLD	 SILVER	 BRONZE
 Menu items	 <ul style="list-style-type: none"> • At least 80% GREEN items • No RED items • Meals cooked from scratch using local produce • Sustainability focus 	 <ul style="list-style-type: none"> • At least 60% GREEN items • No RED items 	 <ul style="list-style-type: none"> • At least 50% GREEN items • Less than 10% RED items 	 <ul style="list-style-type: none"> • At least 40% GREEN items • Less than 20% RED items
 Fruit and vegetable snacks	2+	2+	1+	1+
	2 or more (at least 1 fresh)		At least 1	
 RED items	 None	 None	4 No more than 4	8 No more than 8
 Confectionary	 None	 None	2 No more than 2	3 No more than 3
	(included in total count of RED foods)			

The traffic light system

The SmartFood Program uses a traffic light system that is based on the Australian Dietary Guidelines (2013). The traffic light system classifies all food, drinks and dishes on the food service menu as GREEN, AMBER or RED. The system considers the nutritional value and portion size of the food, drink or dish. The table below summarises how the system defines GREEN, AMBER and RED food and drinks.

Table 2: Traffic light system

green

Everyday foods –
choose as often as
possible

G

GREEN food and drinks contain a wide range of nutrients and are low in saturated fat, sugar and sodium (salt).

In SmartFood schools GREEN food and drinks are:

- the main choice on the menu every day
- served in interesting and appealing ways
- promoted and displayed prominently
- the cheapest to buy.

amber

Select carefully –
choose sometimes
and in small
amounts

A

AMBER food and drinks contain some valuable nutrients but contain more energy (kilojoules), saturated fat, sugar and/or sodium (salt) than GREEN items.

In SmartFood schools AMBER food and drinks are:

- less prominent on the menu
- less prominently displayed
- sold in smaller serve sizes
- served with or have GREEN foods added to them where possible
- no cheaper than GREEN foods.

red

Limit – not
recommended
on the menu

R

RED food and drinks are low in valuable nutrients and contain excess energy (kilojoules), saturated fat, sugar and/or sodium (salt).

They are not recommended for sale.

SmartFood nutrient criteria

When planning your food service menu, it is important to know whether each food, drink or dish is classified as GREEN, AMBER or RED. This is based on the item's overall nutritional content and portion size.

Some food and drinks can easily be classified by looking at Table 3, the traffic light table for food, drinks and ingredients. These items do not need any further assessment, for example fresh fruit, which is always GREEN.

Other food, drinks or dishes could be GREEN, AMBER or RED depending on their size, nutritional content or ingredients. These items need to be classified using the SmartFood nutrient criteria, which is shown in Tables 3 to 6. The SmartFood nutrient criteria is used to classify food and drinks based on the information on the nutrition information panel (NIP).

Table 3: Hot food items and mixed dishes assessed per 100g

Hot food items and mixed dishes assessed per 100g		Nutrient criteria			
		Energy (kJ) per 100g	Saturated fat (g) per 100g	Sodium (mg) per 100g	
1.1	Savoury pastries, pizzas, oven-baked potato products, dim sims, spring rolls, cup style noodles, tinned spaghetti and dried packet-ready meals	A	1000kJ or less	5g or less	400mg or less
		R	More than 1000kJ	More than 5g	More than 400mg
1.2	Meat and plant-based products crumbed and non-crumbed (including burgers, patties, strips, balls or nuggets), sausages, frankfurts, saveloys and hot dogs	A	1000kJ or less	5g or less	450mg or less
		R	More than 1000kJ	More than 5g	More than 450mg
1.3	Commercial meals and dishes based on the five food groups: <ul style="list-style-type: none"> • Rice, noodle, pasta dishes • Stews, casseroles, curries • Salads • Egg dishes (without pastry) 	G	750kJ or less	2.5g or less	300mg or less
		A	1000kJ or less	5g or less	450mg or less
		R	More than 1000kJ	More than 5g	More than 450mg
1.4	Soups (commercial) <ul style="list-style-type: none"> • All dried soups are AMBER 	G	–	2g or less	300mg or less
		A	–	More than 2g	More than 300mg

Table 4: *Snack food items assessed per serve*

Snack food items assessed per serve		Nutrient criteria			
		Energy (kJ) per serve	Saturated fat (g) per serve	Sodium (mg) per serve	Fibre (g) per serve
2.1	Sweet snack food, biscuits, slices, balls and bars	A 600kJ or less	3g or less	–	1g or more
		R More than 600kJ	More than 3g	–	Less than 1g
2.2	Savoury snack food, biscuits, crackers, chips and crisps	A 600kJ or less <i>Energy must be 1800kJ or less per 100g</i>	2g or less	200mg or less	–
		R More than 600kJ <i>Energy more than 1800kJ per 100g</i>	More than 2g	More than 200mg	–
2.3	Ice-creams, milk-based ices, custard and dairy desserts	A 600kJ or less <i>Milk listed as the first ingredient</i>	3g or less	–	–
		R More than 600kJ <i>Milk not listed as the first ingredient</i>	More than 3g	–	–
2.4	Un-iced cakes, muffins, sweet pastries, scones or scrolls (plain or sweet)	A 900kJ or less	3g or less	–	1.5g or more
		R More than 900kJ	More than 3g	–	Less than 1.5g
2.5	Unfilled savoury breads, pull-aparts, twists, garlic or herb breads, savoury or vegetable muffins, scones or scrolls	A 900kJ or less	3g or less	300mg or less	–
		R More than 900kJ	More than 3g	More than 300mg	–

Table 5: Ingredients assessed per 100g

Ingredients assessed per 100g		Nutrient criteria		
Category		Energy (kJ) per 100g	Saturated fat (g) per 100g	Sodium (mg) per 100g
3.1 Pasta sauces and simmer sauces	G	–	2g or less	300mg or less
	A	–	More than 2g	More than 300mg
3.2 Processed meats: <ul style="list-style-type: none"> • Luncheon meats - devon, chicken loaf, silverside, pastrami • Free flow chicken meat • Cured meats – ham, bacon • Smoked fish – salmon, trout 	A	1000kJ or less	3g or less	1200mg or less
	R	More than 1000kJ	More than 3g	More than 1200mg
3.3 Corn chips and taco shells	A	2200kJ or less	5g or less	330mg or less
		Serve size 30g or less; must be served with vegetables		
	R	More than 2220kJ	More than 5g	More than 330mg
		Serve size more than 30g; not served with vegetables		
3.4 Dips and salsa: legume, dairy or vegetable based	G	–	2g or less	750mg or less
	A	–	More than 2g	More than 750mg
3.5 Mayonnaise and salad dressings	G	–	3g or less	750mg or less
	A	–	More than 3g	More than 750mg

Table 6: Breakfast cereals assessed per 100g

Breakfast cereals assessed per 100g		Nutrient criteria		
Category		Saturated fat (g) per 100g	Fibre (g) per 100g	Sugar (g) per 100g
4.1 Breakfast cereals not containing dried fruit	G	2g or less	5g or more	20g or less
	R	More than 2g	Less than 5g	More than 20g
4.2 Breakfast cereals containing dried fruit	G	2g or less	5g or more	25g or less
	R	More than 2g	Less than 5g	More than 25g

Criteria applying to all menu items

Intense sweeteners

Intense (artificial) sweeteners are only permitted in milk, yoghurt, custard, dairy desserts and alternatives. These foods are a good source of calcium and evidence shows that many children and young people are not eating enough of these important foods. All other food and drinks containing intense sweeteners are classified as RED.

