

For:

- ✓ School council
- ✓ Principal and school leaders
- Teachers
- ✓ Canteen staff
- Students
- ✓ School community

'Go for your life'

# Healthy Canteen Kit

getting  
**started**



**go  
for  
your  
life™**



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# go for your life

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## › Introduction

School canteens and other school food services are important educational resources. They have an important role in the provision of food to students and the school community as well as being an integral part of the school environment.

The school canteen should reflect the educational goals of the school and support and complement student learning. When consumed daily, the food provided through the school canteen may comprise a third of a student's total daily intake and have a significant influence on their health and nutrition.

It is important that parents, teachers and students work together to support a whole-school approach to building a school culture in which students actively choose nutritious foods and a healthy lifestyle.

The *'Go for your life' Healthy Canteen Kit* contains the following resources to assist schools to develop healthy canteens and other food services:

- *'Go for your life' Healthy Canteen Kit – School Canteens and Other School Food Services Policy* explains the guiding principles, including food selection, food categories, food safety, and the role of the school council in developing a school food service policy.
- *'Go for your life' Healthy Canteen Kit – Food Planner* assists schools and canteens to make appropriate healthy food choices.
- *'Go for your life' Healthy Canteen Kit – Getting Started* provides advice about how to establish a healthy school food service. It includes healthy fundraising ideas, frequently asked questions and a sample canteen policy.
- *'Go for your life' Healthy Canteen Kit – Student Learning Activities* provides a suite of learning activities for each of the six levels of the Victorian Essential Learning Standards (VELS) for Years Prep to 10.
- *'Go for your life' Healthy Canteen Kit – Canteen Manual* provides practical information for canteen managers and school personnel to assist with the management and day-to-day running of the school canteen.
- *'Go for your life' Healthy Canteen Kit* CD-ROM provides an electronic copy of the entire kit.
- *At a glance planner* provides a quick reference in poster form to assist with healthy food choices.
- A poster to promote healthy food choices to students.

The 'Go for your life' Healthy Canteen Kit – Getting Started provides information about:

- why healthy food in schools is important
- developing a canteen policy
- how to establish a healthy food service
- developing a canteen menu that reflects the *School Canteens and Other School Food Services Policy*
- answers to frequently asked questions
- healthy fundraising ideas
- resources that will support schools to develop a healthy food service.

It is recommended that school councils develop a policy for their canteen and other school food services. This policy-making process should include a discussion about the purpose of the school canteen within the school community.

Many school councils have contractual arrangements in relation to their canteens and these arrangements need to be honoured. Schools that have a specific relationship with a retail shop for the provision of school foods and drinks need to consider how this policy can be applied.

Changes to the school canteen menu or food service will vary from school to school depending on a variety of factors such as:

- how many days per week the canteen is open
- what food preparation facilities are available
- where the canteen is currently placed with respect to making healthy changes.





## › Background information

### Why is healthy food in schools important?

Nutrition is particularly important in the childhood years, which are a time of rapid growth and development. Healthy eating has a long lasting and positive impact on a child's growth, development and health. In addition, healthy eating will maximise a child's concentration and ability to learn. Nutrition during childhood is also important in preventing lifestyle diseases such as obesity, dental disease, Type 2 Diabetes, hypertension and, in later life, osteoporosis, cardiovascular disease and a range of cancers.

For children, the issue of healthy weight is also of importance. The incidence of overweight and obesity in children and young people in Australia has increased dramatically in recent years, with 1 in 4 children overweight or obese. This has serious long- and short-term health consequences. Excess weight gain in children is usually a result of eating too much food or the wrong type of food, combined with low energy expenditure – doing too little physical activity or being inactive for too much of the day. Children who are overweight or obese are at high risk of low self esteem, poor body image, risk taking behaviour and depression.

The school is a great environment to promote an enjoyment of healthy eating and to nurture a positive body image.

For many students who use the canteen regularly, the food purchased there makes a significant contribution to their total food intake and nutrition. For those students who do not use the school canteen or food service regularly, the canteen still plays an important educational and modelling role for healthy eating habits.

In addition to the provision of nutritious food, the canteen has an important role within the broader school environment in complementing the knowledge, skills and behaviours about healthy eating and lifestyles that are taught in the classroom. The food provided within the school environment has a considerable influence on the development of children's long-term eating habits, food preferences and attitudes towards food.



The school canteen can play an important role in promoting healthy foods and creating a school culture of healthy eating. This can extend beyond the school environment and influence food choices within the family and community, and enhance the social and multicultural aspects of food and eating.

Some nutritional issues that affect children include:

- growth
- bone health and development
- dental health
- weight management (overweight and obesity)
- eating disorders and body image
- mood, concentration and learning
- development of food preferences, tastes, eating habits and skills
- promotion of health and prevention of lifestyle disease
- nutritional adequacy.

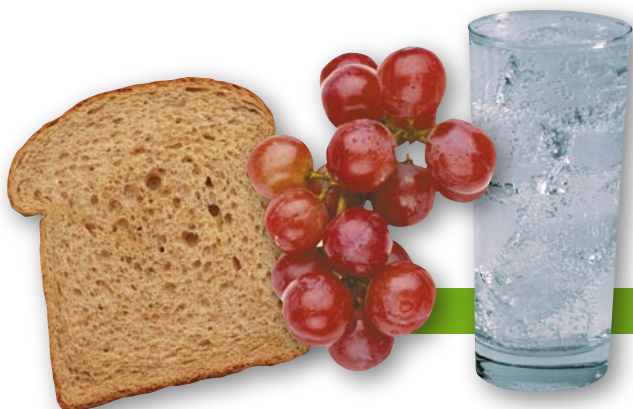
### What are Australian children eating?

The National Nutrition Survey (n=2819) in 1995 revealed that on the day prior to the survey:

- 40 per cent of children surveyed ate no fruit and only 50 per cent met recommended intake\*
- 23 per cent of children surveyed ate no vegetables and only 33 per cent met recommended intake\*
- 51 per cent of this vegetable intake was potatoes and 75 per cent of potatoes were consumed fried or mashed with added fats
- 35 per cent of children surveyed ate snack foods such as potato chips\*
- 54 per cent of children surveyed ate confectionery\*
- 38 per cent of children surveyed drank beverages such as soft drink or cordial\*
- the intake of dairy foods was inadequate to meet calcium requirements, in particular adolescent girls averaged less than 1 glass of milk per day and 37 per cent of 16–18-year-old girls had no milk.

*\*1995 National Nutrition Survey (8–11-year-olds, n=1 032.7)*

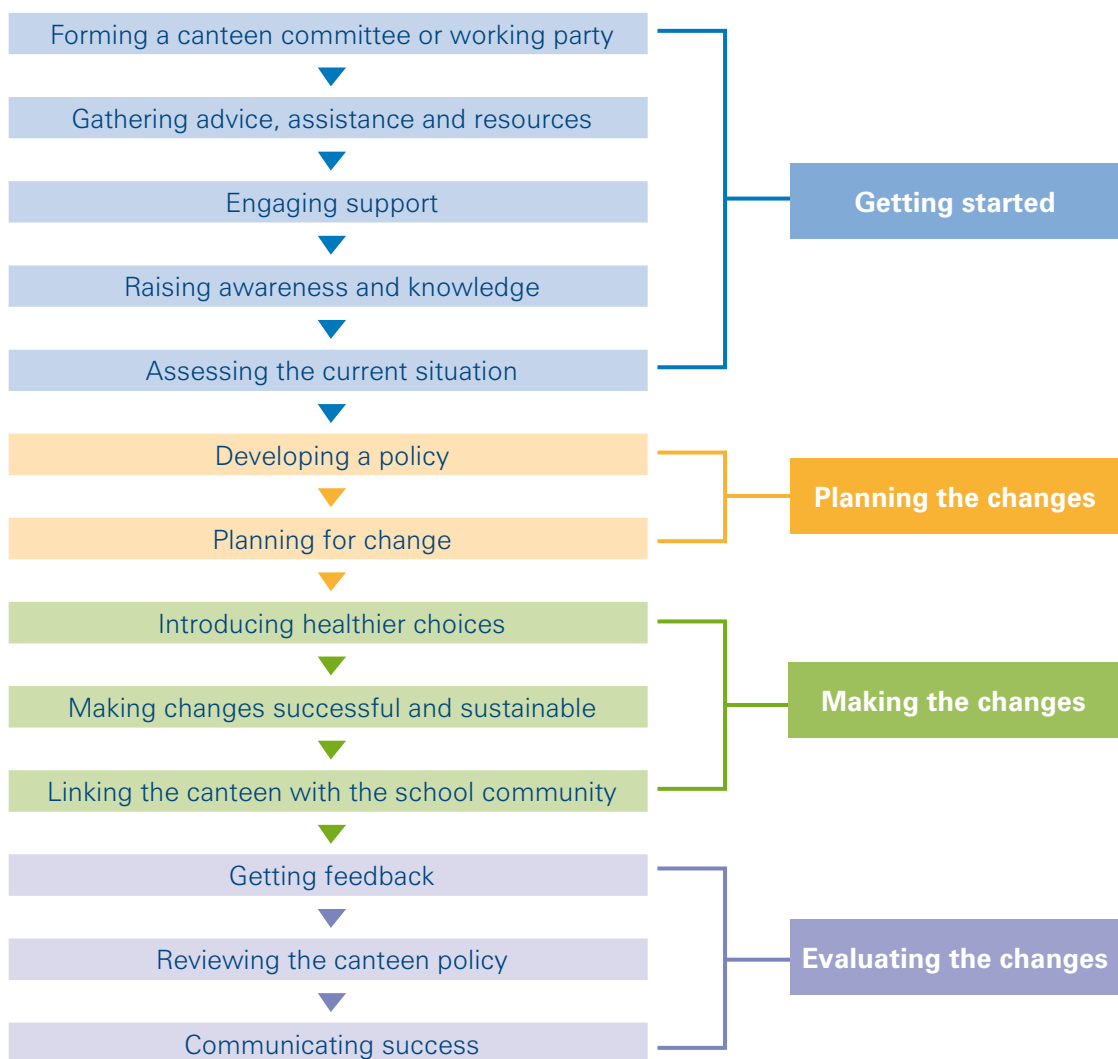
*(These values are an average of male and female data for 8–11-year-olds. Values for the 4–7 year age group data are very similar.)*



