Department of Education, Tasmanian Governement

# School Food Plan Checklist

The checklist can be used individually or as a group activity.

## Policy

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| Question | Response |
| Are there any existing school policies that include anything about food or eating? | Yes  List:  No |
| Are your school policies about food and eating informed or influenced by any external policies or programs? | School Food Matters – SmartFood Award level  Move Well Eat Well – Award school  Garden program (e.g. 24 Carrot, SAKG, school-led)  Loaves & Fishes, FoodBank, other relief organisation  DoE Child and Student Wellbeing Strategy.  Other. Specify |
| Who are the food champions in your school? | Do you have existing food champions that contribute to a positive food environment?  Staff  Students  Community members  If staff, is this role included in their statement of duties?  Yes  No  Are students given leadership roles in the food environment?  Yes  No |
| What programs/ organisations related to food and eating does your school link with? | School Food Matters – SmartFood Program  Move Well Eat Well – Award school:  Garden program (e.g. 24 Carrot, SAKG, school-led)  Loaves & Fishes, FoodBank, other relief org…  Other (chickens etc): |
| Do you provide information about food and/or eating to parents? | Do you communicate specific expectations to parents about food? (e.g. foods not to bring to school)  Yes  No  If yes, how do you do this? (e.g. app, newsletter etc). |

## Food provision

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| Question | Response |
| Do you have a breakfast program? | Yes  No  If yes, how many days per week does it run?  1 day  2 days  3 days  4 days  5 days  Where is your program held?    Who organises and runs the program?  How many hours per week does this require?  Where do you get the food?  Major supermarket – Coles/Woolworths  IGA  Emergency food relief organisations  Loaves and Fishes  Foodbank  Local businesses e.g. bakery  On average how many children attend?  What was the main aim when you started the program?  Do you think it has been successful in achieving this?  Yes  No |
| Do you have a school canteen or lunch order service? | Is your canteen accredited through the SmartFood Award?  Yes  No  If yes:  PLATINUM GOLD  SILVER  BRONZE  What type of service?  Order  Over the Counter  External business  Who runs your canteen?  paid canteen manager  teachers aid  volunteer(s)    leased  Where is this position funded from?    What’s the total FTE for paid/volunteer staff?    How many days per week does it run?  1 day  2 days  3 days  4 days  5 days  Is it open for:  recess  lunch  How many students on average use the school canteen?  Do you use an app or system to help with managing lunch orders?  Yes  No  If yes, is it Qkr?  Yes  No  Do you link your canteen to other programs in your school?  Yes  No  If yes, which programs |
| Food Vending Machines | Do you have a vending machine?  Yes  No  If yes, where is the vending machine located?    Who can use it?  staff only  students  What type of food and drinks are available in the vending machine? |
| Is water promoted as the drink of choice? | Do you have any policies around drink bottles? If yes,  must be clear  water only  allowed in class  Are there water fountains/refill stations or taps available to students to refill water bottle?  Yes  No  If yes, are they easy to access?  Yes  No  If yes, are they clean and appealing to use?  Yes  No  If no, why not? |
| Do you have an affiliated outside of hours care service on school premises? | Who runs the service?    Do you know if food is provided?  Yes  No  If yes, what type of food and drink is provided at the service?    If no, would you like to know/be involved?  Yes  No  Who is responsible for providing food? |
| Do you have regular organised classroom breaks where students/staff can eat and/or drink? | Yes  No  If yes,  Do you have a name for this?    What time is the break?    What are students allowed to eat or drink during the break/s?    Who provides the food or drink for the organised break?    Do all grades and classes participate in the organised classroom break/s?  Yes  No  If no, why not? |
| Do you have any issues with what children bring to school in their lunchboxes? | Are there students who do not regularly bring food from home to eat at school?  Yes  No  If yes,  How do you support these students?  How is this funded?    Are you concerned about the contents of some of the lunchboxes?  Yes  No  Do you feel that most students are able to concentrate well after lunch?  Yes  No |
| Do you have classroom cooking activities? | Yes  No  If yes, what types of food or drinks are made during classroom cooking?    Who is responsible for running classroom cooking activities?    How do the cooking activities connect to the curriculum?    Where are curriculum content/ideas sourced? |
| Are foods or drinks given as a reward for achievement, participation or behaviour in the classroom or broader school? | Yes  No  If yes, what type of food or drinks are given as a reward (e.g. icy poles at the end of the cross country)? |
| Do you have a kitchen garden program? | Yes  No  If yes, what is the name of the program?    Do you have a dedicated employee who is responsible for the garden?  Yes  No  If no, who runs the program (e.g. classroom teacher, volunteer, parent)?    How often does the program operate?  How are students involved in the garden and cooking/eating the produce from the garden?    Are all students involved or just some grades/classes?    Is this done in their free time (lunch break etc) or is it part of class time?    How is the produce from the garden used within the school?    Is it used outside the school?  Yes  No  Do students who struggle in some classroom situations have successes in these programs?  Yes  No |
| Are students allowed to bring food or drinks from home for classroom celebrations? | Yes  No  For what types of celebrations do students bring food from home?    What types of food are brought from home for classroom celebrations?    Do you provide families with information about the types of food to bring for classroom celebrations?  Yes  No |
| Are there any foods that cannot be brought or used in your school due to allergies/intolerances? | Yes  No  What are they?    Does this influence your school food environment?  Yes  No  Do you feel students with food allergies/intolerances are able to fully participate in school activities where food or drinks are provided?  Yes  No |
| Does the school cater to diets with religious requirements (e.g. halal, kosher, or vegetarian food)? Or food choices, e.g. vegan? | Yes  No  What are they?    Does this influence your school food environment?  Yes  No  Do you feel students with religious diet requirements or food choices are able to fully participate in school activities where food or drinks are provided?  Yes  No |
| Do you provide food at other school events? | Yes  No  If yes, which of the below:  Fair/fete  Celebration events  Excursions/camps  Sporting events (e.g. swimming carnival, athletic carnival)  Dances, parties or socials  School performances, plays or assemblies  School BBQs  Student enterprise activities  Other  What food/drinks are available?    Who is responsible for providing food at these events? |
| How often is the sale of food or drink used for school fundraising activities? | Always  Sometimes  Never  What type of food and drinks are used?    Why does your school choose these particular fundraising activities? |
| Where do staff have access to food and drinks throughout their workday? | Staff meetings  In the staff room  In their classroom  Parent/teacher meetings  Professional development sessions  Other |
| Where do you get your ingredients from for food provided at school? | Suppliers (e.g. PDF, TasFresh, Country Wide…)  Local businesses  Parents  Teachers  School garden  Food relief organisations  Other |