Any intense sweeteners in a food or drink must be declared in the statement of ingredients on the label. Intense sweeteners are listed under the class name 'sweetener' followed by the specific name or code number in brackets. For example, 'sweetener' (951) or 'sweetener' (aspartame).

Intense sweeteners include:

- Acesulphame potassium (950)
- Advantame (969)
- Alitame (956)
- Aspartame (951)
- Aspartame-acesulphame salt (962)
- Cyclamate (952)
- Erythritol (966)
- Isomalt (953)
- Lactitol (966)
- Maltitol (965)
- Maltitol syrup (965)
- Mannitol (421)
- Monk fruit extract
- Neotame (961)
- Polydextrose (1200)
- Saccharin (954)
- Sorbitol (420)
- Steviol glycosides (960)
- Sucralose (955)
- Thaumatococcus (957)
- Xylitol (967).

Classifying food and drinks using the SmartFood nutrient criteria

To decide if a food, drink or dish is GREEN, AMBER or RED use the following steps:

Step 1

Check the traffic light table:

Go to Table 7 to see if the food, drink or dish is already classified as GREEN, AMBER or RED:

- If yes, you do not need to do any further assessment.
- If no, move on to step 2.



Example: commercial chicken burger patty

The traffic light table shows this product may be AMBER or RED depending on the NIP. Move on to step 2.

Traffic light table for food, drinks and ingredients	Classification		
	GREEN	AMBER	RED
Meat, poultry and fish products			
Meat, poultry and fish products (crumbed and non-crumbed) Commercial e.g. burgers, patties, strips, balls or nuggets		● Meets nutrient criteria 1.2	● Doesn't meet nutrient criteria 1.2

Step 2

Find the NIP:

The NIP is found on most pre-packaged food and gives information about the amount of energy, protein, total fat, saturated fat, carbohydrate, sugars and sodium in the food or drink.

If the manufacturer has made a claim about any other nutrients in the product then that must also be shown on the NIP. For example, if a food has a 'good source of calcium' claim then the amount of calcium in the food must also be shown.

Example: *commercial chicken burger patty*

Nutrition information		
Servings per package: 12		
Serving size: Approx. 69g (1 burger)		
	Quantity per serving	Quantity per 100g
Energy	796kJ	1171kJ
Protein	10.6g	15.6g
Fat, total	11.4g	16.8g
- Saturated	3.6g	5.3g
Carbohydrates	11.4g	16.7g
- Sugar	1.1g	1.6g
Sodium	490mg	720mg

Step 3

Find the correct SmartFood nutrient criteria table:

Go to Tables 3 to 6, and find the correct nutrient criteria table for the food, drink or dish. Find the correct category for the food, drink or dish.

Example: *commercial chicken burger patty.*

- This product is assessed under nutrient criteria 1.2.

Step 4

Work out whether to assess per 100g or per serve:

Using the correct SmartFood nutrient criteria and category, check to see whether the food, ingredient or dish is assessed per serve or per 100g.

Example: *commercial chicken burger patty*

- The nutrient criteria table tells us that this product is assessed per 100g.

Step 5

Compare the information in the NIP against relevant SmartFood nutrient criteria:

Using the NIP for the food, drink or dish, compare it against the correct SmartFood nutrient criteria and category to work out if it is GREEN, AMBER or RED.

Example: *commercial chicken burger patty*

This product is RED. It does not meet AMBER requirements for any of the three criteria.

Hot food items and mixed dishes assessed per 100g		Nutrient criteria		
Category		Energy (kJ) per 100g	Saturated fat (g) per 100g	Sodium (mg) per 100g
1.2 Meat and plant-based products crumbed and non-crumbed (including burgers, patties, strips, balls or nuggets), sausages, frankfurts, saveloys and hot dogs	A	1000kJ or less	5g or less	450mg or less
	R	More than 1000kJ	More than 5g	More than 450mg

Nutrition information		
Servings per package: 12		
Serving size: Approx. 69g (1 burger)		
	Quantity per serving	Quantity per 100g
Energy	796kJ	1171kJ
Protein	10.6g	15.6g
Fat, total	11.4g	16.8g
- Saturated	3.6g	5.3g
Carbohydrates	11.4g	16.7g
- Sugar	1.1g	1.6g
Sodium	490mg	720mg

The traffic light table for food, drinks and ingredients

The traffic light table (Table 7) includes a range of food, drinks and ingredients organised by food group or category. It visually represents the classification of foods as GREEN, AMBER or RED using the traffic light system.

The traffic light table includes:

- Breads, cereals and alternatives
- Grains, rice, noodles and pasta
- Vegetables
- Fruit
- Meat, poultry and fish products
- Legumes, lentil, nuts, seeds and other meat alternatives
- Dairy and alternatives

- Mixed meals – hot or cold dishes
- Savoury snack foods
- Sweet snack foods
- Ice creams and icy poles
- Drinks
- Fats and oils
- Sauces, dressings, dips and spreads
- Miscellaneous ingredients and condiments

Please note: in the table below, we use the term 'one serve of vegetables'. This is equivalent to ½ cup cooked vegetables, 1 cup salad vegetables or 1 small potato.

Table 7: Traffic light table for food, drinks and ingredients

Traffic light table for food, drinks and ingredients	Classification		
	GREEN	AMBER	RED
Breads, cereals and alternatives			
Bread, rolls, bagels, burritos, English muffins, focaccia (plain), lavash, pita, tortillas, soft tacos, Lebanese bread, Turkish bread Including wholemeal, wholegrain, white high fibre, white, rye and gluten free varieties	●		
Raisin and fruit bread or buns and glazed hot cross fruit buns	● No icing		
Crumpets, pancakes and pikelets (plain, vegetable or fruit)	●		
Corn chips and taco shells		● Meets criteria 3.3	● Doesn't meet nutrient criteria 3.3
Breakfast cereals: Not containing dried fruit	● Meets nutrient criteria 4.1		● Doesn't meet nutrient criteria 4.1
Breakfast cereals: Containing dried fruit	● Meets nutrient criteria 4.2		● Doesn't meet nutrient criteria 4.2






















Traffic light table for food, drinks and ingredients	Classification		
	GREEN	AMBER	RED
Grains, rice, noodles and pasta			
Grains (plain) e.g. couscous, polenta, cracked wheat, burghul, quinoa, barley, semolina, buckwheat, oats	●		
Rice (plain) e.g. brown, white, wild	●		
Fresh or dried noodles (plain) e.g. udon, vermicelli, Singapore, hokkien, soba, ramen	●		● Deep-fried
Sushi, rice paper rolls and cold rolls	●		
Noodle cups		● Meets nutrient criteria 1.1	● Doesn't meet nutrient criteria 1.1
Pasta (plain) e.g. wholemeal, white, gluten-free	●		
Tinned spaghetti		● Meets nutrient criteria 1.1	● Doesn't meet nutrient criteria 1.1
Vegetables			
Fresh vegetables	● Choose seasonal when possible		
Frozen vegetables	●		
Canned vegetables	● Choose reduced salt when possible		
Pickled/ dried vegetables e.g. olives, onions, gherkins, sundried tomatoes		●	
Baked potato	● No added fat or only small amounts of poly- or monounsaturated fats/oil added		● Served with sour cream or cream
Oven-baked potato products e.g. wedges, chips, gems, hash browns		● Meets nutrient criteria 1.1	● Doesn't meet nutrient criteria 1.1






















