

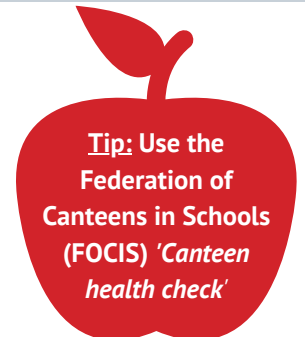
# School canteen 'check-in'

Many canteens in WA government schools are operated by the parent body i.e. the Parents and Citizens Association (P&C); non-government school canteens are generally run by the school or parent body (P&F). Either way, reviewing canteen operations, procedures and checking-in with staff is really important. We recommend this formal review is conducted annually.

## Step 1: Consultation (who should be involved)

- Employers (e.g. P&C Executive Committee, school, board) and/or Canteen Committee
- Canteen Supervisor; and other staff e.g. Canteen Assistant
- Potentially canteen volunteers (depending on what is being reviewed)

**Where:** <https://www.focis.com.au/resources/fact-sheets/>



## Step 2: Consider how the canteen operates (what will be reviewed)

- Compliance with the Department of Education's Healthy Food and Drink policy (see page 2)
- Financial management, record keeping, premises and equipment
- Canteen operations and procedures e.g. ordering system, suppliers, marketing
- Employee performance, satisfaction and job description. This should be seen as a positive experience where the employer creates a safe space; provides constructive feedback; staff have an opportunity to raise issues; and share stories; and all details are kept confidential

**Where:** <https://www.waschoolcanteens.org.au/schoolcommunity/parent-body/>



## Step 3: Schedule a meeting (when should this be done)

- Consider the most appropriate time of the year e.g. end of Term 1; after the P&C AGM
- If conducted after hours, will canteen staff be paid for their time? During hours, will relief staff/volunteers be available to work in the canteen?
- Consider reporting process post review e.g. if the Canteen Supervisor sets a goal to complete (i.e. training), how will they inform the employer this has been done? e.g. send certificate of completion within 1-month of meeting

**Where:** <https://schoolcanteentraining.org.au/>



## Step 4: Make a plan (how will changes be implemented)

- If further reviews are required or changes need to be implemented consider who is responsible to action this and by when
- Communicate any changes and positive stories to the school community
- Thank all parties for participating and assisting to review the canteen

**Where:** <https://www.waschoolcanteens.org.au/schoolcommunity/parent-body/>



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



# Healthy food and drink policy checklist



1.

## Develop a school-based healthy food and drink policy

Does the school have a current HFD policy? It should include:

- Aims and principles of the school canteen/food service
- Guidance for all food and drinks offered in the school setting e.g. green foods
- Endorsement of the principal and P&C/Canteen sub-committee

**How often:** reviewed every year to ensure it still meets the expectations of the school community

*Policy template on WASCA website*

2.

## Promote healthy eating to the school community

Does the school/canteen promote healthy eating to the school community?

- Add notices, stories, recipes and healthy eating information in school newsletter, website and social media
- Provide healthy catering at school events
- Whole of school events such as a health/cultural event or theme day e.g. Harmony Week

**How often:** twice per term

*Content available on WASCA website*

3.

## Complete Traffic light training

Has the Canteen Supervisor and P&C completed Traffic light training?

- Available face to face, video conference (VC) and online
- Great opportunity to review the menu and network with other schools
- Consider hosting a face to face session at your school (pending numbers and location)

**How often:** at least every 5 years

*See schedule on WASCA website; or host a session*

4.

## Complete FoodSafe® Food Handler Training

Have paid and volunteer staff completed food safety and hygiene training?

- Training ensures practices and procedures are implemented
- Appropriate record keeping to meet Environmental Health audit requirements

**How often:** at least every 5 years

*WASCA delivers training face to face or online*

5.

## Canteen menu - >60% Green choices <40% Amber no Red

Does the menu include healthy green choices e.g.



- breads and cereals
- fruits and vegetables
- plain water and milk

Are red items not available e.g.



- sugary drinks
- chocolates and lollies
- iced cakes

**How often:** ideally summer and winter menu

*Send menus, recipes & products to WASCA for FREE review*