

# Healthy school – Healthy student

A parent body guide for promoting  
healthy food & drinks in schools



Department of **Health**  
Department of **Education**



*A joint Australian, State and Territory Government initiative under the  
National Partnership Agreement on Preventative Health*

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## Acknowledgment

The Western Australian School Canteen Association Inc gratefully acknowledges the contribution of the case study schools and their input to this resource.

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# Introduction

*The purpose of this resource is to make suggestions to parent bodies on how they can contribute to the creation of a healthy environment at their school.*

This resource provides information about the Department of Education's (WA) *Healthy Food and Drink* (HFD) policy which was introduced into public schools in 2007 as part of a suite of Government and whole of community strategies to combat rising rates of obesity.

The HFD policy can be viewed at: Department of Education Policies.

<http://www.det.wa.edu.au/policies/detcms/policy-planning-and-accountability/policies-framework/policies/healthy-food-and-drink.en?oid=au.edu.wa.det.cms.contenttypes.Policy-id-4015850>



# Healthy Food and Drink policy

*The HFD policy is mandatory for all public schools, including Independent Public Schools, and sets a minimum standard for the provision of food and drinks to students.<sup>1</sup>*

## Scope

The HFD policy applies to:

- Food and drinks served in canteen/food services including those operated by Parents and Citizens' (P&C) Associations and School Councils, external contractors and local caterers/shops that provide food services to schools.
- Areas in the school where the Principal is directly responsible for the supply of food and drinks. This includes:
  - Classroom rewards
  - Excursions
  - Camps
  - School fundraising
  - Cooking activities.

Activities organised outside of the direct responsibility of the Principal, such as P&C Association fundraising, are exempt from the policy. However many school communities, as part of a whole school approach, have adopted the HFD policy for all school activities including P&C Association fundraising. This is encouraged.

*Healthy fundraising – It can be done!* (page 12) provides tips for raising funds the healthy way.

## Background

One third of a student's food intake is eaten at school. This means that over the course of their schooling they will consume approximately 2400 meals whilst at school. Therefore, what is eaten at school is very important, irrespective of whether the food comes from a lunch box packed at home, the school canteen/food service or an outside provider such as a local shop, bakery or service station.

The HFD policy is based on:

- the *National Dietary Guidelines for Children and Adolescents in Australia*
- the *Australian Guide to Healthy Eating (AGHE)*
- the *Health Promoting Schools Framework* which applies a whole school approach, including curriculum, ethos and environment and partnerships
- a 'traffic light system' for rating the suitability of food and drinks.

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<sup>1</sup> In 2008 the Catholic Education Office mandated a similar policy based on the Department of Education's HFD policy.

## The 'traffic light' system

- **GREEN** Fill the menu
- **AMBER** Select carefully
- **RED** Not to be provided as there is ample opportunity for students to enjoy these types of food and drinks outside the school setting and with the supervision of their parents.

### GREEN food and drinks

These food/drinks should be encouraged and promoted. In general these foods/drinks are excellent sources of important nutrients; low in saturated fat and/or added sugar and/or salt; and help to avoid an intake of excess energy (kilojoules). Examples include, whole grain breads and cereals, vegetables, fruit, legumes, lean meat, eggs, reduced fat dairy, water, reduced fat milk, flavoured milk 375mL or less and 100% fruit juice 250mL or less.

### AMBER food and drinks

Choices should not be dominated by these food and drinks. They should be limited and chosen carefully. Large serving sizes should be avoided. Examples include, breakfast cereals with added sugar, some reduced fat/reduced salt pastries, meat patties, chicken nuggets, full fat dairy, fruit muffins and 99% fruit juice 250mL or less.

### RED food and drinks

These are called 'extra foods' in the *Australian Guide to Healthy Eating*. They should not be offered in schools because they lack adequate nutritional value; are high in saturated fat, and/or added sugar and/or salt; can contribute to excess energy; and can contribute to tooth decay and erosion. Examples include confectionery, high fat sandwich meats, soft drinks, crisps/chips, honey, jam, croissants, doughnuts and iced cakes.