# go for your life

## Establishing a healthy school food service

The following process will assist a school to develop a healthy food service:





## › Getting started

### Forming a canteen committee or working party

It is important to engage support when first seeking to provide a healthy school food service. The school council, principal, canteen administrator, canteen staff (including paid and volunteer workers), the canteen committee, teachers and other staff, the school parent body, parents and students should all be involved in the process.

Forming a healthy canteen committee is an important first step in making the changes needed to provide healthy foods in schools. It not only allows the workload to be shared but also provides a wider forum to share different views and ideas. There may already be an existing canteen committee that may need to be reviewed and changed, or a new group may need to be established.

#### Who are canteen committee members?

It is important that the canteen committee is representative of the whole school community and should include the canteen manager (or staff) and a school council representative. Other members may include:

- teachers (for example, food technology, health or any other interested teachers)
- parents
- principal
- parents and friends association representatives
- student representatives
- local milk bar or grocer owners
- school nurse
- externally contracted caterers
- school community members interested in being involved.

When recruiting committee members, if possible target people with specific skills and knowledge in areas such as small business management, accounting, catering or nutrition. This also offers the advantage of greater networking opportunities and the contribution of a diverse range of skills.

#### What is the role of the canteen committee?

The initial role of the canteen committee is to develop a canteen policy and oversee canteen operations. The committee has an important role in gathering information on people's views and ideas so that the canteen policy developed is representative of the whole school community. Another role of the committee is to build awareness and knowledge among the wider school community of the issues associated with canteen policy development.

It is important to assign positions and tasks to individual committee members. People are more likely to feel responsible and motivated if they have an individual responsibility, and this creates a more productive committee. Positions to be formally assigned may include:

- chairperson who is responsible for running committee meetings
- deputy chairperson
- secretary who is responsible for distributing meeting agendas, minuting meetings and other administrative duties
- treasurer who is responsible for making payments and regularly comparing and checking financial records.

Assigning other committee members particular areas of responsibility creates efficiency as members become proficient in their responsibilities, for example allocating the responsibility of all communication tasks to one person. This also ensures a distribution of the workload.

### **How do I recruit committee members?**

It is important to identify the number of committee members and the range of skills required before commencing recruiting. Developing a job description for committee positions clearly communicates the specific tasks and time commitment involved.

***HINT:** To encourage people to join and commit to this committee, be resourceful when recruiting. Advertise widely for interested people. The school newsletter is a good means of communication, but think of other places in the community such as the local shopping centre notice-board or RSL. Providing an incentive such as a lunch may also be helpful.*

## Gathering advice, assistance and resources

There are many available sources of support and information about developing healthy canteens. Gathering relevant resources will help with the initial needs assessment and the policy development phase. Support to school canteens may be provided by:

- The 'Go for your life' Canteen Advisory Service: [www.goforyourlife.vic.gov.au](http://www.goforyourlife.vic.gov.au)
- organisations which offer specific training and professional development opportunities, such as Nutrition Australia and the Victorian Home Economics and Textiles Teachers' Association (VHETTA)
- state canteen associations that offer membership, websites, expos and professional development opportunities
- school canteens with an active healthy canteen policy that have been successful in implementing healthy changes
- local health services
- other nutrition and canteen websites
- financial sponsorship.

Resources initially required to assist with the needs assessment and policy development phase may include:

- sample canteen policies
- nutrition guidelines
- survey templates
- food safety information.

Resources that may be required on an ongoing basis to assist with planning and implementation may include:

- recipes
- menu templates
- food products
- marketing and promotional ideas.

Refer to the Information and resources section (pages 43–48) for a detailed list of recommended websites and resources.

**HINT:** *Have a resources folder that is easy to access in the canteen to encourage reference and updating.*

## Engaging support

Forming a canteen committee that is representative of the school community is the initial step in ensuring a healthy canteen. The canteen committee can then generate support from the wider school community by increasing awareness of the relevant issues.

## Raising awareness and knowledge

Raising awareness and knowledge while also engaging support are critical for the canteen committee and will need to be an ongoing focus throughout the change process. Initially, the focus will be on promoting the idea that providing healthy foods is a whole-school priority. It is possible that members of the school community need to become more aware of the connection between food, health and the role of the canteen in encouraging healthy food choices.

Distributing information on child nutrition and nutritional issues may be useful in the initial education and awareness-raising process as well as throughout the continuing operation of the canteen.

The following suggestions can be adapted at various stages. The canteen committee should:

- involve all groups from the start
- increase awareness of the link between food, health and the role of the canteen in encouraging healthy food choices
- increase awareness and knowledge of child nutrition and health
- raise awareness of particular areas of concern in the school regarding nutrition and health
- promote the idea that healthy foods in the school is a priority
- engage support for selling healthier foods in the school
- encourage acceptance and ownership of any changes to the canteen.

## Who to target

Your target audience should include:

- key decision makers in the school, for example the principal and school council
- canteen staff and volunteers
- students
- school staff
- parents and families
- the wider community.

### You can reach your target audience by:

- distributing the *School Canteens and Other School Food Services Policy* to teachers, school councils and parent associations
- requesting that discussion of the policy be an agenda item at teacher, staff or school council meetings
- distributing the background information provided in this resource
- ordering and disseminating free government publications such as *Food for Health*
- collecting and disseminating current and reputable information about nutrition and health through the provision of guest speakers, professional development for teachers and activities for the school community
- publishing an article in the school newsletter
- providing an article for the local media
- informally talking with the school community
- engaging the support of a high-profile community member to provide a statement for your newsletter.

These suggestions could be adapted to build awareness at various stages of the change process. For example, at this early stage, information distributed could focus on child nutrition issues and why canteens and foods provided in schools are important in promoting health. As awareness increases, the information provided could concentrate on communicating the specific changes and activities the school is making.

### Assessing the current situation

The canteen committee, in consultation with the school community, will need to gather information and assess the school's current situation.

#### Questions to ask

- Is there an existing canteen policy that is still current, follows current guidelines and is being properly followed?
- Are there other school policies that are relevant to the canteen/school food service policy? Which other school policies may affect the operation of the canteen, for example school recycling or volunteers policy, and should they be linked into the canteen policy?
- What policy exists in the school concerning health and nutrition education? How is this policy implemented in the classroom? Are the canteen and classroom policies complementary?
- Why does the school have a canteen? What is the main purpose of the canteen as it exists currently? (This may not be established and the question may provide several different views.)
- Who currently makes key decisions regarding the school canteen?
- To what extent do parents, staff and students currently support the canteen, for example the number of lunches sold, the number of parents who work in the canteen and length of retainment of volunteers? With permission, students may be surveyed to ascertain how often they use the canteen and what they usually buy.

- What progress has previously been made in moving towards a healthier school canteen? What changes have been attempted in the past? Were these changes successful? If not, why not?
- What is the canteen's financial status?
- Analyse canteen sales, for example the number of lunches sold and the best-sellers of meals, drinks and snacks. This may require a sales audit to record lunch orders and sales over a fortnight or month.
- What is the history and length of retainment of volunteers?
- What other foods are offered in the school, for example, fundraisers, fetes or excursions? How does this affect the canteen?
- Assess the current menu. (See page 13.)

### **Gathering school community opinion**

It is important that the opinions of all sections of the school community are clearly understood before any significant change is implemented.

#### ***Questions to ask***

- What do students perceive as the popular and non-popular menu items?
- What is the level of parent, staff and student support for the school food services?
- What are the school community views of the existing canteen service?
- How would the school's community view a change towards a healthier canteen?
- What is the purpose of the current canteen services? Is it to offer the school community a service or is it a fundraising source?
- What is the current level of satisfaction with the present school food services? What perceptions exist about how healthy the food is and the variety of the available food? What are the views about the hours of operation, ordering procedures and the canteen's role at other school functions such as excursions and sports days?
- What would students, parents and teachers like to see changed in the school canteen? Are there any suggestions for healthy changes?

This information can be collected in several ways.

