
Bendigo Regional YMCA Children’s Services – Nutrition, Oral Health and Active Play Policy and Procedures

Mandatory – Quality Area 2

Policy Number	CS 2.15	Version	1
Drafted by	CSM	Approved by CEO on	10.04.2018
Responsible Person	CSM	Scheduled Review date	10.04.2019

1. OBJECTIVE

This policy provides guidelines for BRYMCA Children’s Services to promote a healthy lifestyle and support children, staff, educators and families at the service to eat nutritious food, maintain oral health and participate in physical activity and active play whilst also considering the dietary and cultural needs of children and families.

2. SCOPE

This policy applies to the Approved Provider, Nominated Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities.

3. POLICY

BRYMCA is committed to:

- creating policies and practices that promote a healthy lifestyle and ensure national and state guidelines and recommendations about safe food preparation, nutrition, oral health and physical activity are met
- creating a culture in which all community members are respectfully supported to eat healthily, maintain good oral health and be active
- providing children with formal and informal opportunities to learn about food, nutrition, oral health and health messages about physical activity
- ensuring staff and educators have access to resources and support for their own healthy eating, oral health and physical activity
- engaging families, the service community and expert organisations in the promotion and implementation of healthy eating, oral health and active play initiatives.

4. PROCEDURES

BRYMCA is responsible for:

- ensuring that the service environment and educational program supports children and families to make healthy choices for eating, oral health and active play
- providing ongoing information, resources and support to families, to assist in the promotion of optimum health, including oral health, for young children

- ensuring the implementation of adequate health and hygiene procedures, and safe practices for handling, preparing and storing food, to minimise risks to children being educated and cared for by the service (Regulation 77)
- ensuring measures are in place to prevent cross-contamination of any food given to children with diagnosed food allergies and/or diabetes
- ensuring educators are supported to access a range of resources to increase their capacity to promote healthy eating, oral health and active play initiatives for children
- ensuring celebrations and other service events promote healthy food options and limit discretionary options
- ensuring there is a suitable space for breastfeeding and storage of breast milk is available
- ensuring space and facilities are available to allow staff and educators to store and prepare healthy food
- ensuring the provision of nutritionally-balanced and culturally-sensitive meals, in line with the Australian Dietary Guidelines, as required
- ensuring that staff who are responsible for menu planning participate in regular nutrition and safe food handling training, and are kept up to date with current research, knowledge and best practice
- ensuring that food and drink provided by the service is nutritious, varied, adequate in quantity and appropriate to children's growth and development, and meets any specific cultural, religious or health needs
- ensuring the service menu has been assessed by the Healthy Eating Advisory Service's FoodChecker tool and meets the criteria determined
- ensuring that a weekly menu is displayed in a location accessible to parents/guardians, and that it accurately describes the food and drinks to be provided by the service each day

The ELC Director, OSHC Coordinator, Occasional Care Supervisor and OSHC Supervisors are responsible for:

- ensuring that the service environment and the educational program supports children and families to learn about and make healthy choices for eating, oral health and active play
- embedding opportunities to learn about healthy eating and oral health and the importance of physical activity in the educational program, throughout the year
- ensuring oral hygiene practices are undertaken at the service where appropriate
- ensuring the implementation of adequate health and hygiene procedures, and safe practices for handling, preparing and storing food, to minimise risks to children being educated and cared for by the service (Regulation 77)
- ensuring that all educators/staff are aware of a child's food allergies and/or other medical conditions on enrolment or on initial diagnosis
- ensuring measures are in place to prevent cross-contamination of any food given to children with diagnosed food allergies and/or diabetes
- ensuring that all educators/staff are aware of, and plan for, the dietary needs of all children
- ensuring that fresh drinking water (preferably tap water) is readily available at all times, indoors and outdoors, and reminding children to drink water throughout the day, including at snack/lunch times
- ensuring that food and drinks are available to children at frequent and regular intervals throughout the day (Regulation 78(1)(b))
- registering and engaging the service with the *Achievement Program*

- ensuring that age-appropriate adult-guided and child-initiated active play is planned on a daily basis across all age groups
- ensuring that cultural and religious practices/requirements of families are accommodated to support children's learning and development
- developing and reviewing guidelines for celebrations, fundraising activities and other service events in consultation with educators, staff, parents/guardians and families to focus on healthy alternatives
- developing links with local and regional health services, community organisations and businesses that provide expertise, resources and support for healthy eating, oral health and active play
- ensuring educators are supported to access resources, tools and professional learning to enhance their knowledge and capacity to develop adult guided and child initiated active play experiences and promote healthy eating and oral health
- considering this policy when organising excursions, service events and any sponsorship or marketing opportunities
- ensuring the layout of the grounds and buildings is inclusive of the diversity and abilities of all children and encourages physical activity and movement
- ensuring recommendations about physical activity and screen time from the Australian 24-Hour Movement Guidelines for the Early Years (Birth to 5 Years) are met
- ensuring that food and drink provided by the service is nutritious, adequate in quantity and appropriate to children's growth and development in line with the Australian Dietary Guidelines, and meets any specific cultural, religious or health needs
- ensuring the service menu has been assessed by the Healthy Eating Advisory Service's FoodChecker and meets the criteria determined
- ensuring that a weekly menu is displayed in a location accessible to parents/guardians, and that it accurately describes the food and drinks to be provided by the service each day.