# Compliance – what’s involved?

*Compliance with the policy is mandatory for all public schools, including Independent Public Schools<sup>2</sup>. Compliance involves five key areas:*

## **Canteen menu**

A canteen/food service menu must:

- Be made up of a minimum of 60% ‘green’ choices
- A maximum of 40% ‘amber’ choices
- Not include any ‘red’ choices
- Not include savoury commercial products more than twice per week unless they form part of a balanced meal (‘meal deal’). Examples of these foods are sausage rolls, pies, hash browns and nuggets.

## **School HFD policy**

The Principal is responsible for ensuring the school has a written policy which complies with the Department of Education’s HFD policy. Parents can play an important role in developing the school’s policy. For a sample policy visit:

[http://www.waschoolcanteens.org.au/pages/whatsnew/Canteen\\_Foodservice\\_Policy-Sample.pdf](http://www.waschoolcanteens.org.au/pages/whatsnew/Canteen_Foodservice_Policy-Sample.pdf)

## **Skills and knowledge**

Canteen/food service supervisors and/or employers (e.g. parent body) must complete ‘traffic light’ training provided by WASCA. Contact WASCA for information about face to face training or alternatively register for online training at <http://www.waschoolcanteens.org.au/training/>

## **School community involvement**

The Principal is responsible for ensuring the school newsletter includes at least one newsletter communication per term on the school’s healthy food and drink policy. See *Reaching out through the school newsletter* (on opposite page).

## **Food safety and hygiene**

*FoodSafe® Food Handler Training Program* – All staff (paid and volunteer) must complete *FoodSafe® Food Handler Training Program* or its equivalent. Training can be completed online or the program can be purchased to be retained in the canteen. To purchase a copy visit: Environmental Health Australia at <http://foodsafefh.org.au/>

*Food Act 2008* and the *Food Regulations 2009* – Compliance with the *Food Act 2008* and the *Food Regulations 2009* is mandatory. Canteen/food services must comply with the requirements of its food premises classification. The classification will determine the level of food preparation allowed. For information and advice about your canteen/food service classification contact the Environmental Health Officer at your local council.

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<sup>2</sup> In 2008 the Catholic Education Office mandated a similar policy based on the Department of Education’s HFD policy.

# Reaching out through the school newsletter

*The school newsletter is the ultimate way to reach out to the school community and correspond with parents.*

For some parents the newsletter might be the only means they have to keep up with what is happening in and around their child's classroom and school. Many schools now circulate their newsletter via email and some have their own websites.

Articles from the WASCA newsletter, CanTeam, can be reproduced in your school's newsletter – just make sure to reference the source.

Why not suggest some of these great ideas for inclusion on your school's website or in the newsletter:

## **Food and nutrition section: Did you know?**

- One 300mL container of reduced fat milk contains nearly half of a child's calcium needs for a day
- You have to ride a bicycle an average of 30 minutes to use the energy in a small 26g packet of potato chips
- There is twice the fibre in one orange as there is in a 200mL glass of orange juice
- One small can of soft drink contains approximately 10 teaspoons of sugar.

## **Recipe swap section:**

- Ask parents to submit their healthy lunch box or after school snack recipes for publishing
- Busy parents are always looking for quick and healthy dinner ideas. Ask for favourite recipes to be submitted for publishing
- Ask students to list their favourite healthy snack and publish these.

## **Canteen corner:**

- Ask the canteen to submit a favourite recipe
- Advertise special canteen promotions
- Make requests for volunteers
- Publish thank you messages/acknowledgements
- Request donations of unwanted appliances (ensure they are in good working order)
- Ask for donations of home grown produce. When strawberries and mangoes are in season they could be used to make fruit smoothies. If you are lucky enough to have a donation of apples, add apple crumble to the menu.

## **Other great health related topics for the newsletter are:**

- The importance of good food handling techniques, such as hand washing
- Tips for dealing with head lice
- Managing allergies and anaphylaxis e.g. food allergy versus food intolerance
- Sun safety
- Immunisation
- Road safety.