Traffic light table for food, drinks and ingredients

	Classification		
	GREEN	AMBER	RED
Fruit			
Fresh fruit	● Choose seasonal when possible		
Frozen fruit	●		
Canned or in tubs including fruit puree	● In natural juice	● In syrup or with added sugar	
Dried fruit		● No added sugar	
Fruit leathers and other dried fruit-based items		● 100% fruit	● Less than 100% fruit
Crystallised or glacé fruit e.g. cherries, ginger			●
Coconut (fresh or dried)		● Used sparingly in a product/dish that meets relevant nutrient criteria	● Used in large amounts or in a product/dish that doesn't relevant nutrient criteria
Meat, poultry and fish products			
Lean meat, poultry and fish (plain, fresh or frozen): <ul style="list-style-type: none"> • Red meat e.g. beef, lamb, pork, veal, kangaroo • Poultry e.g. chicken, turkey • Fish and crustacea e.g. prawn, crab 	● Lean meat without visible fat e.g. chicken breast or thigh, reduced fat mince	● With visible fat or skin e.g. chicken wings or drumsticks, regular mince	● Deep-fried
Canned fish e.g. salmon, tuna, sardines, herring	● Canned in spring water	● Canned in brine, oil or flavoured	
Eggs	●		● Fried or cooked with cream
Meat, poultry and fish products (crumbed and non-crumbed) Commercial e.g. burgers, patties, strips, balls or nuggets		● Meets nutrient criteria 1.2	● Doesn't meet nutrient criteria 1.2
Meat poultry and fish products (crumbed and non-crumbed) School-made e.g. burgers, patties, strips, balls or nuggets	● All GREEN ingredients or some AMBER ingredients with at least one serve or three different fruit or vegetables (no RED ingredients)	● AMBER ingredients with no fruit or vegetables (no RED ingredients)	● Contains RED ingredient/s

Traffic light table for food, drinks and ingredients	Classification		
	GREEN	AMBER	RED
Sausages, frankfurts, saveloys and hot dogs		● Meets nutrient criteria 1.2	● Doesn't meet nutrient criteria 1.2
Sausage mince			●
Processed meats: <ul style="list-style-type: none"> • Luncheon meats e.g. fritz, devon, chicken loaf, silverside, pastrami • Free flow chicken meat e.g. ready to eat, diced chicken • Cured meats e.g. bacon, ham, prosciutto • Smoked fish e.g. smoked salmon, trout 		● Meets nutrient criteria 3.2	● Doesn't meet nutrient criteria 3.2
Legumes, lentils, nuts, seeds and other meat alternatives			
Legumes and lentils (dried or canned) e.g. chickpeas, kidney beans, cannellini beans, borlotti beans, brown lentils	● Choose reduced salt when possible		
Baked beans	● Choose reduced salt when possible		
Plant-based products (crumbed and non-crumbed) Commercial e.g. falafels, soy, legume, lentil or other plant-based burgers, patties, strips, balls, nuggets, sausages		● Meets nutrient criteria 1.2 Grilled or baked	● Doesn't meet nutrient criteria 1.2
Plant-based products (crumbed and non-crumbed) School-made e.g. falafels, soy, legume, lentil or other plant-based burgers, patties, strips, balls, nuggets, sausages	● All GREEN ingredients or some AMBER ingredients with at least one serve or three different fruit or vegetables (no RED ingredients) Grilled or baked	● AMBER ingredients with no fruit or vegetables (no RED ingredients) Grilled or baked	● Contains RED ingredient/s
Tofu (silken or firm) and tempeh	● Plain, unflavoured	● Flavoured or marinated Meets nutrient criteria 1.2	● Flavoured or marinated Doesn't meet nutrient criteria 1.2
Nuts* and seeds e.g. sesame, poppy, pepitas, sunflowers, linseed *check school policy	● Raw, unsalted or dry roasted	● Salted or roasted	

Traffic light table for food, drinks and ingredients

	Classification		
	GREEN	AMBER	RED
Dairy and alternatives			
Yoghurt: plain or flavoured	 Reduced fat	 Full fat	 With added confectionary
Cheese e.g. cheddar, mozzarella, swiss, feta, parmesan, haloumi, cottage, ricotta	 Reduced fat	 Full fat	
Cream cheese	 When served with GREEN foods in small amounts Choose reduced fat when possible	 When served with AMBER foods in small amounts Choose reduced fat when possible	 When served with RED foods or when used in large amounts
Custard and dairy desserts		 Meets nutrient criteria 2.3	 Doesn't meet nutrient criteria 2.3
Mixed meals – hot or cold dishes			
Mixed meals based on the five food groups Commercial • Rice, noodle, pasta dishes • Stews, casseroles, curries • Salads • Egg dishes (without pastry) e.g. fried rice, stir-fry, spaghetti bolognaise, Caesar salad, frittata, zucchini slice	 Meets GREEN nutrient criteria 1.3	 Meets AMBER nutrient criteria 1.3	 Doesn't meet AMBER nutrient criteria 1.3
Soups Commercial e.g. canned, packet, tetra-packs, ready to eat	 Meets nutrient criteria 1.4	 All dried soups Doesn't meet nutrient criteria 1.4	
Savoury pastries Commercial e.g. meat pies, vegetable pies, sausage rolls, pasties, quiches, triangles and samosas		 Meets nutrient criteria 1.1	 Doesn't meet nutrient criteria 1.1
Pizza Commercial		 Meets nutrient criteria 1.1	 Doesn't meet nutrient criteria 1.1
Spring rolls, dim sims and dumplings Commercial		 Meets nutrient criteria 1.1	 Doesn't meet nutrient criteria 1.1