- Survey the school community:
  - Students could help design and collate a student survey as part of a learning activity. There are many example canteen surveys available. Refer to the websites listed in the Information and resources section of this manual for some examples.
  - A separate teacher survey could be conducted.
  - A suggestion box could be placed in the canteen, at the front reception desk and in the staff room.
  - A survey for parents could be included in the school newsletter.
  - Surveys could be given to selected classes to complete in class with their teacher.
- Initiate discussions with the school council, parents and friends association, teaching staff or the school nurse. These discussions may be informal, or a request can be made to present background information, propose ideas and gather feedback at a meeting or in another formal setting.
- Make a note of informal feedback and ideas that students offer in conversations at the canteen counter when being served.

The Canteen Assessment Activity on the following pages is a useful tool to use with the canteen committee. It helps to identify the strengths and weaknesses of the canteen across areas of the Health Promoting Schools Framework. The checklist can be copied and used at a committee planning meeting. While some of the areas on the checklist may not be relevant to all schools, they are a useful guide. Answers to all the questions may not be able to be completed initially by the committee and may require further research and consultation.

At this stage, it may be possible to develop a vision or goal statement for the canteen to describe the type of canteen the school community wants.

### **Assessing the canteen menu**

Before assessing the current canteen menu, it is advisable to become familiar with the 'Go for your life' Healthy Canteen Kit – Food Planner, the *Dietary Guidelines for Children and Adolescents in Australia* and the *Australian Guide to Healthy Eating*.

**HINT:** Use three different-coloured highlighters to highlight the foods on a copy of the menu according to what category they fall into. This will provide a good visual idea of the mix or proportion of foods on the menu fitting into each of the three categories.

You should also:

- use the 'Go for your life' Healthy Canteen Kit – Food Planner to classify which category canteen foods fall into – Everyday, Select Carefully or Occasionally
- take into account serve sizes when assessing which category foods fall into
- consider ingredients used in homemade recipes when assessing your menu – you will need to have exact recipes and food product labels present to help when assessing the menu
- check the mix of items on the menu. Is the proportion of Everyday (green) foods higher for lunch, snacks and drinks?
- check if the menu offers a range of foods from all food groups, that is, breads, cereals, rice, pasta and noodles, vegetables, fruit, dairy, meat and meat alternatives.

**HINT:** Students could assist with this menu assessment as part of their curriculum activities. The 'Go for your life' Healthy Canteen Kit – Student Learning Activities that accompany this resource will assist teachers to plan a classroom canteen menu assessment activity.



### Assessing the canteen

The Canteen Assessment Activity on pages 15–19 is a useful tool for the canteen committee to use to ascertain the current situation. Use the Health Promoting Schools Framework to help identify the canteen’s strengths and weaknesses. The activity may also assist in identifying issues which may have been overlooked, or spark new ideas to make improvements.

The Canteen Assessment Activity could be completed at a canteen committee meeting. Using information gathered, answer ‘yes’ or ‘no’ to each question. Answers to all the questions may not be available and may require further research and consultation. Some questions might not be relevant.

The Action Required column should be completed for the ‘no’ responses. Initially, these ideas may be broad or general and may require further discussion and elaboration before planning specific initiatives and activities to address the areas of concern.

### Canteen Assessment Activity example

	YES	NO	ACTION REQUIRED
Are healthy choices easy choices, for example, conveniently placed and always available with no waiting time?		✓	Sandwiches are currently pre-order only. Trial preparing and displaying a selection of ready-to-go sandwiches and wraps for sale over the counter at lunchtime.
Is the management and planning of the canteen’s volunteers perceived to be run effectively and successfully?		✓	Difficulty with recruiting of volunteers. Advertise more widely, for example, try the local Senior Citizens’ Club.



### Canteen Assessment Activity

	YES	NO	ACTION REQUIRED
<b>General questions</b>			
Is the canteen committee representative of the whole school community and committed to the promotion of healthy foods in schools?			
Does the school have a canteen policy? If yes, is this policy being implemented and followed?			
Is the canteen policy regularly reviewed and updated?			
Does the school canteen menu reflect the <i>Dietary Guidelines for Children and Adolescents in Australia</i> ? Refer to page 3 of the 'Go for your life' Healthy Canteen Kit – Food Planner.			
Does the school canteen sell foods in line with the 'Go for your life' Healthy Canteen Kit – Food Planner?			
Does the canteen committee positively promote healthy foods and new initiatives or changes that are to be made to the canteen?			
Does the canteen involve students, the school community and the wider community in decision making?			

	YES	NO	ACTION REQUIRED
<p><b>The canteen staff and volunteers</b></p> <p>Refer to page 35 of the <i>'Go for your life' Healthy Canteen Kit – Canteen Manual</i> for more information and ideas.</p>			
Are the canteen manager and staff informed and aware of the canteen policy, and decisions and discussions held by the canteen committee?			
Are all canteen staff aware of and have access to the information provided in this resource?			
Are canteen staff informed of relevant school activities, such as school events, functions, curriculum days and school excursions?			
Do canteen staff and volunteers have the opportunity to receive training or professional development?			
Are recognition and incentives offered to canteen volunteers?			
Is the management and planning of the canteen's volunteers perceived to be run effectively and successfully?			
<p><b>The canteen menu</b></p> <p>Refer to the <i>'Go for your life' Healthy Canteen Kit – Canteen Manual</i>, and the <i>'Go for your life' Healthy Canteen Kit – Food Planner</i> for more information and ideas on creating a healthy canteen menu.</p>			
Have deep-fried foods and high-fat options that have minimal nutritional value, such as dim sims, pies and hot dogs been eliminated from the menu?			
Are fruit and vegetables offered daily on the menu (on their own or as a recipe ingredient)?			
Is produce of high quality, particularly fruit and vegetables?			
Are snack foods with minimal nutritional value being sold?			

	YES	NO	ACTION REQUIRED
Are healthy snack foods offered?			
Have soft drinks been removed from the canteen menu?			
Has confectionery been removed from the canteen menu?			
Are Everyday drinks the main drinks on offer, for example, water or low-fat plain milk?			
Are healthy choices easy choices, for example conveniently placed and always available with no waiting time?			
Are healthy choices listed first on the menu?			
Does the canteen offer a summer and winter menu?			
<b>Financial</b> Refer to page 33 of the <i>'Go for your life' Healthy Canteen Kit – Canteen Manual</i> for more information on financial management.			
Does the canteen keep accurate financial records?			
Does the canteen accurately price menu items, for example, allowing for all ingredients and packaging when calculating the price of food and ensuring correct mark-ups on pre-packaged products?			
Does the canteen have a supplier who offers competitive prices and keeps them well-informed of specials and seasonal availability? (Refer to page 31 of the <i>'Go for your life' Healthy Canteen Kit – Canteen Manual</i> ).			
<b>The canteen layout</b> Refer to page 36 of the <i>'Go for your life' Healthy Canteen Kit – Canteen Manual</i> for more information and ideas on creating a positive canteen environment.			
Is the canteen friendly, positive, bright, enticing and easily accessible?			
Does the canteen menu or specials board promote healthier choices, for example, listing healthy options in bold, bright letters?			

	YES	NO	ACTION REQUIRED
<b>Promotion and marketing</b> Refer to page 38 of the 'Go for your life' Healthy Canteen Kit – Canteen Manual for more information and ideas on promotion and marketing of healthy canteens.			
Does the canteen actively promote a healthy eating philosophy?			
Are healthy food items on the menu heavily promoted and marketed?			
Are unhealthier, less nutritious products banned from being promoted and marketed by the canteen?			
Are healthy choices prominently placed in the canteen, for example, are healthy choices placed at the cash register?			
Are less healthy choices placed less prominently in the canteen?			
Are healthy choices presented in an appealing way?			
Does the canteen trial new healthy options regularly to promote variety and increase sales of these items?			
Are healthy canteen choices sold at competitive prices.			
Does the canteen promote healthy choices by offering specials, meal deals or participation in theme days and awareness weeks?			
<b>Food safety and hygiene</b> Refer to page 25 of the 'Go for your life' Healthy Canteen Kit – Canteen Manual for more information and ideas on food safety and hygiene.			
Does the canteen have a registered food safety and hygiene plan that is regularly audited and followed by all canteen staff?			
Has a canteen staff member undertaken food safety supervisor training?			

	YES	NO	ACTION REQUIRED
<b>Classroom links</b>			
Refer to 'Go for your life' Healthy Canteen Kit – Student Learning Activities for more information and ideas on linking the canteen's values with the school curriculum.			
Does the canteen policy support and align with nutrition education in the classroom, for example, linking with subjects like history or special projects like cultural themes?			
<b>Fundraising</b>			
Refer to page 40 of this resource for more information and ideas on healthy fundraising.			
Are healthy alternatives to traditional fundraising ideas used?			
<b>Catering and other food services in the school</b>			
Refer to 'Go for your life' Healthy Canteen Kit – Food Planner for more information and ideas.			
Is catering and other food provision in the school in line with the canteen policy, the <i>School Canteens and Other School Food Services Policy</i> and the <i>Dietary Guidelines for Children and Adolescents in Australia</i> for example, catering for staff meetings, events or excursions?			
Have all unhealthy foods and drinks of minimal nutritional value been removed from vending machines located on school premises?			
<b>The environment</b>			
Is packaging of menu items minimised and/or environmentally friendly?			
Is there a simple system for recycling solid waste from the canteen?			
Does the canteen link in with a school vegetable garden and relevant classroom activities?			