# What is the Health Promoting Schools Framework?<sup>3</sup>

*The HFD policy is based on a whole school approach that recognises that it is necessary to do more than simply offer a healthy menu in the school canteen to promote the health of students and the wider school community.*

Schools are in an ideal position to promote and maintain the health of children, young people, school staff and the wider community.

A Health Promoting School is a school that is constantly strengthening its capacity as a healthy setting for living, learning and working.<sup>4</sup>

Schools which recognise and implement a whole school approach acknowledge that all aspects of the school community are potentially important in the promotion of health.

In a Health Promoting School, students' experiences with food and nutrition, health, physical and outdoor education are reinforced by policies and practices in the school environment and the parent and community sphere. For example:

- appropriate food and drinks being offered in the school canteen
- a school healthy food and drink policy which informs the school community about the aims and principles that guide all food and drinks offered within the school setting
- opportunities for and the equipment to support students' engagement in a variety of forms of vigorous physical activity
- practical experiences with choosing and preparing healthy food
- non-food related fundraising.

These are just a few ways the school, in partnership with the parent body, can reinforce a health promoting environment which encourages the adoption of lifelong healthy, active living habits.

## **The canteen has a vital role to play in a Health Promoting School**

This is because it provides:

- Appropriate foods for energy, growth and development
- Reinforcement of nutrition information learned in the classroom
- Opportunities to model healthy food and drink choices
- Opportunities for students to practice food selection skills
- A role model for safe food handling practices.

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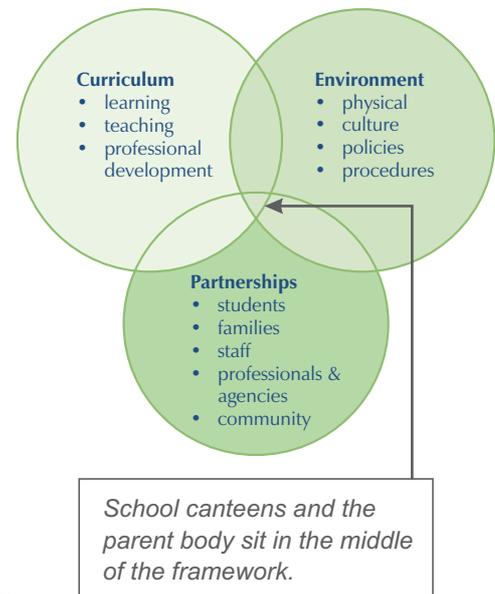
<sup>3</sup> WA Health Promoting Schools Association Inc. *What is a Health Promoting School*, Australia, 2011.

<sup>4</sup> World Health Organization. *Promoting Health Through Schools – The World Health Organization's Global School Health Initiative*, Geneva, 1996.

## Health Promoting Schools Framework<sup>5</sup>

Three interconnected components make up the Health Promoting Schools Framework.

1. The **curriculum** considers the formal content of teaching and learning approaches, key issues, the developmental and sequential nature of the program, and resources.
2. The school **ethos and environment** considers the school policy and philosophical support for the health curriculum, approaches to health and wellbeing, school community relationships and the school's physical environment e.g. school grounds, canteen amenities.
3. School **partnerships** includes family consultation and involvement, community based programs and the development of strong community links to the school.



### Parent engagement is the key...

**Comet Bay Primary**, Secret Harbour, opened in 2007 with approximately 420 students, and in 2012 had over 1000 students. School planning at Comet Bay is based on the HPS Framework to emphasise the importance of the whole child and interconnectedness. Deputy Principal Jacqueline Cooper reports the following highlights:

**Growing together** – the motto 'Growing Together' represents interconnectedness and partnerships between the growing community and the importance of the partnership between the school and home. Without this partnership 'Growing Together' will be difficult to achieve. 'Growing Together' Day is an annual event where children participate in activities with their buddy class as well as a picnic with parents, and an assembly is held to recognise parents and community members who contribute to the school.