Traffic light table for food, drinks and ingredients	Classification		
	GREEN	AMBER	RED
Mixed meals based on the five food groups School-made <ul style="list-style-type: none"> • Soup • Spring rolls, dim sims, dumplings • Rice, noodle, pasta dishes • Stews, casseroles, curries • Salads • Egg dishes (without pastry) 	 All GREEN ingredients or some AMBER ingredients with at least one serve or three different types of fruit or vegetable (no RED ingredients)	 AMBER ingredients with less than one serve or three different types of vegetables (no RED ingredients)	 Contains RED ingredient/s
Savoury pastries School-made	 Filo pastry, lean meat /legumes and vegetables (no RED ingredients)	 Reduced fat pastry, lean meat/legumes and vegetables (no RED ingredients)	 Contains RED ingredient/s
Pizza School-made	 All GREEN ingredients or some AMBER ingredients with at least one fruit or vegetable topping (no RED ingredients)	 Some AMBER ingredients with no fruit or vegetable topping (no RED ingredients)	 Contains RED ingredient/s
Savoury snack foods			
Popcorn	 Plain, air-popped with nothing added	 Commercial pre-popped Meets nutrient criteria 2.2	 Commercial pre-popped Doesn't meet nutrient criteria 2.2
Crispbreads, biscuits, crackers, grissini, bread sticks, corn and rice cakes (plain and unflavoured)		 Meets nutrient criteria 2.2	 Doesn't meet nutrient criteria 2.2
Potato, grain, vegetable and legume-based chips and crisps		 Meets nutrient criteria 2.2	 Doesn't meet nutrient criteria 2.2
Un-filled savoury breads, pull-aparts, twists, garlic or herb bread, savoury or vegetable scones or scrolls School-made	 All GREEN ingredients or some AMBER ingredients with at least one fruit or vegetable (no RED ingredients)	 AMBER ingredients with no fruit or vegetables (no RED ingredients)	 Contains RED ingredient/s
Un-filled savoury breads, pull-aparts, twists, garlic or herb bread, savoury or vegetable scones or scrolls Commercial		 Meets nutrient criteria 2.5	 Doesn't meet nutrient criteria 2.5

**Traffic light table for food, drinks
and ingredients**

	Classification		
	GREEN	AMBER	RED
Sweet snack foods			
Fruit jelly		● 99% fruit juice with no added sugar and less than 250mL in size	● Less than 99% fruit juice or with added sugar or more than 250mL in size
Sweet biscuits, slices, balls and bars Commercial e.g. cereal-based bars, nut and seed bars, fruit-filled bars, muesli bars, bliss balls		● Meets nutrient criteria 2.1	● Doesn't meet nutrient criteria 2.1
Un-iced cakes, muffins, sweet pastries, scones or scrolls (plain or sweet) Commercial		● Meets nutrient criteria 2.4	● Doesn't meet nutrient criteria 2.4
Un-iced cakes, muffins, sweet pastries, scones or scrolls (plain or sweet), biscuits, slices, bars or balls School-made	● Made with GREEN ingredients (no RED ingredients)	● Recipe meets nutrient criteria 2.4	● Recipe doesn't meet nutrient criteria 2.4
Confectionary e.g. boiled lollies, cough lollies, 100s and 1000s, liquorice, soft lollies, icing, chocolate or carob (including choc chips and coated), yoghurt coated			● Sold separately or added to products
Ice creams and icy poles			
Ice creams and milk-based ices		● Meets nutrient criteria 2.3	● Doesn't meet nutrient criteria 2.3 With added confectionary
Fruit ice blocks and icy poles		● 99% fruit juice with no added sugar and less than 125mL in size	● Less than 99% fruit juice or with added sugar or more than 125mL in size
Drinks			
Water (plain) e.g. tap, spring, mineral, sparkling	●		
Flavoured water		● Contains flavours and/or additives that provide a specific safety or stability function not listed in the RED criteria	● With added sugar, intense sweetener, colours, sodium, caffeine, quinine or any other ingredient that provides energy

Traffic light table for food, drinks and ingredients	Classification		
	GREEN	AMBER	RED
Plain milk: cows milk and plant-based alternatives e.g. soy, rice, oat, nut milks	● Full fat or reduced fat Choose calcium fortified plant-based milks when possible		
Flavoured milk: cows milk and plant-based alternatives		● Less than 600mL Full fat or reduced fat	● More than 600mL
Plain milk flavoured with syrup, topping, powder or flavoured straws		● Less than 600mL Full fat or reduced fat	● More than 600mL
Coffee-flavoured milk drinks <i>High school and College only</i>		● Less than 375mL Full fat or reduced fat	● More than 375mL Contains guarana
Coffee: <i>College only (Yr 11–12)</i>		● Less than 250mL, one shot of coffee and made with milk (full fat or reduced fat)	● More than 250mL, more than one shot of coffee, or not made with milk (e.g. espresso)
Energy drinks			●
Milk and fruit smoothies and modified milk drinks: cows or plant-based alternatives	● School-made with all GREEN ingredients, encourage less than 375mL serve	● Less than 600mL and less than 900kJ per serve	● More than 600mL or more than 900kJ per serve
Fruit and/or vegetable juice		● 99% fruit/vegetable juice with no added sugar and less than 250mL size (primary school) or 350mL size (high school)	● Less than 99% fruit/vegetable juice or with added sugar or more than 250mL size (primary school) or 350mL size (high school)
Sparkling fruit and/or vegetable juice		● 99% fruit/vegetable juice with no added sugar and less than 250mL size	● Less than 99% fruit/vegetable juice or with added sugar or more than 250mL size
Ice crushes and slushies		● 99% fruit juice with no added sugar and less than 200mL in size	● Less than 99% fruit juice or with added sugar or more than 200mL in size
Fermented drinks e.g. Kombucha			● As per Tasmanian Department of Education Policy

**Traffic light table for food, drinks
and ingredients**

	Classification		
	GREEN	AMBER	RED
Fats and oils			
Poly- and monounsaturated margarine, spreads and oils e.g. grapeseed, olive, canola, sunflower, soya bean, sesame, peanut, safflower		● Use in small amounts	
Butter			● Full fat or reduced fat
Other fats, spreads and oils e.g. tallow, lard, copha, coconut oil, ghee, palm oil, blended vegetable oil, dairy blend spreads			● Full fat or reduced fat
Cream, sour cream and coconut cream			● Full fat or reduced fat
Sauces, dressings, dips and spreads			
Sauces e.g. gravy, tomato, sweet chilli, BBQ, mustard, soy, oyster, hoisin, satay* *check school policy		● Choose reduced salt where possible	
Relish and pickles		●	
Pasta sauces and simmer sauces e.g. chicken, Mexican, Indian, Asian cooking sauces, curry pastes	● Meets nutrient criteria 3.1	● Doesn't meet nutrient criteria 3.1	
Mayonnaise and salad dressings e.g. French, Italian, aioli, ranch, thousand island	● Meets nutrient criteria 3.5	● Doesn't meet nutrient criteria 3.5	
Dips and salsa: legume, dairy or vegetable based e.g. hommus, tzatziki, french onion, eggplant, beetroot, pesto	● Meets nutrient criteria 3.4	● Doesn't meet nutrient criteria 3.4	
Spreads e.g. jam, honey, maple syrup, yeast spreads, fish, meat and chicken pastes		●	● Chocolate spread
Nut and seed pastes, butters and spreads* *check school policy	● 99% nuts or seeds with no added salt, sugar or fat	● Less than 99% nuts or seeds	● With added confectionary