All Educators are responsible for:

- being aware of a child's food allergies and/or other medical conditions on enrolment at the service or on initial diagnosis
- implementing measures to prevent cross-contamination of any food given to children with diagnosed food allergies and/or diabetes
- being aware of, and planning for, the dietary needs of all children
- ensuring that the service environment and the educational program supports children and families to make healthy choices for eating, oral health and active play
- discussing healthy eating choices with children and introducing the concept of 'sometimes' and everyday foods and drinks
- providing a variety of cooking and food experiences that support children to develop food literacy and positive habits relating to food
- role-modelling positive eating, drinking and physical activity behaviours and promoting a healthy relationship with food
- ensuring that food and drink are not used as an incentive, bribe or reward at any time
- exploring and discussing diverse cultural, religious, social and family lifestyles
- considering this policy when organising excursions and service events
- supporting students and volunteers to comply with this policy while at the service

- ensuring that fresh drinking water (preferably tap water) is readily available at all times indoors and outdoors, and reminding children to drink regularly throughout the day, including at snack/meal times
- ensuring that children can readily access their own clearly labelled drink containers
- providing food and drinks at regular intervals, and encouraging children to actively participate in, and enjoy, snack/meal times without feeling rushed
- providing a positive eating environment and sitting and interacting with children at meal times
- encouraging children to be independent at snack/meal times e.g. opening lunchboxes, pouring drinks, self-feeding, serving and using utensils in a culturally-sensitive way
- providing opportunities for children to learn about, and develop skills for oral health through the educational program
- providing adequate supervision for all children at all times, including at meal times
- ensuring children are not sedentary or inactive for more than 1 hour at a time, with the exception of sleeping
- supporting children to develop collaboration skills during play
- planning and providing active play and movement experiences that are age-appropriate, inclusive of diversity and abilities and support children to develop fundamental movement skills
- considering opportunities for children to be physically active indoors, particularly in adverse weather conditions
- ensuring screen based activities do not exceed the recommendations in the Australian 24-Hour Movement Guidelines for the Early Years (birth to 5 years)
- promoting safe behaviour through daily practice as part of the program.

5. LEGISLATION AND STANDARDS

Relevant legislation and standards include but are not limited to:

Australia New Zealand Food Standards Code

Child Wellbeing and Safety Act 2005 (Vic)

Disability Discrimination Act 1992 (Cth)

Education and Care Services National Law Act 2010

Education and Care Services National Regulations 2011

Equal Opportunity Act 2010 (Vic)

Food Act 1984 (Vic)

National Quality Standard including Quality Area 2: Children’s Health and Safety

Occupational Health and Safety Act 2004

6. DEFINITIONS

The terms defined in this section relate specifically to this policy.

Adequate Supervision	(In relation to this policy) Supervision entails all children in all areas of the service, being in sight and/or hearing of an educator at all times including during toileting, sleep, rest and transition routines.
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Discretionary' foods and drinks	Food and drink items that are high in fat, sugar and salt, and that contain minimal vitamins, minerals or fibre. These can also be referred to as 'sometimes' foods and drinks.
Healthy Eating	Describes eating patterns that provide all the recommended nutrients for growth and development, and good health and wellbeing, now and in the future. It also refers to preparing, serving and eating food in a way that recognises its importance as a social and cultural activity

7. ROLES AND RESPONSIBILITIES

Department/Area	Role/Responsibility
Educators, Supervisors, Directors and Coordinators	<ul style="list-style-type: none"> Supervisors, Directors and Coordinators will oversee the implementation and service adherence to this policy All Educators are responsible for the daily implementation of the policy when directly supervising children.
Community Services Manager	<ul style="list-style-type: none"> Is responsible for ensuring suitable resources and support systems to enable compliance with this policy. Drive the consultation process and provide leadership and advice on the continuous improvement of the policy. Seek individual community feedback and facilitate an active consultation process with service users as appropriate.
CEO	<ul style="list-style-type: none"> Policy Approval

8. MONITORING, EVALUATION AND REVIEW

BRYMCA management team is responsible for formally reviewing and updating this policy every twelve months, in consultation with representatives from key stakeholder groups and in accordance with current legislation, research, policy and best practice. Small changes and additions may be made outside of the formal review to ensure the policy remains relevant and current. We retain records of each review undertaken. Such records may include minutes of meetings and documentation of changes to policies and procedures that result from a review.