**3 For me** – a program designed to engage parents in the school. Parents are asked to donate three hours a year to the school. This helps the school to establish and develop a relationship with the parents and contributes to the school's ability to be both proactive and responsive to pastoral care needs.

**Kiss 'n' drive** – with over 900 students needing to be dropped off and picked up each day, traffic management is not only a concern for parents but is a high risk situation for the safety of students. The school Kiss 'n' Drive initiative allows for parents to drop off students easily and safely and is manned by a staff member and community volunteers.

<sup>5</sup> WA Health Promoting Schools Association Inc. *What is a Health Promoting School*, Australia, 2011

# What help is available to promote student health?

*Discuss with the Principal how the parent body at your school can support what teachers are doing in the classroom to promote student health and wellbeing.*

Your school's parent body may like to consider some of the initiatives below:

## **Western Australian School Canteen Association Inc**

### **Snackshops for parents**

Conducted by a qualified nutritionist, the parent workshop includes an overview of the HFD policy, food demonstrations and tastings for healthy and appealing lunches and snacks made from home, and practical advice on label reading. During the 90 minute session parents are given resources and are encouraged to apply the 'traffic light' system at home.

### **Student workshops**

Conducted by a qualified nutritionist, student workshops are held in the classroom and run for 45 minutes. Students discuss the HFD policy, categorise products using the 'traffic light' system and participate in a food demonstration and tastings. Students receive information on making healthy food and drink choices and resources to take home.

### **Kindy and pre primary orientations **FREE****

A fantastic way to introduce new parents to the HFD policy. A qualified nutritionist joins the school orientation session to give a brief overview of the HFD policy and provides ideas for healthy lunch and snack choices when packing their child's lunchbox from home. Participants receive resources and recipes to try at home. Short, but not too sweet, these sessions run for 15 minutes.

## **Cancer Council WA**

**Crunch&Sip** is a set break for primary school students to eat fruit or veg and drink water in the classroom. Students refuel with fruit or veg in the morning or afternoon, assisting mental and physical performance. Schools and classrooms can sign up and become officially registered. Visit: [www.crunchandsip.com.au](http://www.crunchandsip.com.au)

**Cancer Council SPF 30+** high protection sunscreen fundraiser will prepare your school for summer! Cancer Council Sunscreen products are one of the most trusted ranges of health care products. Visit: [www.australianfundraising.com.au/sunscreen-fundraiser.php](http://www.australianfundraising.com.au/sunscreen-fundraiser.php)

## **Foodbank WA **FREE****

**Healthy Food for All®** (HFFA) program aims to address food insecurity and deliver nutrition and physical activity health promotion initiatives to schools across metropolitan and regional Western Australia. HFFA consists of the *School Breakfast* (provision of free non-perishable and fresh breakfast foods); *Food Sensations®* (nutrition education and cooking skills); and *Choose to Move* (physical activity resources and support) programs. Schools in regional and remote Western Australia are provided tailored support through the *Regional Strategy Project*. Visit: [www.healthyfoodforall.com.au](http://www.healthyfoodforall.com.au)

## Heart Foundation **FREE**

**Healthy environments, Healthy children advocacy guide for parent groups** has been developed with the Western Australian Council of State School Organisations (WACSSO) to help parent groups influence their school community to make positive changes to their environment. Includes easy-to-use templates, case studies and links to existing programs and services. Visit: [www.heartfoundation.org.au/SiteCollectionDocuments/Heart-Advocate-Booklet.pdf](http://www.heartfoundation.org.au/SiteCollectionDocuments/Heart-Advocate-Booklet.pdf)

**Walk to School Day** encourages West Australian children and their families to walk to school as part of Walk Over October to help children achieve the 60 minutes of physical activity they need every day for good health. Walk to School Day aims to promote the benefits of walking to children by understanding the health, environmental, social, community and economic benefits of regular walking and it is hoped it will become part of their lifestyle.