Traffic light table for food, drinks and ingredients

Classification

GREEN

AMBER

RED

Miscellaneous ingredients and condiments

Herbs and spices: fresh and dried	● No added salt, sugar or fat		
Herb and spice mixes or rubs	● No added salt, sugar or fat	● With added salt, sugar or fat	
Stock: liquid, powder or cubed e.g. chicken, beef, fish or vegetable		● Choose reduced salt where possible	
Pastry	● Filo pastry	● Reduced fat pastry	● Full fat pastry
Flour: grain, legume or nut* flour e.g. white or wholemeal wheat, rice, buckwheat, oat, spelt, chickpea, lentil, almond, hazelnut *check school policy	●		
Coconut flour		● Used in small amounts in dishes that meet the relevant AMBER nutrient criteria	● Used in dishes that don't meet the relevant nutrient criteria or used in dishes with other RED ingredients
Tomato paste	● No added salt	● Choose reduced salt where possible	
Coconut milk	● Used in small amounts in dishes that meet the relevant GREEN nutrient criteria Choose reduced fat when possible	● Used in small amounts in dishes that meet the relevant AMBER nutrient criteria Choose reduced fat when possible	● Used in large amounts in dishes that don't meet the relevant nutrient criteria or used in dishes with other RED ingredients
Croutons	● School-made with no added fat or only small amounts of poly- or monounsaturated fats/oil added AND no added salt	● Commercial	

Designing a SmartFood menu

Use these simple tips to design an interesting and tasty SmartFood menu. A well-designed menu makes choosing GREEN foods and drinks the easy choice.

Let GREEN foods dominate the menu

offer a range of seasonal fruit and vegetable snacks

SmartFood School

Term 1 Menu

We are open for recess and lunch on Wednesday, Thursday and Friday.

Recess

Seasonal fresh fruit	\$0.50	Pikelets (2)	\$0.50
Veggie sticks with dip	\$1.00	Yoghurt with berries	\$1.00
Popcorn bag	\$0.50	Rice crackers and cheese	\$1.50
Small cheesy garlic roll	\$1.50	Mini fruit muffin	\$1.50

Lunch

Chicken & veggie fried rice	\$4.50	<u>Toasted sandwiches</u> White, wholemeal or multigrain	
Pasta bolognaise	\$4.50		
Salad box		Select salad fillings: Cheese, ham, chicken, tomato, pineapple	\$3.00
<i>Lettuce, grated carrot, cucumber, tomato, beetroot, capsicum, cheese</i>	\$3.00		
<i>Add ham, chicken, egg or tuna</i>	\$3.50	Hot cheese roll	\$2.00
Hawaiian pizza	\$3.00	<u>Fresh rolls or sandwiches</u> White, wholemeal or multigrain	
<i>Pizza base topped with tomato sugo, lean ham, pineapple, capsicum and cheese</i>			
BBQ chicken pizza	\$3.00	Select salad fillings: Lettuce, grated carrot, cucumber, tomato, beetroot, capsicum, cheese	\$2.50
<i>Pizza base topped with BBQ sauce, cooked chicken, capsicum, spinach and cheese</i>		<i>Add meat or alternative:</i> Ham, chicken, tuna, egg	\$0.50
Fish wrap	\$4.50		
<i>Crumbed fish fillet with coleslaw, cucumber and tomato served in a wrap</i>			

GREEN up AMBER items where possible

if offering AMBER food and drinks, choose smaller sizes

Drinks

Bottled water (600mL)	\$1.00	Snacks (lunch only)	
Plain milk (250mL)	\$1.20	Tub seasonal fruit salad	\$1.00
Flavoured milk (250mL) <i>Chocolate or strawberry</i>	\$2.00	Wedges (serve of 8) with Greek yoghurt	\$2.00
		Frozen yoghurt <i>Strawberry or raspberry</i>	\$2.00

Make sure AMBER items don't have a price advantage. Keep GREEN items cheaper where possible

Tips to GREEN up your menu

Let GREEN dominate

Fill the menu with a range of tasty and interesting GREEN meals, snacks and drinks.

snacks



fruit pikelets*



corn on the cob



vegetable wraps



sushi



reduced fat yoghurt with berries



air popped popcorn



vegetable sticks served with dip



school-made garlic bread*



frozen fruit chunks (melon, grapes...)



reduced fat cheese & AMBER crackers



raisin toast



fruit salad



school-made pizza scroll*



school-made savoury muffin*



fruit kebab

meals



toasted sandwiches



vegetable soup (with a bread roll)*



spaghetti bolognese*



vegetable prittata*



salad tub with ham, tofu, tuna or egg



school-made pizza with lots of vegetables*



jacket potato with chilli con carne or bolognese*



fried rice*



meatball sub*



chicken breast burger and vegetables

drinks



school-made smoothie*



plain milk



unflavoured water (still or sparkling)

* See SFM website for recipe

Choose the GREEN choice

Many menu items can be GREEN, AMBER or RED depending on the nutritional content of the food, the size or the ingredients. Choose the GREEN option whenever possible.



GREEN-ing up AMBER items:

Some AMBER commercial products can be made GREEN by adding at least three fruit or vegetables, for example:



Good to know:
Commercial pastry products such as pies, sausage rolls or pasties cannot be made GREEN.

SmartFood ingredient swaps

GREEN-ing up a pizza

Full fat cheese



Reduced fat cheese

Bacon or salami

(doesn't meet nutrient criteria 3.2)



Ham or school cooked chicken

(meets nutrient criteria 3.2)

No vegetables or fruit toppings



*Add plenty of vegetable
or fruit toppings*

(try mushrooms, capsicum, tomato, pineapple,
olives, zucchini or spinach)

GREEN-ing up a Mexican dish

Corn chips

(doesn't meet nutrient criteria 3.3)



Corn chips

(meets nutrient criteria 3.3 for AMBER option)

*Soft taco shells, tortillas
or pita bread*

(for a GREEN option)

Full fat cheese



Reduced fat cheese

Sour cream



*Reduced fat natural
or Greek yoghurt*

Commercial salsa or taco sauce



School-made salsa

(using fresh herbs and vegetables such as tomato,
red onion and capsicum)

*Commercial Mexican spice mix
(with added salt)*



School-made Mexican spice mix

(using fresh or dried herbs and spices
with no added salt)

Minimal vegetables



*Add plenty of vegetables
and/or beans*

(try kidney beans or black beans, corn,
capsicum or avocado)

GREEN-ing up a pasta dish

Regular mince	➔	Lean mince
Commercial pasta sauce	➔	Choose a GREEN option using nutrient criteria 3.1
Tinned tomatoes or tomato paste	➔	Choose no added salt or salt reduced
Full fat cheese	➔	Reduced fat cheese
Minimal vegetables	➔	Add plenty of vegetables (try onion, tomatoes, carrot, celery, mushroom, zucchini or capsicum)

GREEN-ing up a stir-fry, rice or noodle dish

Asian flavour sauces	➔	Use reduced salt options where possible
Meat	➔	Use lean meat or poultry with skin removed and visible fat trimmed or try tofu
Fried noodles	➔	Choose plain, dried or fresh noodles
Minimal vegetables	➔	Add plenty of vegetables (try carrot, Asian greens, Chinese cabbage, celery, capsicum, mushrooms or broccoli)

GREEN-ing up a curry, casserole or soup

Stock	➔	Use reduced salt or no added salt options where possible or homemade
Commercial simmer sauce	➔	Choose a GREEN option using nutrient criteria 3.1
Meat	➔	Use lean meat or poultry with skin removed and visible fat trimmed or try adding legumes or lentils
Rice	➔	Try a variety of grains (try white, brown or wild rice, quinoa or barley)

Coconut cream



Use small amounts of reduced-fat coconut milk. Be sure to add plenty of vegetables.

