Food Storage Policy

To ensure the safety of The Peter Toms Early Learning Centre staff, children and their families we aim to monitor and maintain a high quality of food storage practices in order to prevent the risk of food related illnesses. In order to implement safe food storage practices to the highest possible standard, staff & management will access and amend their practices to the latest known information. This information will be passed onto families.

Staff will then implement these standards at The Peter Toms Early Learning Centre by inspecting food items when first brought into the Centre to ensure they are in good order, for example, not in damaged packing, within their used by date period and at a correct temperature. Staff will then see that they are appropriately stored as per the following:

- Store dry foods in sealed, air-tight containers.
- Store food on shelving, never on the floor.
- Any food removed from its original container must be stored in a container with the used by date of the food written on it.
- Ensure the food storage area is well-cleaned, ventilated, dry, pest free and not in direct sunlight.
- Prevent pests by cleaning spills as quickly as possible and removing garbage/waste frequently.

For cold storage, the following applies:
- All foods are wrapped, covered, dated (used by date and date opened) and labeled.
- Foods are stored at the correct temperature depending on the product. Cold foods need to be stored at less than 5 degrees (C) and frozen foods at minus 18 degrees (C).
- Store foods on shelves.
- Store raw and cooked foods separately. NEVER store raw foods on top of cooked foods as juices may drip down and contaminate the cooked food.
- Store food once it has sufficiently cooled down. Foods cool quicker in smaller, shallow containers.
- Fridges and freezers need to be cleaned regularly.
- The operating temperature of the fridge and freezer need to be checked regularly and a record kept of this.

Legislative Requirements

Federal
- Food Safety Standards for Australia 2001
- Food Standards Australia and New Zealand Act 1991
- Food Standards Australia New Zealand Regulations 1994

Victoria
- National Childcare Accreditation Council
- Food Act 1984
- Occupational Health and Safety Act 2004

Sources

Review will be conducted by:
Victoria
Food Act 1984
Occupational Health and Safety Act 2004

* The Peter Toms ELC staff & families
Policy date created: 14th July 2011