Visit: <http://www.transport.wa.gov.au/activetransport/24062.asp>

**Jump Rope for Heart** is all about learning how to keep fit and healthy. It improves the child's strength and confidence in physical activities and builds healthy bones and muscles. Visit: <http://www.heartfoundation.org.au/sites/jumpropeforheart/Pages/default.aspx>

## Stephanie Alexander Kitchen Gardens Program

Helps get kids' hands dirty and learn how to grow, harvest, prepare and share fresh, seasonal food. Schools joining the program commit to building the necessary infrastructure, attending and delivering the program within the Stephanie Alexander Kitchen Garden Foundation philosophy. Visit: [www.kitchengardenfoundation.org.au/](http://www.kitchengardenfoundation.org.au/)



*Pictured, Comet Bay Primary School*

## WA Health Promoting Schools Association Inc

### The WA Health Promoting Schools Association (WAHPSA)

advocates and supports a whole school and community approach to health and wellbeing. WAHPSA achieves this through education, coordination and collaboration with school communities and health agencies. For resources and current health promoting school information visit: <http://www.wahpsa.org.au/>

## Healthy end of year class party – Brian Contos, Teacher, Richmond Primary School

Brian has been teaching for many years and without fail, every time he tells his class that the end of year party is going to be a fruit and vegetable party, the reaction is always the same. "They grumble like you wouldn't believe!!" Brian sends a note home to parents requesting they only provide food to share that is predominantly based on fruit and vegetables. "I encourage parents to be creative. We have had some lovely dishes including homemade dips with vegetable sticks, fruit kebabs, salad kebabs, 'ants on a log' (celery with cream cheese and sultanas), dahl, hot potato pockets, fresh spring rolls and dried fruit." After the party, there is always agreement from Brian's students that the class party was a big success. "Without fail, the students agree they hadn't been restricted to celery sticks for lunch after all!" What's more, Brian says many of his students have commented to him that unlike previous end of year parties, they haven't felt sick afterwards!

# Your school's canteen – who can help?

*The canteen is an integral part of the school community. Parent bodies need to ensure it operates as a viable business.*

## **Western Australian School Canteen Association Inc**

The Western Australian School Canteen Association Inc (WASCA) is an independent non-profit organisation which assists schools of all education systems and community groups to establish and maintain healthy, profitable food services by providing information, advice, resources and training.

WASCA has a wealth of information and practical experience in operating successful, financially viable school canteens. WASCA is available to provide advice and support on implementing the HFD policy through the following:

### **'Traffic light' training (TLT)**

Available online or face-to-face. Schools can host a TLT session at their school. Cost is \$10 per person with resources and light refreshments provided.

### **Star Choice™ Buyers Guide**

Sent to all schools in February and July each year, the Guide lists products suitable for sale in school canteens. Each product is colour coded 'green' or 'amber' according to the 'traffic light' system and supplier contact details are included.

### **What works in my canteen**

Sent to every school with a canteen in 2011, this resource is packed full of information sourced directly from those who know – canteen staff. It includes recipes and hints and tips for running a successful canteen and addresses issues such as allergies, profitability, marketing and catering. If you can't locate yours at the school, contact WASCA for a copy.

### **CanTeam newsletter**

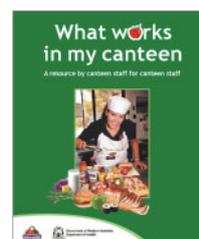
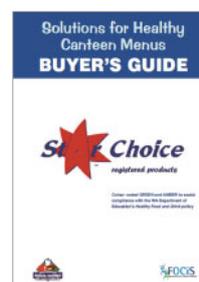
Sent to every school in WA each term, the newsletter includes new ideas, recipes, articles on healthy school initiatives, competitions and professional development opportunities.

### **One on one visits**

Expert help is available to resolve issues with profitability and canteen management. WASCA can provide support and advice to canteen workers and their employer on how to run a viable food service.

### **Menu and recipe assessments**

Phone or email for advice on your school's canteen menu, your favourite recipes and information on whether a product fits within the 'traffic light' system. If you are after a special recipe to tantalise taste buds, WASCA can help you find it.