## › Planning the changes

### Developing a policy

A school canteen policy is important because it:

- ensures long-term commitment to and sustainability of healthy changes
- provides official 'back-up' to healthy changes
- assists in dealing with negative feedback and non-compliance or dispute
- communicates a consistent message to the whole school community
- gives direction and support to canteen staff involved in implementing changes
- provides a plan for change
- defines the role and activities of the school canteen
- guides the operation and management of the canteen
- sets goals for the canteen
- clarifies what the school community expects from the canteen
- reflects the values and practices of the school community
- shares the responsibility so that the canteen manager is supported and not solely responsible.

A good knowledge and understanding of all the practices and processes involved in operating a school canteen are needed in order to develop a sound policy. A school canteen policy needs to be clear and concise, and relevant to the canteen that exists within the school and useful for the people working with it.

When developing a canteen policy:

- provide a copy of the existing policy or a policy example or template to canteen committee members
- discuss the policy documents
- identify areas of the existing policy that need to be changed or areas of the new policy that need to be included based on the information previously collected, for example Department of Education & Training *School Canteens and Other School Food Services Policy* and the Canteen Assessment Activity
- draft a policy – perhaps divide sections of the policy up between committee members with the relevant knowledge or interest.

The canteen policy should be endorsed by the whole school community and should be referred to when making decisions about the canteen. It should be reviewed regularly to ensure that it remains current and relevant.

**HINT:** *There are many existing canteen sample policies and templates available for you to use as a guide. These templates are examples only and some sections may not be relevant to your canteen. Your policy needs to be tailored or adapted to be relevant to the structure, operation and goals of your own canteen. (See Information and resources page 36 for a sample canteen policy.)*



A canteen policy may cover aspects such as:

- background/rationale
- aims
- operation
- nutrition guidelines for foods to be offered. Refer to the *'Go for your life' Healthy Canteen Kit – Food Planner* for information about food categories and restrictions on food and drink supply
- strategies for promoting and marketing healthy choices
- linking the canteen to the Health Promoting Schools Framework, for example linking to curriculum, vegetable garden or wider community
- food hygiene and safety and occupational health and safety guidelines and procedures
- canteen management, including:
  - canteen staff/employment (including roles and responsibilities of staff and volunteers)
  - volunteers (including procedures for orientation and strategies for reward and recognition)
  - staff training
- financial management, including:
  - pricing and income issues
  - stock management
  - accounting and reporting responsibilities
  - canteen equipment
  - gifts/concessions
- general policy issues – evaluation, review, monitoring, distribution of policy
- endorsement of policy
- appendices which may include nutrition guidelines, canteen manager's job description and canteen management agreement.

### Seeking feedback

The draft canteen policy should be circulated to the canteen committee and school community, for example the school council, principal, teachers, parents and friends association and student representative council. This provides an opportunity to get feedback, clarify any questions about the policy and ensure all intentions or concerns have been addressed. This active consultation process will encourage the school community's acceptance and support for the policy.

### Finalising the policy

Once feedback has been collected and any resultant changes incorporated, the policy can be finalised and endorsed. This is often done at the school council annual general meeting.

The canteen policy should inform all decision making about the canteen. It should be reviewed regularly to ensure that it remains up to date and relevant.

Note: This resource outlines one way of changing to a healthier canteen but each school may find that the process occurs slightly differently. Developing a canteen policy may occur at the same time changes are being planned and made. The process is evolving and schools may find while implementing changes that their goals and policies alter.

### **Advertising to the school community**

Advertising should be ongoing while implementing the policy and making changes to the canteen. Proposed and planned activities should be advertised to the school community. The policy could be communicated to the wider school community by:

- circulating a copy of the policy via the school newsletter or website, inviting feedback and comments and acknowledging contributors
- displaying a copy of the canteen policy in the front reception area and canteen
- presenting to students at the school assembly
- presenting at staff meetings, school council meetings, parent–teacher evenings, parents and friends association meetings
- providing a copy of the policy to all new parents in enrolment and orientation information packs
- conducting an information session about the policy for canteen volunteers and staff
- encouraging students to run information sessions at lunchtime or talking at assembly
- including the canteen as a regular agenda item at school council meetings
- writing an article for the local paper outlining a summary of the policy.

## Planning for change

Once an accurate assessment of the current position has been undertaken, a detailed plan of action should be developed. The action plan identifies the 'who', 'what', 'how' and 'when'. While the Canteen Assessment Activity may have identified a comprehensive list of potential changes, planning changes needs to be realistic. It is good to implement a few small changes and establish long-term goals for the future. Gradually changing to a healthier menu and implementing a healthy canteen policy will improve acceptance and a smoother, more successful transition.

Responsibility for implementing the changes across the school community should be shared. Implementation should not be the sole responsibility of the canteen manager. The outcome of any activities or changes should be recorded.

The table on page 24 will assist the development of a detailed plan of action. Activities and goals identified in the Action Required column of the Canteen Assessment Activity will provide a basis for planning.

When developing an action plan it is important to identify:

- issues that need to be addressed immediately and those that can be addressed later
- operational and structural changes needed to support the introduction of healthier foods
- options or activities that are available to make the change
- the preferred or most practical options or activities
- who will be responsible for each action
- the time and resources that will be required
- when the changes will occur.

Smart planning ensures that a canteen policy is useful and dynamic. It includes changes that can be implemented over time and is not just a collection of broad statements of intent.

**Remember:** Proposed activities should be linked to the areas of need identified in the initial mapping exercise and needs assessment to address the specific issues identified for your school.

## Implementation plan

ACTION REQUIRED TO IMPROVE THE SITUATION	HOW WILL THIS BE IMPLEMENTED?	WHO IS INVOLVED AND RESPONSIBLE?	TIME, RESOURCES AND MONEY NEEDED	DATE FOR ACTION TO BE IMPLEMENTED	OUTCOMES	
<p>Trial preparing and displaying a selection of ready-to-go sandwiches and wraps for sale over the counter at lunchtime.</p>	<p>Decide on a selection of popular fillings to trial. Ensure extra stock is ordered if needed. Plan time to make the extra sandwiches/wraps in the morning when doing lunch order sandwiches. Alter menu to advertise sandwiches available at lunch. Advertise in school newsletter and design flyer. Monitor sales.</p>	<p>Canteen staff – with input from students (for example, Design a Wrap Activity). Canteen manager. Canteen committee media person to liaise with administration staff. Canteen staff and canteen manager.</p>	<p>Extra sandwich ingredients. Paper for flyers.</p>	<p>Start of Term 2.</p>	<p>End of Term 2.</p>	<p>Sales of sandwiches maintained (orders decreased, but counter sales increased).</p>

## › Making the changes

There are many approaches in changing to a healthier canteen. Approaches vary depending on how many days per week the canteen is open, the canteen's food preparation facilities and where the canteen is currently placed with respect to making healthy changes. Changes can be implemented over a period of time depending on the school's individual circumstances.

It is important to:

- make healthy changes gradually
- communicate to students, staff and the wider community why the changes are being made
- use marketing and promotion to highlight the positive aspects of the menu changes
- advertise and promote these changes well in advance
- don't draw attention to the removal of certain foods
- be positive.

### Introducing healthier choices

Below is a list of strategies canteens can use to make changes.

- The canteen reopens (for example after the holidays) with a totally new healthy menu and image. This approach works well with support from the wider school community, with strong communication, promotion and marketing and links to the school curriculum. This approach may require a larger initial outlay of resources to make such a large change.
- All foods and drinks in the Occasionally category are removed and replaced with new healthier choices.
- New healthy foods are trialed using theme days or specials. If they are popular, they are added to the regular menu.
- The regular menu is reviewed and streamlined by replacing slow sellers with regular healthy daily specials.
- The canteen runs a healthy menu once a week, eventually introducing this as the regular daily menu. This gives time for the new menu to be refined and accepted by students.
- The time and quantity of sale of foods is restricted. This will encourage children to purchase healthy options first.

Most canteens will usually use a combination of these approaches.

Once changes and goals have been identified in the canteen policy, the canteen menu should be assessed against the *'Go for your life' Healthy Canteen Kit – Food Planner*. When planning a new menu, consider the amount, variety and range of foods.

Children need a variety of different foods across all five food groups. Ensure that several choices from all the food groups are offered.

**Foods and drinks which fit into the Occasionally (red foods) category should be supplied on no more than two occasions per term.**

**From 2007, high sugar content soft drinks should not be supplied through school food services. This includes energy drinks and flavoured mineral waters with high sugar content.**

**From 2009, no confectionery should be supplied through school food services.**

Limiting the menu to a smaller range of foods, but providing variety by having a daily or weekly special (such as a hot prepared dish) can:

- reduce the cost of goods by reducing the range of products purchased and can bring bulk buying discounts
- save time on preparation and help
- allow more time to prepare fresh foods, trial new healthy products and run promotions.

Use the 'Go for your life' Healthy Canteen Kit – Food Planner to plan a new canteen menu or assess existing menu items.