Minimal vegetables



Add plenty of vegetables (try pumpkin, sweet potato, kale or spinach)

Sweet baked items

Icing or frosting



Replace with yoghurt or remove altogether

Cream



Reduced fat yoghurt or ricotta

Butter



Polyunsaturated or monounsaturated oil or spread

Sugar



Reduce the amount used and replace with fresh or tinned fruit for sweetness

White flour



Use a mix of wholemeal and white flour or add fibre by using oats

No fruit or vegetables



Add fruit or vegetables where possible (try carrot, zucchini, beetroot, pumpkin, apple, pineapple, banana or berries)

Full-fat pastry



Replace with filo pastry with a light spray of polyunsaturated or monounsaturated oil


Choc chips or other confectionary



Remove or replace these ingredients as they will make your recipe RED. (try dried fruit, fresh berries or seeds instead)

For recipe ideas:
www.schoolfoodmatters.org.au/school-canteen/recipe-ideas/

Good to know:
 School-made baked items are classified by assessing the recipe against nutrient criteria 2.4. By keeping the portion size of these items small, they are more likely to be classified as AMBER.



SmartFood GUIDE



.....
A WHOLE SCHOOL APPROACH TO EATING WELL

Section 7. Whole school approach

This is a section of the SmartFood Guide

Overview

Food and nutrition

Management

SmartFood Program:

Policy and procedures

Food safety

Menu

Whole school approach

Templates

You can access other sections of the Guide on the School Food Matters website:
www.schoolfoodmatters.org.au



**SCHOOL
FOOD**
matters

WHOLE SCHOOL APPROACH

In this section

Whole School Approach requirements for the SmartFood Award

The school food service as part of a whole school approach

Move Well Eat Well and the SmartFood Program

Fundraising ideas

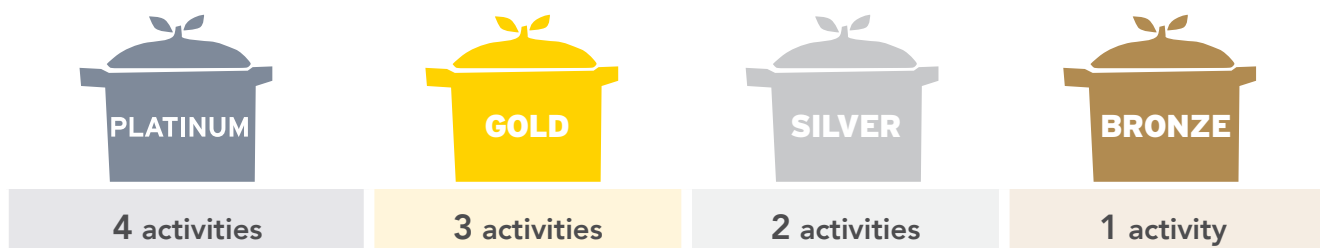


Whole School Approach requirements for the SmartFood Award

To complete the Whole School Approach section of the SmartFood Program, your school needs to:

- Submit evidence of activities that support your whole school approach to food and eating.

The number of activities you need to submit will depend on the level of Award your school is aiming to achieve:



At least **1 activity** must link the school food service to curriculum, teaching and learning.

For **PLATINUM** at least **2 activities** must link to sustainability practices within the school food service.

Activities could include:

- linking with curriculum, teaching and learning
- linking with local producers or the school garden
- creating a designated eating area for students to sit and eat
- students volunteering in the school food service
- celebrating diversity in the school community through the food service menu
- linking with other school health promotion programs such as Move Well Eat Well, Stephanie Alexander Kitchen Garden Program or 24 Carrot Garden Program
- marketing of GREEN food and drinks by the school food service
- involving the food service in school events, celebrations or activities
- sustainability practices such as composting, recycling, worm farming, reducing packaging or using reusable crockery and cutlery.

If you are a Move Well Eat Well Award School, you can use some of the great work that you have already documented and submit it when applying for the SmartFood Award.

Evidence of activities can be provided by completing and submitting the example template in the Templates section of the SmartFood Guide:

- Template 7 – Whole school approach activity

For an editable version go to:

www.schoolfoodmatters.org.au/accreditation/whole-school-approach/

You could also have a discussion with your local SmartFood Project Officer about your activity or supply additional documentation such as a newsletter article, photos, lesson plans or examples of student work.

The school food service as part of a whole school approach

The SmartFood Award ensures that a school is operating its food service as part of a whole school approach to food and eating. This means that students and families are given consistent messages about food and eating across all aspects of the curriculum, school environment, activities and events.

Ideas to link the school food service with curriculum, teaching and learning

Try these ideas:

- Classify food and drinks on the menu and present as a mind map, collage, report or bar graph. Menu items could be grouped into different food groups, for example fruit, vegetables or breads and cereals or grouped depending on where the item comes from, for example farm, supermarket, local shops or school grown.
- Participate in “a tasting” of fruit and vegetables available on the food service menu. Collect information on student preferences through a survey and present as a graph, photo presentation, scripted play or science report.
- Use the Food and Nutrition section of the SmartFood Guide to evaluate the menu. This section is underpinned by the Australian Dietary Guidelines (2013) and the Australian Guide to Healthy Eating (2013).
- Learn about school food in the past. Investigate and report on what school food services like the canteen or tuckshop were like when their grandparents went to school. What types of foods were sold; how much did things cost; how have school food services changed over time; what was available then that isn't now?
- Investigate school food services in other countries. How do factors such as culture, religion, climate and government affect the types of foods provided or sold?

Whole school approach

- Learn about food safety and hygiene associated with food preparation by visiting the school food service. Write, draw or act out the steps needed to prepare and serve food safely.
- Design and make a simple snack based on GREEN foods using safe food handling practices.
- Develop a 'what if...' scenario outlining what happens if For example, what if foods are stored incorrectly, people don't wash their hands, raw foods are stored next to cooked foods – what changes are needed in the process?
- Discuss factors that affect food choices, for example personal preferences, culture, food marketing, availability and how these impact on personal food choices at school. Discuss how these choices affect the health and wellbeing of children and adolescents in Australia.
- Investigate whether the school food service caters for diversity within the school community, for example students who are vegetarian, have food allergies or intolerances or make food choices based on their culture or religion. If not, how could it be improved?
- Design a school health promotion campaign promoting healthy eating and physical activity. Look at ways to promote this message at school, such as through the school food service and to the wider community.
- Investigate the enablers and barriers to healthy eating and how these impact on the health and wellbeing of the school community. What role does the school food service have in promoting healthy foods?
- Using the school vegetable or herb garden, determine the plot size required to grow a certain amount of food.

Ideas to link the food service with the school environment

Try these ideas:

- Develop a school vegetable and herb garden or link in with an existing garden program. Use produce in the school food service and/or in classroom cooking activities.
- Link the food service with Nude Food days promoting wrapper free lunchbox foods, by offering a menu based on everyday foods with limited packaging.
- Develop a designated eating area in the school that encourages students and staff to sit together and share a meal.
- Link the food service with any existing sustainability programs in the school such as recycling waste materials, composting, worm farming or limiting the use of single use plastics.