# Your parent body – who can help?

*Assistance and advice for your parent body is only a phone call away.<sup>6</sup>*

## Western Australian Council of State School Organisations Inc

The Western Australian Council of State School Organisations Inc (WACSSO) is the peak body representing parents of public school children in Western Australia. They provide services and representation at State and National level to Parents and Citizens Associations (P&Cs) in Western Australia.

WACSSO's role is to:

- provide advice on P&C governance issues
- make suggestions for running a successful P&C
- direct enquiries to the relevant authority for specialised advice in the areas of industrial relations, relating to employment of staff, rates of pay, employment conditions and taxation obligations.



### P&C Employment Guide

WACSSO has produced a guide for P&C Associations in Western Australia.

Many P&C's are essentially business operators because they employ people to operate small business ventures such as the school canteen. The purpose of the guide is to assist P&Cs in gaining a better understanding of their obligations as employers.

The guide provides advice on good business practices including staffing and associated entitlements and costs, financial management and record keeping.

Contact WACSSO on 9264 4000

Visit: [www.wacssso.wa.edu.au](http://www.wacssso.wa.edu.au) for further information on this resource.

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<sup>6</sup> Parent bodies in Catholic schools are supported by the Parents and Friends Federation of Western Australia. Visit <http://pff.wa.edu.au>

# Healthy fundraising – it can be done!

*Fundraising in schools provides much needed funds which can contribute to classroom resources, books for the library, school camps, sporting equipment and other resources.*

There has been a growing trend for fundraising to involve unhealthy food, such as confectionery. This has led to an inconsistency between what students are learning in the classroom about good nutrition and the unhealthy foods promoted by the fundraisers.

In public schools, activities organised outside of the direct responsibility of the Principal, such as P&C Association fundraising, are exempt from the policy, however it is very pleasing that many school communities have reconsidered this and have already adopted a healthier approach that is consistent with the Health Promoting School Framework.

Healthier fundraisers can:

- a) complement nutrition, health and physical activity messages taught in the classroom
- b) reinforce the work of canteens/food services
- c) form part of a supportive environment for children's health
- d) provide personal satisfaction of being a positive role model
- e) support the HFD policy.

There are many new and innovative ways to raise much needed funds and at the same time support a healthy school environment.

Tips to get you started on raising funds the healthy way:

- Set up a committee dedicated to fundraising
- Survey parents and students for ideas
- Aim for one fundraising initiative per school term. A large event such as a fete works best when it is held no more than every second year
- Engage new parents and encourage their involvement. New parents can bring new ideas and fresh enthusiasm
- Promote 'essential products', rather than 'luxury products' for fundraising (e.g. toothbrushes, plastic wrap, foil or toilet paper).



## Healthy fundraising ideas – some big, some small

### Food

- Fruit and vegetable boxes; hot cross bun drive; popcorn; juice or smoothie day

### Physical Activity

- Sporting equipment; gym membership; dances/discos; ice/roller skating; Jump Rope for Heart; fun-a-thons e.g. bike, wheel, splash, skip, skill, walk, dance

### Events

- Fetes; Melbourne Cup lunch; trivia/quiz night; BBQ (healthy options); fundraising dinner; multicultural festival; auction/silent auction; car boot sale; car wash; a pyjamas or costume day

### Leisure, Culture and Arts

- Calendars; art and craft shows; cinema and zoo events; plates and mugs; aprons or tea towels; Christmas cards; school calendar cards or stickers; plants/bulbs, soil and soil rejuvenation products; recipe books (contact WASCA for a special deal on the Canteen Cuisine cookbook, great for the canteen or the busy family)

### More

- Sell toothbrushes; sun block; cosmetics; Tupperware or the like;
- Raffle vouchers e.g. movie tickets, adventure activities or discount vouchers
- Have a class competition to see who can collect the most 5c or 10c coins
- Support existing health issue fundraisers e.g. Red Nose Day or Jeans for Genes.

