

# SmartFood GUIDE



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A WHOLE SCHOOL APPROACH TO EATING WELL

## Section 8. Templates

This is a section of the SmartFood Guide

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Overview

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Food and nutrition

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SmartFood Program:

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Templates



**SCHOOL  
FOOD**  
*matters*

You can access other sections of the Guide on the School Food Matters website:  
[www.schoolfoodmatters.org.au](http://www.schoolfoodmatters.org.au)

# TEMPLATES

## In this section

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**Template 1:  
School food policy**

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**Template 2:  
School food service procedures**

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**Template 3:  
Cleaning schedule**

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**Template 4:  
Temperature record**

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**Template 5:  
Thermometer calibration record**

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**Template 6:  
Food handler training record**

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**Template 7:  
Whole school approach activity**

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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	



SUPPORTING SCHOOL COMMUNITIES TO THRIVE

# FOOD HANDLER TRAINING RECORD

Complete this record when food service staff and volunteers have completed food safety training. Keep certificates as evidence, especially for the School Food Service Manager and other paid staff. Local council websites have access to free online training courses. Contact SFM for further assistance.

Name of employee	Course completed	Date	Copy of Cert kept

# 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

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Name of Activity:

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Date of Activity:

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Term      1      2      3      4      (please circle)      Year:

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

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Signed (food service manager)

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Date

Signed  
(principal/teacher/SBM/MWEW coordinator)

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Date



PO Box 169, Sandy Bay TAS 7006  
[www.schoolfoodmatters.org.au](http://www.schoolfoodmatters.org.au)