Ideas to link the food service with the wider school community

Try these ideas, remembering to promote GREEN, limit AMBER and omit RED food and drink choices:

- Promote popular GREEN recipes from the school food service in the school newsletter or social media.
- Cater for school events such as the athletics carnival, school socials, staff meetings or school BBQs.
- Connect with local retailers and growers, such as fruit and vegetable, meat or fish producers to source fresh food and ingredients to use in the school food service.

Move Well Eat Well and the SmartFood Program

The Move Well Eat Well Program and the SmartFood Program support each other through a shared vision. Both programs encourage the availability of food and drinks consistent with the Australian Dietary Guidelines (2013) and aim to create a school culture and environment that empowers children to make choices that supports their health and wellbeing. If you are a Move Well Eat Well Award School, you can use some of the great work that you have already documented and submit it when applying for the SmartFood Award. If you are a Move Well Eat Well member, you can access a range of curriculum materials on the Move Well Eat Well website. Some of these activities could also contribute towards the Whole School Approach section of the SmartFood Award. By completing the SmartFood Program you will be well on the way to meeting the MWEW limit 'sometimes' foods criterion!

For more information on the Move Well Eat Well Program go to:

www.movewelleatwell.tas.gov.au

Fundraising ideas

Traditional school fundraising activities such as chocolate drives, cake stalls and sausage sizzles do not support a whole school approach that promotes healthy eating. These options promote food choices that are not in the best health interests of students, families or the community.

Fundraising events should, when possible:

- encourage food and drinks consistent with the Australian Dietary Guidelines (2013)
- encourage physical activity
- involve the whole school community
- provide social opportunities

- be consistent with the school food policy
- enable the school to be a positive role model
- be consistent with food and eating messages in curriculum, teaching and learning
- compliment the philosophy of the school food service
- not place pressure on families to purchase non-essential or luxury items.

Food fundraising events

Below are some examples of food related fundraising activities that have been profitable for Tasmanian schools:

- **BBQs** – offering a range of alternatives to a traditional sausage sizzle such as veggie burgers, chicken kebabs and barbecued corn and other vegetables
- **soup days** – using vegetables and herbs from the school garden
- **cookbooks and calendars** – celebrating fruit and vegetable-based recipes from the school community
- **apple slinky machines** – using the machine to slink the apple for a small charge and/or measuring the length of the slink as a competition
- **special food days** – celebrating special events or activities. For example, providing fruit smoothies from the food service during National Healthy Bones Week.

Non-food fundraising events

Below are some examples of non-food related fundraising events that have been profitable for Tasmanian schools:

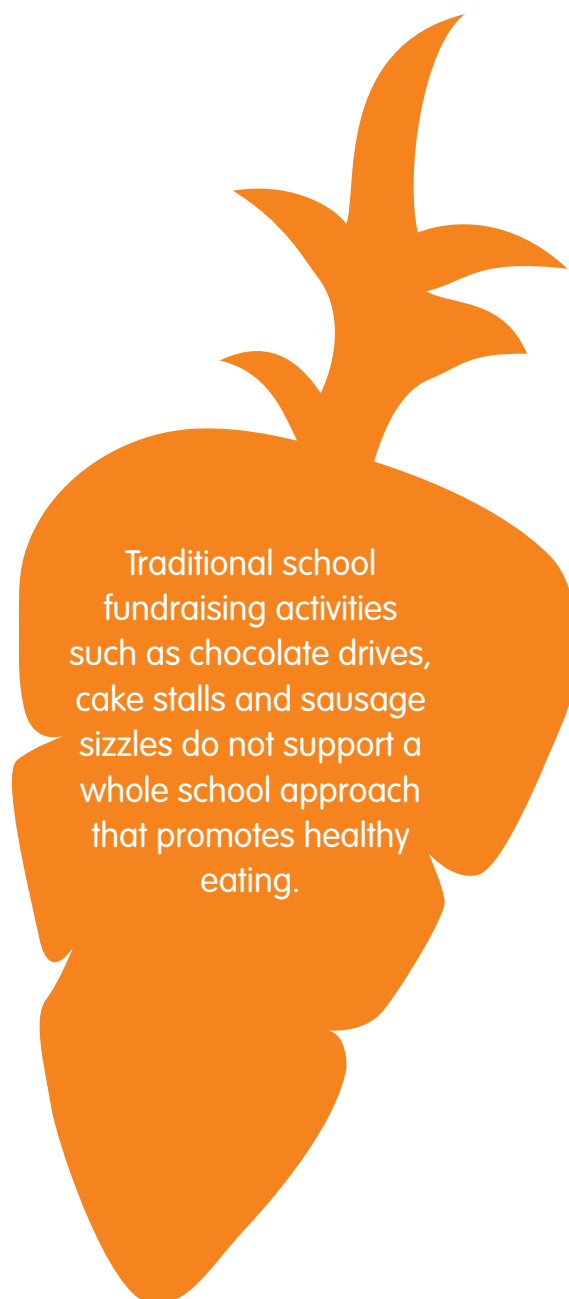
- **cinema night** – some cinemas offer discounted group tickets which can be sold to the school community or you can hold a movie social night
- **trivia night** – involve the whole community and consider including an auction or raffle
- **school concert** – arrange for the school band or drama group to put on an annual performance

Whole school approach

- **school fete** – the school food service could run a stall enabling community members to taste items being offered on the menu
- **school stalls** – such as a Mother’s Day or Father’s Day stall
- **second-hand book stalls** – ask the community for book donations
- **bulb drives** – support a local Tasmanian bulb grower.

If providing refreshments at any fundraising events, remember to promote GREEN, limit AMBER and omit RED food and drink choices to be consistent with the school food policy.

If you are a Move Well Eat Well member, for more fundraising ideas go to:
www.movewellearwell.tas.gov.au



SmartFood GUIDE



.....
A WHOLE SCHOOL APPROACH TO EATING WELL

Section 8. Templates

This is a section of the SmartFood Guide

Overview

Food and nutrition

Management

SmartFood Program:

Policy and procedures

Food safety

Menu

Whole school approach

Templates

You can access other sections of the Guide on the School Food Matters website:
www.schoolfoodmatters.org.au



**SCHOOL
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TEMPLATES

In this section

**Template 1:
School food policy**

**Template 2:
School food service procedures**

**Template 3:
Cleaning schedule**

**Template 4:
Temperature record**

**Template 5:
Thermometer calibration record**

**Template 6:
Food handler training record**

**Template 7:
Whole school approach activity**

These sample templates can be modified by your school and submitted as part of your SmartFood Award application. The food safety templates (templates 3 to 6) can be presented to your local council Environmental Health Officer during their routine inspection of your school food service.

For an editable version of these templates go to:

[www.schoolfoodmatters.org.au/
accreditation](http://www.schoolfoodmatters.org.au/accreditation)

SCHOOL FOOD POLICY

School _____

Date _____

Instructions: delete or add to the information to best reflect your whole school approach to food and eating.