## Need more inspiration? Contact these organisations:

**Cancer Council** – Ideas to promote health while still making a profit. Visit: [www.cancercouncil.com.au/wp-content/uploads/2010/11/09271\\_CAN3042\\_HealthyFundraising\\_FINAL.pdf-low-res-for-web.pdf](http://www.cancercouncil.com.au/wp-content/uploads/2010/11/09271_CAN3042_HealthyFundraising_FINAL.pdf-low-res-for-web.pdf)

**Entertainment book** – The Entertainment™ Book is a local restaurant and activity guide, which provides hundreds of up to 50% off and 2-for-1 offers from the finest restaurants, cafés, attractions, theatres and accommodation. Visit: <http://www.entertainmentbook.com.au/home>

**Expressions** – customised designs printed onto high quality tea towels, aprons and bags. Visit: <http://www.expressions.com.au/>

**Kids Card Design** – combine your child's artwork and quality cards, calendars, diaries, weekly planners and address books. Visit: <http://www.kidscarddesigns.com.au/>

**Label Kingdom** – offer name labels; iron-on labels; book covers; household labels; wall art and personalised gifts. Visit: <http://www.labelkingdom.com.au/>

**Nutrition Australia** – a manual for schools, early childhood services and community groups. Visit: [www.nutritionaustralia.org/national/product/fundraising-ideas-healthy-kids](http://www.nutritionaustralia.org/national/product/fundraising-ideas-healthy-kids)

# Volunteers – who can do without them?

## *So what can the parent body do to encourage volunteers in the canteen?*

Whether it's reading groups in the classroom, helping to set up sports days or helping out in the canteen, attracting volunteers has become a significant issue across our community.

Many parents are now in paid work, and as much as they would like to volunteer, it has had to take a back seat.

### **Top 10 tips for working with volunteers:**

1. A personal approach goes a long way – get to know your volunteers
2. Include regular work breaks
3. Set up a 'buddy system' so volunteers can work in pairs
4. Make sure the canteen is a happy, pleasant place to work
5. Offer volunteers or their children a complimentary healthy lunch (be sure to include the cost of this as an overhead)
6. Create a birthday calendar of volunteers' birthdays and celebrate their birthday if they work that day, or send them a personalised birthday card
7. Acknowledge volunteers in the school newsletter
8. Present certificates of appreciation at the end of each year
9. Nominate long standing volunteers for the Nan Marlow Volunteer of the Year award. Contact WASCA for details
10. Engage new parents early by having the parent body representatives and/or canteen workers attend kindergarten/pre-primary orientation sessions.

**A Volunteer Welcome Kit has been developed by WASCA for school canteens.**

The kit includes information on:

- Attracting and recruiting volunteers
- Welcoming volunteers
- Retaining volunteers
- Rostering volunteers
- Managing volunteers
- Evaluating the management of volunteers
- Recognising and rewarding volunteers
- Welcome kit templates

Download the *Volunteer Welcome Kit* from

[http://www.waschoolcanteens.org.au/Volunteer\\_Welcome\\_Kit.pdf](http://www.waschoolcanteens.org.au/Volunteer_Welcome_Kit.pdf)



### A recipe for success in attracting and keeping volunteers

Kay Western and Tracey Shepherd jointly manage the Albany Primary School Canteen. Kay has been employed by the P&C Association for the past 12 years, whilst Tracey has been there for the past twelve months. The school has a population of approximately 550 students K – Year 7. Kay and Tracey have no trouble attracting volunteers to their canteen and currently have an impressive 45 people who regularly volunteer their time which Kay attributes to the following factors:

- Volunteers are only asked to volunteer their services for 2 hours each time
- The student/s or volunteer is provided with morning tea or lunch as an incentive, the cost of which is factored into the pricing
- They target dads and grandparents – currently they have four dads helping who are provided with black aprons (unless they want to wear a brightly coloured or frilly one!). Some dads are single parents whilst others are the partners of female helpers
- They go out of their way to make it a fun experience and are relaxed and welcoming
- They encourage the current pool of volunteers to ‘spread the word’ to parents who are new to the school about how much fun they can have by working in the canteen.