When planning a menu:

- ensure all staple ingredients and products such as milk, cheese, spreads\* and sauces are low or reduced fat and that flours, breads and cereals are high fibre
- limit use of high-fat spreads\*
- ensure low-fat cooking methods are used as standard
- read labels and check prepared recipes to see that they are healthy and suitable
- ensure fruit and vegetables are included daily on lunch and snack menus (this may include using canned and frozen options if the fresh version is not in season)
- include a variety of different food textures and colours (for example, both raw and cooked vegetables and fruit)
- consider the serve sizes, as students are of varying ages and appetites. Smaller children sometimes prefer to eat in a small snacking pattern, so half-sizes of healthy meals are a good idea. Mini items are also a novelty.

**HINT:** Younger students enjoy mini salad rolls made with dinner rolls, mini pizzas made with French sticks, small pieces of corn cob, fruit pieces, nibble bags of finger foods and bite-size pieces of vegetables and cheese rather than a salad plate.

- consider the different cultural groups in the school community and their special food and dietary needs, for example halal foods, kosher foods or vegetarian meals
- consider the practicality of the menu:
  - the new menu item should be relatively simple and able to be prepared under food safety and hygiene procedures
  - the new menu item should not require expensive ingredients
  - check that the equipment, time and resources needed to prepare the proposed menu item, as well as space to store it, are available
  - decide if there are any restrictions on when the menu item may be available
  - check if the menu item requires extra packaging
- consider whether the menu reflects the new healthier changes. The menu layout should be easy to read and healthier products should be highlighted by being at the top of the menu choices, in a bold or interesting font. Pictures and catchy names can be devised for the healthy choices
- state which products are available over the counter and which require pre-ordering
- include a section on the menu for regular new messages or interesting food facts
- include a regular specials or meal deal section.

\*Food allergies are the most common triggers for anaphylaxis (severe allergic reactions) in children. Eight foods cause 90 per cent of food allergies: peanuts, cow's milk, egg, wheat, soybean, tree nuts (for example, cashew), fish and shellfish. Schools should be aware of the risk of hidden allergens. Check your school's policy regarding students with severe allergies.

**HINT:** Some primary schools place smiley symbols beside the healthier choices on the menu for students to use as a guide to select healthier choices and to encourage and promote healthier choices. For example, 😊 for Everyday foods and 😊 for Select Carefully foods.

## Making changes successful and sustainable

A healthy canteen policy is the key to the success and sustainability of healthy food provision in schools. A successful policy will be developed by identifying the needs of the school community and will clearly communicate the accountability of the canteen to the community. The policy will provide support to justify the changes being made in the school canteen, and will make it clear that the healthy canteen program is a long-term innovation.

## Health promoting schools

A health promoting school is one which endorses and supports healthy practices. Such schools regard the health of the students and the school community as a priority. This is reflected through the school's curriculum, environment (for example, canteen) and links with the local community.

A health promoting canteen:

- offers and promotes a variety of nutritious foods and drinks and encourages children to make healthy food choices
- supports and complements classroom nutrition and health activities
- does not promote foods low in nutrients or high in fat, salt or sugar
- has an active role in the wider school community.

### A whole-school approach to healthy eating

The school food services should complement those areas of the curriculum related to healthy eating. Ideally, positive peer pressure within the education setting will help create a culture in which nutritious food and a healthy lifestyle are actively chosen. The Health Promoting Schools Framework, developed by the Health Promoting Schools project, provides a useful model for schools to promote and protect the health of students. The framework highlights the importance of the relationships between:

- curriculum, teaching and learning
- school organisation, ethos and environment
- community links and partnerships.

*'A health promoting school is a place where all members of the school community work together to provide students with integrated and positive experiences and structures that promote and protect their health. This includes both the formal and informal curricula in health, the creation of a safe and healthy school environment, the provision of appropriate health services and the involvement of the family and wider community in efforts to promote health.'* (World Health Organization, 1996)

Information about health promoting schools can be accessed at: [www.sofweb.vic.edu.au/hps](http://www.sofweb.vic.edu.au/hps)



## Linking the canteen with the school community

A health promoting schools approach should be taken to ensure that changes to healthier eating in schools are successful and sustainable.

Linking healthier eating with other areas of the school such as curriculum, teaching and learning, school organisation, ethos and environment and community links and partnerships will not only ensure that the changes to the canteen are successful and sustainable, but will be more effective in promoting healthy eating.

Below are some suggestions for linking the canteen with other areas of the Health Promoting Schools Framework.

### Linking the school canteen to the curriculum

- Ask year levels to take turns to cook a healthy product for sale in the school canteen.
- In art classes, ask students to help with colourful posters, menu boards or promotional material for the new healthy options.
- Invite students to help out in the canteen as part of their food technology subject.

### Linking the school canteen to the environment

- Use produce from the school vegetable patch in canteen recipes.
- Link the canteen to the Sustainable Schools or Waste Wise program, for example using a recycling system with separate bins for paper, plastic and food scraps in the canteen.
- Investigate Clean Up Australia Day activities in the school.

### **Linking the school canteen to the wider community**

- Have special family days in the canteen where students' families are invited to come and eat lunch with the students. For example, organise a family and friends picnic day.
- Develop contacts with local retailers, such as greengrocers and bakers who can supply fresh, healthy foods for the canteen.
- Invite the local newspaper to do an article on your healthy school canteen.

In addition to linking the canteen across all areas of the Health Promoting Schools Framework, the effective promotion of healthy eating in schools also requires schools to implement healthy eating activities and initiatives within the other areas of the Health Promoting Schools Framework.

### **Curriculum, teaching and learning**

Teachers need to incorporate nutrition education across all areas of the curriculum (see the curriculum activities for year levels Prep to 10 that are available in the *'Go for your life' Healthy Canteen Kit – Student Learning Activities* for ideas and sample units).

Teachers should support the promotion of healthy eating by not providing unhealthy food rewards in class and should implement classroom fruit and water breaks.

### **School organisation, ethos and environment**

Establish a vegetable patch, a breakfast program or other initiative that supports healthy food.

### **Community links and partnerships**

- Request sponsorship for fresh fruit and vegetables for a healthy foods expo or a fruit and vegetable week.
- Provide nutrition information in the school newsletter and run healthy lunchbox workshops for parents.

## › Evaluating the changes

### Getting feedback

Once changes have been made to the canteen, it is important to assess their success. The canteen committee needs to evaluate and review the canteen policy and plan for continuous improvement. These evaluation and review activities need to be built into the planning and canteen management process.

Devising clear and comprehensive policies and plans will allow them to be used as a marker for success. Track whether the activities undertaken helped to achieve the goal of making healthy foods financially viable and sustainable in your school. Checking off the activities and timeframe that were written in the Implementation plan (see page 24) during the planning process is a fundamental step to evaluating the planned changes.

Evaluation does not have to be complex. Some evaluation approaches include the following:

#### Student support

Students can assist by:

- developing, implementing and then collating surveys aimed at fellow students and parents
- interviewing other students or writing feedback letters to the canteen staff as part of their English studies
- preparing graphs of sales of different foods over time, for example pre- and post-healthy changes, figures before and after a certain promotion or a comparison of best-selling foods.

#### Checklists

##### *General canteen management issues*

- Was volunteer recruitment implemented and successful?
- Were volunteer recognition activities organised?
- How did volunteers learn about recruitment?
- Did volunteers believe that they received adequate training and support?
- Did volunteers enjoy their work?
- Did volunteers feel like they were contributing to the promotion of healthy eating?
- Did canteen staff undergo any training?
- Was staff training beneficial? What changed in the canteen as a result of the training?

### **Financial management**

- Did sales increase, decrease or stay the same? (Investigate and document the reasons for change or lack of change.)
- What were the menu's best-sellers? Did these change from the initial needs assessment? What were the trends in sales of certain items? (For example, did sales increase in line with promotions?)
- Were there any food safety or stock issues throughout the year?
- Did the canteen invest in any new equipment? Was this beneficial?

### **Developing feedback surveys and tools**

- Adapt the survey used in the initial needs assessment process. Change questions so that they relate to information about student, parent and teacher feedback on changes to the canteen.
- When asking people for feedback and writing surveys, focus on the positive aspects.
- Look at the sample surveys available on the websites and resource manuals listed in the Other resources section of this resource.
- Include a simple tear-off comments slip in the school newsletter. People are often reluctant to complete a large survey but will provide a few comments if prompted.
- Have a feedback box in the canteen and at the school's reception desk. Provide blank paper for general comments or include a specific question such as 'What meal did you like best this term?'
- Offer incentives for feedback, such as a free lunch or a prize for completing a survey.

When evaluating the success of the canteen changes, carefully assess those changes that did not work. Could certain aspects be changed and tried again or should the idea be abandoned? If something did not work, investigate why this happened.

Evaluation should be a continual process. Information should be gathered throughout the year. Regular meetings to check progress against the Implementation plan (see page 24) should be held.

## Reviewing the canteen policy

A policy review date should be determined by the canteen committee. This should be done around the time of the school council annual general meeting. The canteen committee should review the information that has been gathered during the evaluation process and decide whether changes to the policy are needed. The committee may need to change statements, set new goals or address particular issues in the updated policy and action plan. The revised policy will need to be redrafted and submitted for feedback and the action plan updated in line with the revised policy.

## Communicating success

Communicating success is a very important part of the process of change that is often forgotten. Communicating positive outcomes will help continue to build interest and commitment from the school community and ensure ongoing success.

