

FOOD SERVICES SAFETY POLICY



Help for non-English speakers

If you need help to understand the information in this policy, please contact Glendal Primary School on 03 9803 1330.

PURPOSE

The purpose of this policy is to ensure food is prepared and handled safely at Glendal Primary School.

SUMMARY

- Food premises on school grounds, including school canteens and other food services such as fundraiser food stalls, must demonstrate that food is safe to eat in accordance with the [Food Act 1984 \(Vic\)](#) (the Act) and [Food Standards Code](#).
- School food premises are classified by local councils as class 2, 3 or 4 under the Food Act depending on the type of food they handle and the food safety risk.
- Each classification has different food safety requirements, which may include registering or notifying the local council, having a food safety supervisor, food handler training, or preparing a food safety program.
- Permanent food premises (a site that has a permanent structure, such as a school canteen, which Glendal Primary School does not operate) must be registered with the local council.
- Temporary food premises on school grounds for fundraising activities that are staffed mostly by volunteers, such as stalls at a fete or sausage sizzle, must register or notify the local council via the Department of Health's online registration portal, [FoodTrader](#). These typically do not require a food safety program or food safety supervisor.
- The local council will confirm the food premise classification and registration or notification, and food safety requirements.

POLICY

Details

A food business is an enterprise or activity involving the sale of food. Food premises on school grounds, including school canteens and other food services such as food stalls for fundraisers, must demonstrate that food is safe to eat in accordance with the [Food Act 1984 \(Vic\)](#) (the Act) and [Food Standards Code](#).

Food businesses are classified by their local council depending on the food safety risk (for more information, visit the Department of Health's [Classifications for food businesses](#)).

Class 1 is the highest risk level and Class 4 is the lowest risk level:

- Class 1 premises handle or serve potentially hazardous food to vulnerable people (such as a hospital).
- Class 2 premises (typically includes canteens) handle potentially hazardous foods.
- Class 3 premises handle low-risk foods or pre-packaged potentially hazardous foods.

- Class 3A premises are home-based businesses and accommodation getaway premises that undertake specific food handling activities.
 - Class 4 premises handle pre-packaged or low-risk foods (such as a sausage sizzle).
- Each class has different food safety requirements, which are enforced by the local council.

Canteens

School canteens are typically classified as Class 2 food premises as they handle unpackaged, potentially hazardous food.

If the canteen is run by the school, school councils must ensure that the canteen meets legislative requirements. Glendal Primary School does not operate its own canteen. If the school canteen (providing lunch orders) is run by a third-party provider, as is the case at Glendal Primary School, refer to the Department [Canteens policy](#) and information in the school council canteen license.

Canteen operators must:

- register the canteen with the [local council](#).
- prepare a food safety program (if required, refer to the [Food Safety Program template](#) the Department of Health has created).
- implement the following [food safety management tools](#):
 1. appoint a certified food safety supervisor.
 2. ensure all food handlers complete a food safety course (refer to [DoFoodSafely](#)) or have appropriate food safety skills and knowledge.
 3. if the canteen is not required to have a food safety program, be able to show how they manage critical food safety controls.

[Contact the local council's](#) environmental health officer for details of requirements.

Fundraising food stalls, barbeques and sausage sizzles (temporary food premises)

Temporary food premises such as school fetes, barbecues or sausage sizzles may be classified as class 2, 3 or 4 premises. Food fundraisers, which are mostly staffed by volunteers and operate as a standalone event or just one or two days at a time, must:

- register with the local council, or notify them using the Department of Health's online registration tool, [Foodtrader](#).
 - annual registration is required for class 1-3 premises
 - once-off notification is required for class 4 premises unless there is a change in the type of food that will be sold
- meet other food safety requirements depending on the food premise classification, such as having a food safety program. The local council will confirm requirements.

For more information on requirements for common fundraising activities, visit the Department of Health's [FoodTrader fundraiser information](#), [Information for community groups fundraising with food](#).

Glendal Primary School can [contact their local council](#) environmental health officer to seek advice.

Outside of School Hours Care

If a school provides care for children before or after school hours or during school holidays where food is provided as part of the service, the Act applies and a class determination is required.

School councils must ensure that a school council-operated service meets food safety legislative requirements. If unsure of requirements, school councils can [contact the local council](#) environmental health officer to seek advice. If the service is operated by a third party, as is the case at Glendal Primary School, it is the responsibility of the approved provider to ensure the meet requirements.

Food allergies and anaphylaxis

Contact with certain foods or proteins (such as peanuts, tree nuts such as cashews, lupin, cow's milk, egg, gluten, soy, fish, crustacea and sesame) can be fatal for people with allergies to these foods.

Food services at Glendal Primary School must comply with the Department's [Allergies policy](#) and [Anaphylaxis policy](#), and its local policies to manage students at risk of allergic reactions or anaphylaxis.

For further information on the obligations of food businesses, refer to [Food allergens](#).

School staff involved in food preparation can complete [All about Allergens training for food service](#) to gain knowledge about food allergens and develop best practice procedures to ensure safe food provision to students and staff with a food allergy. Further information on food service management is available at the [All about Allergens resource hub](#).

Definitions

Food handler – a person who directly engages in the handling of food, or who handles surfaces likely to be in contact with food (such as crockery, utensils, cooking equipment and surfaces), including anyone who is working or volunteering, even at ad hoc times.

Food safety program – a written plan that shows what a business does to ensure that the food it sells is safe for people to eat. It is an important tool to help businesses safely handle, process or sell potentially hazardous foods and maintain safe food handling practices to protect public health. The Department of Health has a free standard food safety program template for use by class 2 premises, available on the [FoodSmart website](#).

High-risk food handling processes –

- sous vide cooking below 75°C
- handling of potentially hazardous foods (see Definition) without temperature control
- acidified or fermented foods/drinks
- preparing ready to eat foods containing raw eggs
- preparing ready to eat raw or rare minced or chopped meats
- preparing ready to eat raw or rare poultry or game meat
- off-site catering where ready to eat potentially hazardous food is prepared or partially prepared in one location, transported to another location, where the food is served at a catering event
- any complex food process activity that does not use temperature control.

Potentially hazardous food – is food that must be kept at certain temperatures to minimise the growth of any pathogenic microorganisms that may be present in the food, or to prevent the formation of toxins in the food. Potentially hazardous food includes:

- raw and cooked meat/poultry or foods containing raw or cooked meat/poultry, for example, burgers, curries, kebabs and meat pies.
- foods containing eggs (cooked or raw), beans, nuts or other protein-rich food, for example, batter, quiche, fresh pasta and soybean products.

- dairy products and foods containing dairy products, for example, dairy-based desserts, bakery products filled with fresh cream or fresh custard
- seafood and foods containing seafood, for example, sushi, fish patties
- sprouted seeds, for example, beans and alfalfa
- prepared fruits and vegetables, for example, cut melons, salads and unpasteurised juices
- cooked rice and pasta
- foods that contain any of the above foods, for example, sandwiches, pizzas and rice rolls.

FURTHER INFORMATION AND RESOURCES

See the Department's [Canteens policy](#).

COMMUNICATION

This policy is communicated to our school community in the following ways:

- School website (publicly accessible).
- Hard copy available from the school administration upon request.

POLICY REVIEW AND APPROVAL

Policy last reviewed	June, 2026
Approved by	Principal
Next scheduled review date	June, 2029