*“The secret to our success is a combination of all of the above, but if it wasn’t a happy place to be then people wouldn’t want to be there. We consider ourselves the ‘purple circle’ of the school where it all happens! It’s where you can find out anything you need to know about the school but we don’t gossip or allow others to do so” says Kay.*



# Allergies – be aware

*Schools are encouraged to establish 'allergy aware' environments where appropriate risk minimisation strategies are implemented to reduce the risk of exposure to known allergens. This requires all concerned to recognise the need for ongoing education, communication and advanced planning.*

Students with food allergy and their parents are often anxious about eating food prepared away from home. It is important that all members of the school community are aware of the risk minimisation strategies that are implemented in the school to reduce the risk of exposure to known allergens and that canteen staff understand the importance of appropriate food preparation for individuals with food allergy.

There are a number of things school canteens can do to make food selection from the school canteen a positive experience for students with food allergy, and canteen staff need to be aware of the student's food allergies. Therefore, it is important for parents/students to inform the canteen when ordering, if their child has a food allergy. Canteen staff cannot provide an appropriate food service if they are not informed. Ensure that you write your child's food allergy on the order bag/form when ordering foods from the canteen.

## **What can we do to minimise the risk?**

- Parents to complete the ASCIA Action Plan for their child
- Parents (or student) to write the student's allergy on the canteen lunch order form
- Laminate pictures of students with their names and allergies for the canteen and classroom (with parent consent)
- Where appropriate, communicate with the parent community to request parents do not send foods to school in the lunchbox that could be a high risk to students
- Educate students about anaphylaxis and the potential risks.

## **Where can parents go for more information?**

- *Student Health Care policy* (Department of Education)
- *Food Additives – Best Practice Guidelines* (Department of Education)
- *Anaphylaxis Management Guidelines for Western Australian Schools* (Department of Health WA)
- Anaphylaxis Fact Sheet (Department of Health WA)
- 3 Steps to an allergy aware canteen (WASCA)
  - o Step 1: Communication
  - o Step 2: Identify the risks – review how food is prepared and served
  - o Step 3: Make the required change.
- Allergy & Anaphylaxis Australia (helpline and resources)
- Australasian Society of Clinical Immunology and Allergy – ASCIA (free online training for school staff and the community).

# Need more information?

## Department of Education

[www.det.wa.edu.au/healthyfoodanddrink](http://www.det.wa.edu.au/healthyfoodanddrink)

Information and fact sheets include:

- 'Red' foods
- Tips for including in school newsletters
- Promoting a healthy school environment
- Healthy events and fundraising
- Health promoting schools
- Obesity in Western Australia
- Myths surrounding healthy food and drinks
- Tips for making healthy food and drink choices
- Tips and recipes for packing a lunchbox

## Western Australian School Canteen Association Inc

[www.waschoolcanteens.org.au](http://www.waschoolcanteens.org.au)

Ph: 08 9264 4999 | Email: [wasca@education.wa.edu.au](mailto:wasca@education.wa.edu.au)

Access information, including:

- Training, workshops and networking opportunities for canteen staff and parent bodies
- HFD information and support
- Recipes
- Fact sheets
- Healthy School – Healthy student, a guide for teachers
- Volunteer welcome kit

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## Allergy & Anaphylaxis Australia

[www.allergyfacts.org.au/](http://www.allergyfacts.org.au/)

## Australasian Society of Clinical Immunology and Allergy (ASCIA)

[www.allergy.org.au/](http://www.allergy.org.au/)

## Department of Commerce

[www.commerce.wa.gov.au/index.htm](http://www.commerce.wa.gov.au/index.htm)

Wageline: 1300 655 266

## WA Council of State School Organisations Inc (WACSSO)

Ph: 08 9264 4000

[www.wacssso.wa.edu.au/](http://www.wacssso.wa.edu.au/)

[info@wacssso.wa.edu.au](mailto:info@wacssso.wa.edu.au)

## WA Health Promoting Schools Association Inc

[www.wahpsa.org.au/](http://www.wahpsa.org.au/)