Ideas for communicating successes:

- Display photos of healthy canteen activities around the school or in the school newsletter. Students could create a collage.
- Write an article with a case study relating success stories for the school newsletter or website. Ask the principal to include it in the school's annual report.
- Invite the local paper to write an article about your healthy canteen.
- Submit case studies to canteen association newsletters and websites. Enter related competitions.
- Join a canteen network to share issues and ideas with other canteen workers.
- Share the results with the students. Congratulate and thank them for their healthy eating throughout the year. Acknowledge parents' contributions as well.
- Celebrate the success of the canteen. Hold a special morning tea for all those involved, including staff, volunteers, students, teachers and the broader school community.



## Information and resources

### › Frequently asked questions

#### Will changing to a healthier canteen be difficult?

No. The 'Go for your life' Healthy Canteen Kit – Food Planner has been designed to provide canteen staff and schools with practical information on the 'who', 'what', 'how', and 'when' of providing healthy foods and drinks in schools. The planner translates the broad *Dietary Guidelines for Children and Adolescents in Australia* into practical menu planning advice.

Many schools in Victoria have already made great progress in promoting healthy foods in their environment. This kit provides further inspiration and ideas for encouraging healthy eating in our schools.

#### Making changes easy and successful

- Get everyone involved. Form a canteen committee or working party that includes students and parents and the wider community in planning for the changes. It should not just be left to the canteen manager. If people are involved from the beginning, they are more likely to be accepting of the new changes.
- Think small and gradual. Don't attempt to implement all changes immediately. Evaluate your school's current position and plan small changes that aren't difficult to implement. A small change that is sustainable, for example changing to wholegrain bread and reduced-fat dairy products, can have a big impact in the long term.

## Can we have a healthy canteen menu and still remain financially viable?

Yes. Many schools in Victoria have reported that while income may have initially decreased due to the investment in extra equipment and staff, income has since increased beyond previous levels. These funds can be invested to make further healthy changes.

Schools have reported that parents have been giving children money to buy lunch more often as they feel reassured that the children are provided with healthy choices. Many schools believe that the key to a successful, healthy canteen is to ensure that it is run effectively as a business and that correct management and accounting is maintained.

When evaluating healthy changes, schools often link them to a decrease in income, when quite often the evaluation may just be revealing possible pre-existing poor business management and accounting that had not been previously identified.

The marketing and promotion ideas included in the *'Go for your life' Healthy Canteen Kit – Canteen Manual* will help to maximise sales of healthy products. It is important to ensure correct pricing, mark-ups, stock management and costing of freshly prepared foods. The cost price of food products should be regularly reviewed to ensure that changes in cost are accounted for and that selling price is adjusted accordingly.

Remember, foods that fall into the Occasionally category can be supplied through school food services on only two occasions per term.

## Do we need a canteen policy?

Developing a canteen policy is highly recommended. A canteen policy that has been developed in consultation with the whole school community will ensure that making healthy changes to the canteen is well supported. It also confirms the commitment to a healthy canteen and to changes that are sustainable in the long term.

It is important that the canteen policy supports other policies a school may have which relate to food and nutrition. Included in this resource is a variety of sample policies, checklists, templates and guidelines to support your school through the process of developing a canteen policy.

## What roles does the school council play in changing to a healthier canteen?

A canteen's operation in Victorian government schools is the responsibility of the school council.

The council may run the canteen itself or it may permit a food service to be offered under licence by an outside body. This means that the school council is responsible for how the canteen is managed and what sort of food is available. The council should develop appropriate guidelines, whichever canteen management system is adopted. It is recommended that the school council has a canteen committee and that it plays an active role in the development of a healthy canteen policy.

Many school councils have contractual arrangements in relation to their canteens and these arrangements need to be honoured. Schools that have a specific relationship with a retail shop for the provision of school food and drinks also need to consider how the Policy can be applied.

Schools that have successfully made the change to a healthy canteen have identified that a key factor in their success has been the support and direction of the school council, which has helped in defining the canteen's role as one of providing healthy foods for students as the number one priority over profits.

## How can we make changes when our canteen is off-site?

If possible, involve the off-site food service in the development of your canteen policy. Seek the input and support of the off-site food providers on your school canteen committee, so that they feel involved. Provide clear communication of your intention and outline why it is important to support students to eat healthy foods.

Include a statement of nutrition and healthy food policy with the tender and/or contract document you provide to the off-site business or catering company. Provide supporting information and resources, such as the *School Canteens and Other School Food Services Policy*, healthy canteen buyer's guides and details of any upcoming canteen training or workshops.

## What if our school doesn't have a canteen?

Promoting healthy eating across the whole school environment is an important and effective health promotion strategy. The Health Promoting Schools Framework is a model that involves the inclusion of activities that promote health, such as healthy eating, across the three areas of: teaching and the curriculum, the school organisation and environment, and families and the community.

The *'Go for your life' Healthy Canteen Kit – Food Planner* and the *School Canteens and Other School Food Services Policy* should be applied across the whole school environment.

Schools without a canteen can still play an active role in providing healthy foods and promoting healthy eating in other areas such as teaching, ensuring fundraising activities are healthy, providing healthy food choices at special school events, sporting days and excursions, implementing classroom fruit and water breaks, planting a school vegetable garden and celebrating National Nutrition Week with healthy fruit and vegetable activities.



## › Sample canteen policy

### Background information/rationale

The school's canteen reflects the value the school puts on healthy eating practices to students and the wider school community. In addition to providing nutritious foods, the canteen has an important health promoting, educational and sociocultural role within the school.

For students that use the canteen regularly, the foods purchased there make a significant contribution to total food intake and nutrition. Nutrition is important to health through life and it is particularly important at times of rapid growth and development, which include the school years.

### The school canteen's aims

- Provide an enjoyable, nutritious and attractively presented selection of foods and drinks at reasonable prices.
- Promote and encourage healthy food choices.
- Function as an efficient business enterprise.
- Encourage courtesy and consideration among all personnel using canteen facilities.

### Canteen operating hours

- Offer a lunch service X days per week.
- Provide snacks at recess X days per week.
- Open for breakfast.

### Nutrition policy

- Provide foods consistent with the *Dietary Guidelines for Children and Adolescents in Australia* and the Department of Education & Training's *School Canteens and Other School Food Services Policy*
- Link to classroom and other school activities to complement and reinforce healthy eating messages.
- Offer a wide range of foods that takes into consideration Australia's multicultural society.

## Menu planning

- Maintain consistency with this canteen policy. When the policy is reviewed, the canteen menu will also be reviewed.
- Plan in accordance with the *'Go for your life' Healthy Canteen Kit – Food Planner*.
- Give the canteen manager the responsibility to make decisions about changes to the menu.
- Have a different menu each school term. Terms 1 and 4 will have summer themes and terms 2 and 3 will have winter themes.
- Promote and market healthy choices.
- Encourage healthy choices through regular promotion and marketing activities such as daily specials or theme days.
- Promote daily specials using a blackboard displayed at the front of the canteen – all daily specials are to be healthy meal deals.
- Provide a regular canteen column in the school newsletter.

## Linking the canteen to the Health Promoting Schools Framework

- Conduct at least one promotional theme day per term promoting healthy food. These promotions will link in with the curriculum. The canteen manager will liaise with the relevant education staff to ensure consistency of message and school support of the promotional event. Each year the canteen will participate in Fruit 'n' Veg Week or Nutrition Week. Additional themes will be at the discretion of the canteen manager in consultation with the canteen committee and the teaching staff.
- Involve the wider school environment in activities, by including parents and families in healthy eating days and providing volunteer opportunities.
- Link in with environmental programs running in the school such as the Sustainable Schools program and promote and practise environmentally friendly activities such as recycling and composting.
- Develop a wider school nutrition policy that addresses issues such as healthy fundraising and foods in class to ensure a whole school approach to healthy eating.

## Food hygiene and safety

- Comply with the current food safety and hygiene regulations.
- Include a canteen manager who is a certified Food Handling and Safety Supervisor.
- Complete relevant food hygiene and safety training.
- Ensure that aprons and hats or hairnets, which will be provided by the canteen, are worn at all times.

## Occupational health and safety

- Comply with the current Occupational Health and Safety (OH&S) regulations:
  - all canteen staff and volunteers will be made aware of evacuation procedures in case of fire or other emergency
  - all canteen staff and volunteers will be required to wear closed-in footwear.
- Ensure that only canteen workers enter the canteen kitchen premises during normal canteen opening hours.

## Canteen management

### Staff

- The canteen manager shall be appointed by and, if necessary, dismissed by the sponsoring body\* in consultation with the canteen committee and school principal.
- The canteen will comply with equal opportunity guidelines for employment.
- The canteen manager shall be employed in accordance with the current legal requirements pertaining to minimum conditions, or a salary negotiated and approved under an enterprise agreement (minimum award conditions must apply, including superannuation; refer to the separate canteen manager's employment agreement and job description documents for roles and responsibilities of the canteen manager).
- The canteen manager will be given an annual performance review by the canteen committee school council representative.

### Volunteers

- The canteen will make use of volunteer help wherever possible.
- Volunteers will be advertised for at least once per year.
- Volunteers will be provided with orientation training by the canteen manager and supported in their work.
- Volunteers will be provided with appropriate food safety and hygiene and OH&S training.
- The canteen manager will provide positive recognition to volunteers on an everyday basis (by providing a free lunch) and a volunteer thank-you event will be conducted annually.