## School environment

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| Question | Response |
| What time do students eat at school? | Recess?  Lunch?  Other?  Do you think this timetable works well for students across the school?  Yes  No |
| How long do students have to eat lunch? | Duration:  Does this allow students enough time to eat at a comfortable pace?  Yes  No  Do students prioritise play time over eating time?  Yes  No |
| Where do students eat their lunch? | Classroom  Tables outside the classroom  In the hall  Is it a pleasant place to eat?  Is it clean?  Is it a comfortable temperature?  Is it protected from the elements?  Is there somewhere to sit, is it quiet?  Does it encourage students to eat together?  Is there anywhere else that students could eat? (i.e. an   underutilised space in the school)?  Yes  No |
| Do students eat with a teacher or staff member? | Yes  No  If yes, why?    If no, why not? |
| Who are the staff who prepare/provide food to students? | Paid Canteen Manager  Volunteer Canteen Manager  Caterer  What recognised skills do they have? |
| Can you identify any examples of food and drink sponsorship that occurs in the school? | Examples:  Sports equipment (e.g. Milo cricket)  Posters in canteen  Equipment with marketing (e.g. fridges) |
| Do you receive any sponsorship at school-related activities? | Marketing resources (e.g. magnets)  Food vouchers  Prizes  Other |

## Teaching and learning

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| Question | Response |
| Do you think staff feel comfortable delivering the HPE curriculum with focus on nutrition and wellbeing? | Yes  No  If no, what would be helpful to increase their knowledge and/or confidence? |
| Do teachers use external curriculum resources to help them deliver nutrition and wellbeing aspects of the HPE curriculum? | Yes  No  If yes, what resources do they use (ie Move Well Eat Well, Stephanie Alexander Garden Kitchen Program, School Food Matters)?    Do teachers use specific programs/websites/apps  Butterfly Foundation  Betterhealth Channel  CSIRO  Specific apps?  Other |
| Is food used in cross-curricular teaching? | Is food integrated into art, science, maths, health, writing etc.?  Yes  No  If yes, where is it integrated? |
| Do you see a role for teachers and staff in role-modelling food and eating? | Do staff talk about food around students in a positive way?  Yes  No |