_____ School acknowledges that healthy eating is important for children and young people to enable them to:

- grow and develop optimally
- learn and achieve successfully
- develop an appreciation of food and the social aspects of eating
- develop eating patterns to support lifelong health and wellbeing.

Our school food service operates as part of a whole school approach to food and eating. We aim to provide consistent messages to our school community through food provision, curriculum teaching and learning, environment and school activities and events.

Our school vision for food and eating:

- To provide a school environment that enables and empowers students to make food choices that supports their health and wellbeing
- To enable students to develop an appreciation of and a positive relationship with food
- To use food and mealtimes as an opportunity for students to learn life skills such as manners and appropriate social behaviours
- To use food as a means of engaging with our broader school community through volunteers, local producers, providers and beyond
- To become awarded with the SFM SmartFood Program at _____ level.

Our whole school approach to food and eating:

At _____ School, we will aim to provide consistent messages about food and eating to our school community by:

- providing tasty, appetising and affordable food and drinks that are consistent with the Australian Dietary Guidelines (2013)
- cooking from scratch using local and seasonal ingredients and produce, where possible
- demonstrating high standards of food safety and hygiene in relation to food service provision
- celebrating the social and cultural aspects of food and eating
- providing opportunities for students to learn, taste, grow, cook and experience food through the school food service, curriculum, teaching and learning
- our staff and volunteers role-modelling the enjoyment of eating nutritious food and talking positively about food and eating
- using alternatives to food as a reward for behaviour and achievements or fundraising.

School Endorsement

We, the undersigned certify that this policy has been adopted by the:

School _____ Date _____

Principal _____ Date _____

School Business Manager _____ Date _____

School Food Service Manager _____ Date _____

Parent/Volunteer _____ Date _____

School Council President _____ Date _____

SCHOOL FOOD SERVICE PROCEDURES

School _____

Date _____

Instructions: delete or add to the information to reflect what is happening at your school.

Procedures and Guidelines

The school food committee

A school food committee will be established and it will consist of:

- Principal
- Teacher
- School Executive Officer
- School Food Service Manager
- Volunteers
- Parents
- Students

School food committee roles and responsibilities

The school food committee will be responsible for:

- the development of a school food policy
- the annual review of the school food policy
- supporting the school food service manager to attain a SmartFood award at a level agreed upon by the school
- identifying necessary financial assistance for the operation of the school food service
- acting as a resource and support to the school food service manager
- assisting the school food service manager to attain and maintain occupational health and safety and food safety regulations
- holding a volunteer 'thank you' event each year.

School food service manager roles and responsibilities

The school food service manager will be responsible for:

- attaining the level of SmartFood Award as decided on with the school food committee
- the supervision of food service staff and volunteers
- liaising with food suppliers, stock ordering and stock management
- food service hygiene and safety (including maintenance of relevant documentation)
- liaising with the school food committee regarding the introduction of new foods and pricing structure
- collating food orders daily
- the school food service budget
- day to day monetary operation of the school food service (using cash or a mobile app).

School food service operations

Food service operating hours

The school food service will be open _____ days per week.

Financial Management

Tick which one is applicable, the school food service is:

- run by a paid employee of the school (Government, Catholic, Independent)
- run by the School Association
- run by volunteers
- leased (operates within the school)
- outsourced to _____ (food prepared offsite and brought to the school for serving)

Staff and volunteer training and development

School food service staff and volunteers will be required to:

- complete food safety training every 2-3 years (online training available from the local council)
- undertake appropriate professional development (available from SFM).

The menu

The school food service menu will:

- provide food and drinks that are consistent with the Australian Dietary Guidelines (2013)
- be designed to meet the requirements for PLATINUM GOLD SILVER BRONZE level of the SmartFood Award (tick the relevant level)
- be reviewed regularly to reflect changes in the seasonal availability of ingredients
- be based on locally sourced ingredients as much as possible
- be promoted in the school newsletter and/or social media

Food safety and hygiene

It is the responsibility of the school and school food service manager to ensure that:

- the school food service complies with Tasmanian food safety legislation
- all food service staff and volunteers have the knowledge and skills to handle food safely by completing food safety training
- all food service staff and volunteers are committed to providing safe food and handle food in a safe manner
- relevant records are kept to support safe food handling practices
- the school food service is inspected every 12 to 18 months by the local council Environmental Health Officer. A signed copy of the Australian Food Safety Assessment form is submitted to SFM as part of the SmartFood Award application.
- the school food service is registered as a Food Business with the local council.

Occupational health and safety

It is the responsibility of the school and school food service manager to ensure that:

- all food service staff and volunteers are aware of evacuation procedures in case of emergencies e.g. fire

- only food service staff and volunteers are in the food preparation area during operating hours
- all food service staff and volunteers are dressed appropriately. For example, wearing closed toe shoes, wearing minimal jewellery, removing nail varnish, tying back long hair, wearing hair nets or disposable hats and using an apron for protection.

Stock management

Stock takes of the school food service will be completed:

- once yearly
- at the end of each term
- June and December.

Canteen equipment

The school and school food service manager will:

- oversee the food service equipment and ensure it is kept in a safe, workable and hygienic manner
- determine any new equipment to be purchased for the production and serving of food.

Review, monitoring and general policy issues

- A copy of the current school food service procedures will be available to parents on request.
- A copy of the current school food service procedures will be kept on display in the food service area.
- A copy of the school food service procedures will be kept at the school office at all times.
- The school food service procedures will be reviewed yearly and any changes will be presented to the school food committee for discussion and sign off.
- The school food service procedures will be submitted to SFM as part of the SmartFood Award application.

School Endorsement

This document needs to be signed by the school food service manager, principal and at least two others

We, the undersigned certify that this policy has been adopted by the:

School	Date
_____	_____
Principal	Date
_____	_____
School Business Manager	Date
_____	_____
School Food Service Manager	Date
_____	_____
Parent/Volunteer	Date
_____	_____
School Council President	Date
_____	_____

THERMOMETER CALIBRATION RECORD

Record calibration checks on your temperature probe monthly.

Calibrate your thermometer by:

1. Placing the probe in iced water (it should show 0°C)
2. Placing the probe in boiling water (it should show 100°C)

If the temperature is more than a few degrees out, it is not working properly and needs to be repaired or replaced.

Date	Temperature	Comments
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	
	Cold	
	Hot	

WHOLE SCHOOL APPROACH ACTIVITY

Activities that demonstrate your whole school approach to food and eating could include:

- Links with curriculum, teaching and learning
- Marketing of GREEN food and drinks by the school food service
- Involvement of the food service in school events, celebrations or activities
- Sustainability practices such as composting, recycling, worm farming, reducing packaging or using reusable crockery and cutlery.

See the Whole School Approach section of the SmartFood Guide for more examples of activities.

If you are a **Move Well Eat Well Award** school, the activities presented for the award can be used to meet the SmartFood Program requirements.

Name of School

Name of Activity:

Date of Activity:

Term 1 2 3 4 (please circle) Year:

Please include a description of the activity and include evidence (e.g. photos; posters; menus; survey sample, survey report, etc. where possible).

Signed (food service manager)

Date

Signed
(principal/teacher/SBM/MWEW coordinator)

Date



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