### Staff training

- The canteen manager will be required to attend the (insert specific training event).
- The canteen manager will be required to train all volunteers (for example in food safety).

## Financial management

### Pricing and income

- While it is important for the canteen to be managed as an efficient business, it must be recognised that the main purpose of the canteen is to provide a healthy food service to the school community.
- Any initial decrease in income as a result of changing to a healthier food service should be recognised and supported by the canteen committee and school council.
- The average mark-up on healthy food items shall be X%.
- The average mark-up on less healthy food items shall be greater, at Y%.
- Where appropriate, excess income made by the canteen should be invested into further improving the school and the canteen's capacity to provide healthy foods.

*\*Sponsoring body refers to the body responsible for the canteen, for example the school council or parents and friends association.*

**Stock management**

- A stocktake will be conducted by the canteen manager at least once per year.

**Canteen equipment**

- The canteen committee shall provide essential, safe equipment and ensure that it is well maintained, in good repair and used correctly.
- The canteen committee shall report any structural defects within the canteen to the principal.

**Gifts and concessions**

- All discounts, allowances, complimentary items, gifts, concessions and the proceeds thereof from any supplier of goods or services, made directly or indirectly to the canteen, shall remain the property of the canteen and shall be properly recorded and later accounted for at the time of stocktaking.

**Review, monitoring and distribution of the policy and general policy issues**

- A current copy of this policy and supporting documents will be on permanent display in the school canteen.
- A copy of the canteen policy that has been signed and dated will be given to all canteen committee members at the first canteen committee meeting following the sponsoring body’s annual general meeting.
- A copy of the canteen policy will be sent home to parents as part of the school newsletter at the beginning of each school year.
- The policy shall only be amended at the annual general meeting of the sponsoring bodies, or a special meeting thereof (called for that purpose); and then only with the approval of the majority of those present.
- The policy will be reviewed annually by the canteen committee and the suggested amendments will be forwarded to the sponsoring body at least one month prior to their annual general meeting.

**Endorsement**

**We, the undersigned, hereby certify that this policy was adopted at the annual general meeting of the sponsoring body held on:**

..... (date)

Secretary (Sponsoring Body): .....

President (Sponsoring Body): .....

Chairperson (Canteen Committee): .....

## › Healthy fundraising ideas

Traditional school fundraising activities such as chocolate drives, cake stalls and sausage sizzles do not always promote health or support healthy eating. While these options are often highly profitable and easy to implement, they encourage unhealthy food choices that are not in the best health interest of students, families or the community. Schools often select these fundraising activities, as they can provide additional finances used to purchase goods and equipment.

The following section will assist your school in making healthier fundraising choices which are fun, easy and which are consistent with Department of Education & Training's *School Canteens and Other School Food Services Policy*.

### Benefits of healthy fundraising

Healthy fundraising drives are beneficial because they:

- promote and support the health and wellbeing of students, families and the community
- encourage healthy eating
- encourage physical activity
- can involve the whole school community
- provide social opportunities
- support the school's health and nutrition policy
- allow the school to be a positive role model
- support health and nutrition education in the classroom
- endorse the school canteen's healthy nutrition message
- do not put pressure on people to spend money on fundraisers they don't agree with, or that they feel obliged to participate in, such as chocolate drives
- do not support or advertise unhealthy products supplied by unhealthy fundraisers
- are in line with the Department of Education & Training's *School Canteens and Other School Food Services Policy*.

## Healthy fundraising ideas

### Healthy eating

- Healthy Barbecue – offer a healthy alternative to the traditional sausage sizzle and provide vege burgers and barbecued corn.
- Soup Day.
- Healthy cook books.
- ‘Apple slinky’ machines.
- Awareness weeks – provide dairy smoothies in the canteen during National Healthy Bones Week.

### Healthy living

- Run-a-thon
- Walk-a-thon
- Swim-a-thon
- Aerob-a-thon
- Bike-a-thon
- Dance-a-thon
- Obstacle course
- Skate-a-thon
- Skip-a-thon
- Disco
- Discount vouchers to gyms, sporting/recreation clubs

### Social events

- Cinema Night – some cinemas offer discounted group tickets which can be sold to the school community to use, or hold a movie social night.
- Trivia Night – a very effective fundraising event that can get the whole community involved. Include an auction or raffle.
- Rent out school facilities – rent out the school hall, sporting facilities or even a vegetable patch to the community.
- School concert – arrange for the school band or drama group to put on an annual performance. Refreshments can provide additional income – make sure they endorse your healthy eating policy.
- School fetes – these are great social events, but also great promotion for the school. Plan well in advance.
- School stalls – this could be a Mothers’ Day stall or a Fathers’ Day stall.
- Secondhand book stalls – ask the community for secondhand book donations.

## Other

- Personalised calendars
- Personalised plates or mugs
- Personalised tea towels
- Entertainment books
- Toothbrush fundraiser
- Raffles
- Flower bulbs
- Clothing and book labels
- Christmas gift wrapping

***HINT:** Make sure refreshments served at sporting and social events support your healthy eating message.*

## Rate the fundraiser

Use this acronym to help rate the fundraiser and to evaluate its success based on key criteria. This will help decide whether to use the fundraiser again and to identify how it can be improved to make it more effective in the future.

- Fun** Was it enjoyable?
- Useful** Was it practical?
- Nutritious** Did beverages or foods promote health and wellbeing? If it was a physical activity or non-active event, was it still health promoting?
- Dedicated** Did it link in with the school's policies?
- Respect** Did it respect the school's environment?
- Active** Was it pro-active?
- Involve** Did it involve students, teachers, parents and the community?
- Successful** What was the expected outcome and was this achieved?
- Educational** Did it support nutrition and health taught in the classroom?
- Realistic** Was the goal realistically achievable?

## › Other resources

### General websites

#### ***Dietary Guidelines for Children and Adolescents in Australia***

[www.nhmrc.gov.au/publications/synopses/dietsyn.htm](http://www.nhmrc.gov.au/publications/synopses/dietsyn.htm)

#### ***Australian Guide to Healthy Eating***

[www.health.gov.au/internet/wcms/publishing.nsf/content/health-publth-strateg-food-guide-index.htm](http://www.health.gov.au/internet/wcms/publishing.nsf/content/health-publth-strateg-food-guide-index.htm)

#### **Nutrition Australia**

[www.nutritionaustralia.org](http://www.nutritionaustralia.org) Telephone: (03) 9650 5165

Provides information, resources programs on nutrition and healthy eating for schools, teachers, health professionals and the general community. Includes a healthy schools canteens advisory service.

#### **'Go for your life'**

[www.goforyourlife.vic.gov.au](http://www.goforyourlife.vic.gov.au)

#### **Melbourne Markets**

[www.marketfresh.com.au](http://www.marketfresh.com.au)

Information on fruit and vegetables available in Victoria, including finding greengrocers, fruits in season, choosing fruits, recipes. It also has a schools section with specific ideas on how to include fruit and vegetables in the canteen.

#### **Fresh for Kids**

[www.freshforkids.com.au](http://www.freshforkids.com.au)

### Health Promoting Schools information

#### **Australian Health Promoting Schools Association**

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

Information on what a health promoting school is and links to other organisations. A copy of the National Framework for Health Promoting Schools can be downloaded. There is also information on membership, state branches and upcoming conferences.

#### **Children's Health Development Foundation**

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

Developed by the Centre for Health Promotion, Women's and Children's Hospital, Adelaide, South Australia, provides resources and tools to promote health and wellbeing in school communities and has information on creating healthy environments, working with communities, programs to address the issue of food insecurity and case studies on what other schools are doing.



## Food safety

### **Food Standards Australia and New Zealand (FSANZ)**

[www.foodstandards.gov.au/whatsinfood](http://www.foodstandards.gov.au/whatsinfood)

Telephone: (02) 6271 2222 Facsimile: (02) 6271 2278

FSANZ is the regulatory body of the Food Standards Code. Information on food safety legislation and standards, and resources to assist with the practical interpretation of these standards, are available from the website.

### **Food Safety, Victoria**

[www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety) Telephone: 1300 364 352

### **Department of Human Services – Food Safety Unit**

[www.health.vic.gov.au/foodsafety](http://www.health.vic.gov.au/foodsafety) Telephone: 1300 364 352

A range of resources, posters, fact sheets, template records and plans, and detailed information on safe food handling.

### **Department of Education & Training**

[www.eduweb.vic.gov.au/referenceguide](http://www.eduweb.vic.gov.au/referenceguide)

The *Victorian Government Schools Reference Guide* has a section on food safety: Section 4.4.6.11 'Food safety in schools and food-handling regulations'.

### **Victorian Home Economics and Textiles Teachers' Association (VHETTA)**

[www.vhetta.com.au](http://www.vhetta.com.au) Telephone: (03) 9888 2240 Freecall: 1800 803 762

VHETTA offers food safety training for schools including for teachers, canteen managers, kitchen assistants, parents and students. This training is tailored to the specific issues around food safety within a school environment.

### **Australian School Canteen Association (ASCA)**

[www.asca.com.au](http://www.asca.com.au) Telephone: 1800 219 556

Consultants are available to advise and assist schools with the preparation and implementation of their Food Safety Programs.

### **NSW School Canteen Association (NSWSCA)**

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

Information on food safety and hygiene as well as several downloadable fact sheets on various food safety and hygiene topics. Food safety posters (A4) are also available.

Note: Local councils can also provide specific local advice about safe food handling.

### ***Looking After Out Kids – National School Canteen Food Safety Project***

[www.health.gov.au](http://www.health.gov.au)

Telephone: 1800 020 103

An easy-to-follow video and handbook resource, designed for schools to help them understand and comply with the Food Safety Standards. Developed by the Federation of Canteens in Schools (FOCiS) and funded by the Australian Government Department of Health and Ageing. The resource was distributed to all schools in Australia in 2002. For copies, please contact the Australian Government Department of Health and Ageing.

### ***Management Sense, Food Sense: The Essential Guide for Food Service in Your School***

Covers all areas of managing school canteens, including information on food safety and hygiene. Order from: [www.tased.edu.au/tasonline/tsca/msfsform.htm](http://www.tased.edu.au/tasonline/tsca/msfsform.htm).

**Food Safety Matters**

[www.foodsafetymatters.gov.au/foodsafetymatters/default.asp](http://www.foodsafetymatters.gov.au/foodsafetymatters/default.asp)

Offers online information on how to keep food safe at home, school and work, as well as downloadable Food Safety Matters resources including a teacher's manual, a set of 26 illustrated student guides, seven colour posters and the video 'A Case for Con Tamination'.

Every secondary school in Australia and Australian members of the Home Economics Institute of Australia (HEIA) were sent a complimentary copy of *Food Safety Matters* in March 2003, courtesy of the Australian Government Department of Health and Ageing. If your school did not receive a copy, an application can be made by completing the request form on this website. Extra copies may be purchased through this website.

**School canteen associations****Victorian School Canteen Association**

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

**Australian School Canteen Association**

[www.asca.com.au](http://www.asca.com.au)

**Federation of Canteens in Schools (FOCiS)**

[www.focis.com.au](http://www.focis.com.au) Telephone: (07) 4171 0182

Provides a downloadable Canteens' Registered Products Buyers' Guide and a Canteen magazine sent to schools.

**NSW School Canteen Association**

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

**Fresh Tastes – NSW Canteen strategy**

[www.health.nsw.gov.au](http://www.health.nsw.gov.au)

**Queensland Association of School Tuckshops**

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

**Western Australian School Canteen Association**

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

**Tasmanian School Canteen Association – 'Cool' Canteens for Kids Project**

[www.eatwelltas.com.au/coolcanteens.php](http://www.eatwelltas.com.au/coolcanteens.php)

**ACT School Canteens Association**

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

## Programs

### **Tooty Fruity Vegie Program, Northern Rivers Area Health Service, NSW**

[www.nrahs.nsw.gov.au/population/promotion/tooty\\_fruity](http://www.nrahs.nsw.gov.au/population/promotion/tooty_fruity)  
Provides a downloadable canteen manual and survey templates.

### **Menu for Change: Getting Healthy Foods into Schools**

Stoneyfield Farm  
[www.stoneyfield.com/MenuForChange](http://www.stoneyfield.com/MenuForChange)

## Services

### **Our Tuckshop**

[www.ourtuckshop.com.au](http://www.ourtuckshop.com.au)

### **Natural Kitchen Strategies**

[www.naturalkitchenstrategies.com.au](http://www.naturalkitchenstrategies.com.au)

## Special diets

### **Coeliac Society of Victoria**

[www.vic.coeliac.org.au](http://www.vic.coeliac.org.au)  
Provides up-to-date information on coeliac disease and the gluten-free diet, including food products available and recipes.

### **Australasian Society of Clinical Immunology and Allergy**

[www.allergy.org.au](http://www.allergy.org.au)  
Information on food allergies, and includes the *Anaphylaxis Guidelines for Schools*.

## Healthy fundraising ideas

### **Fundraising Ideas for Healthy Kids (for schools)**

Nutrition Australia Victorian Division  
Visit: [www.nutritionaustralia.org](http://www.nutritionaustralia.org) and click 'On the Bookshelf' then 'Healthy Eating School Resources' to preview and order.

### **Fruitful Fundraising CD-ROM**

Community Nutrition Unit, DHHS Telephone: (03) 6222 7222

### **NSW School Canteen Association**

[www.schoolcanteens.org.au](http://www.schoolcanteens.org.au)  
Provides downloadable fact sheets and information.

### **Centre for Health Promotion**

[www.chdf.org.au](http://www.chdf.org.au)  
Provides downloadable fact sheets and information.

### **Queensland Association of School Tuckshops**

[www.qast.org.au](http://www.qast.org.au)  
Provides downloadable fact sheets and information.

## Books and manuals

### ***Management \$ense, Food Sense manual***

Order from [www.waschoolcanteens.org.au](http://www.waschoolcanteens.org.au) or [www.tased.edu.au/tasonline.tsca.msfsform.htm](http://www.tased.edu.au/tasonline.tsca.msfsform.htm).

Includes ways to manage your canteen efficiently with information on how to develop your own accounts system for keeping track of stock and money in the canteen, selling healthy foods and developing a canteen policy.

### ***The School Canteen Manual: A Hands-On Approach for South Australian Schools***

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

### ***School Food Service Manual (for schools), Nutrition Australia***

[www.nutritionaustralia.org/On\\_The\\_Book\\_Shelf](http://www.nutritionaustralia.org/On_The_Book_Shelf)

Click 'Healthy Eating Schools Resources'.

### ***Food Challenges, Sanitarium and VHETTA***

Provides recipes for canteens, school events and also related curriculum activities.

Order from Nutrition Australia: [www.nutritionaustralia.org/On\\_The\\_Book\\_Shelf](http://www.nutritionaustralia.org/On_The_Book_Shelf).

### ***Fruit & Veg, Eat It – Linking Schools With Fruit And Vegetable Retailers booklet, VHETTA***

[www.health.vic.gov.au/nutrition/downloads/fv/retailers\\_booklet.pdf](http://www.health.vic.gov.au/nutrition/downloads/fv/retailers_booklet.pdf)

### ***Fruit and Veg, Eat It – Teachers' Manual, VHETTA***

[www.health.vic.gov.au/nutrition/child\\_nutrition/fv\\_resources.htm](http://www.health.vic.gov.au/nutrition/child_nutrition/fv_resources.htm)

Online manual with several sections to download.

### ***Fruit & Veg, Eat It – Linking the Canteen to the Curriculum booklet, VHETTA***

[www.health.vic.gov.au/nutrition/downloads/fv/canteens.pdf](http://www.health.vic.gov.au/nutrition/downloads/fv/canteens.pdf)

### ***Tooty Fruity Canteen Manual***

[www.nrahs.nsw.gov.au/population/promotion/tooty\\_fruity](http://www.nrahs.nsw.gov.au/population/promotion/tooty_fruity)

Online manual.

### ***Tasmanian School Canteen Handbook***

[www.discover.tased.edu.au/hpe/cmh/Default.htm](http://www.discover.tased.edu.au/hpe/cmh/Default.htm)

### ***Tuckshop Team Mate***

[www.nutritionaustralia.org/News\\_in\\_Nutrition/Media\\_Releases/Healthy\\_tuckshop\\_healthy\\_profits\\_paper.asp](http://www.nutritionaustralia.org/News_in_Nutrition/Media_Releases/Healthy_tuckshop_healthy_profits_paper.asp)

A guide to help tuckshops be both nutritious and financially viable.

### ***Looking After Our Kids***

Order from [www.waschoolcanteens.org.au](http://www.waschoolcanteens.org.au) or FSANZ.

Telephone: (02) 6271 2222

A national school canteen food safety project – manual and video.

### ***Tuckshop Shortcuts***

[www.health.qld.gov.au/ActiveAte/beyond/default.asp](http://www.health.qld.gov.au/ActiveAte/beyond/default.asp)

Published by Queensland Health and aimed at promoting a healthy school environment.

### ***Count Me In – 501 Ideas on Retaining, Recognising and Rewarding Volunteers***

Judy Esmond Newseason

[www.mtd4u.com](http://www.mtd4u.com)

***Count Me In – 501 Ideas on Recruiting Volunteers***

Judy Esmond Newseason  
[www.mtd4u.com](http://www.mtd4u.com)

***FOCiS on Canteens***

Telephone: (07) 4171 0182  
A magazine sent to all schools.

**Recipes**

***Canteen Cuisine***

[www.waschoolcanteens.org.au](http://www.waschoolcanteens.org.au)  
A cookbook containing easy nutritious and delicious food ideas and recipes for school canteens.

***Cooking for Plenty***

National Heart Foundation: [www.heartfoundation.com.au](http://www.heartfoundation.com.au)

***Kids in the Kitchen Cookbook***

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

***Tooty Fruity Canteen Manual***

Download from: [www.nrahs.nsw.gov.au/population/promotion/tooty\\_fruity/](http://www.nrahs.nsw.gov.au/population/promotion/tooty_fruity/)

***Fresh Tastes Manual***

NSW Health: [www.health.nsw.gov.au](http://www.health.nsw.gov.au)

