



# Black Rock Pre School Centre Inc.

55 Bluff Road Black Rock Vic. 3193 Phone 9598 1479

Registered Number A0002536R

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## BIRTHDAYS AND CELEBRATIONS POLICY

Best Practice – Quality Area 2

### PURPOSE

This policy will provide guidelines for:

- birthday and special events procedures when celebrating during kinder sessional times
- effective food safety practices at Black Rock Pre School that comply with legislative requirements and meet best practice standards
- This policy should be read in conjunction with *Food Safety Policy*.

### POLICY STATEMENT

#### VALUES

Black Rock Pre School is committed to:

- Recognising that birthdays are an important milestone for all children, families and educators
- recognising and celebrating special events of our present culture, as well as the multicultural celebrations important to the families, children and staff
- ensuring adequate health and hygiene procedures are implemented at the service, including safe practices for handling, preparing, storing and serving food
- complying with all relevant legislation and standards, including the *Food Act 1984* and the *Australia New Zealand Food Standards Code*.

#### SCOPE

This policy applies to all individuals involved in handling, preparing, storing and serving food for consumption at Black Rock Pre School, and to the Approved Provider, Nominated Supervisor, Certified Supervisor, educators, staff, students on placement, volunteers, parents/guardians, children and others attending the programs and activities of the service.

### PROCEDURES

**The Nominated, Responsible person and all other staff are responsible for:**

- Inspect all food upon arrival, checking ingredients list for any children with allergies
- educators reserve the right not to accept foods which could be potentially be hazardous or contain NUTS.

- ensuring that staff and volunteers at the service implement adequate health and hygiene practices, and safe practices for handling, preparing and storing food, to minimise risks to children being educated and cared for by the service (Regulation 77(2))
- ensuring parents/guardians provide details of their child’s specific nutritional requirements (including allergies) on the enrolment form, and discussing these prior to the child commencing at the service and whenever these requirements change
- keeping up-to-date with current legislation, standards, policy, information and resources relating to food safety
- ensuring students, volunteers, and casual and relief staff at the service are informed of this policy.
- providing adequate supervision of children while they are eating
- teaching children to wash and dry their hands (refer to *Hygiene Policy*):
  - before touching or eating food
  - after touching chicken or raw meat
  - after using the toilet
  - after playing with an animal/pet
- encouraging parents/guardians to discuss a child’s nutritional requirements, food allergies or food sensitivities, and informing the Nominated Supervisor where necessary
- seeking input from parents/guardians on cultural values or religious expectations regarding food handling, provision and consumption
- maintaining good personal and kitchen hygiene (refer to *Sources: Department of Health – Food Safety: Keeping food safe and Hygiene Policy*)

**Parents/guardians are responsible for:**

- liaising with educators prior to event to ensure date & timing for celebration is appropriate and check allergies of any child in the group
- **providing individual cakes for the whole group to help celebrate your child’s birthday**
- Providing staff with ingredients list that you bring to kinder and make every effort to accommodate all the children’s needs, BRPS has a NO-NUTS policy.
- cream or ice cream cakes are not recommended, as they are difficult to serve and for the children to eat.
- present all food to the educators for inspection on arrival
- washing hands prior to participating in food preparation and cooking activities
- ensuring that food preparation surfaces, utensils are clean
- complying with the requirements of this policy
- Should you prefer to celebrate in a way other than food, alternative ideas include bubbles, stickers, balloons, etc.
- Volunteers and students, while at the service, are responsible for following this policy and its procedures.

**AUTHORISATION**

This policy was adopted by the BRPS Approved Providers and Committee of Management and assessed and updated in April 2019 and is updated as required.

During Covid restrictions, no shared treats were allowed on premise.





## **ATTACHMENT 1**

### **Responsible consumption of hot drinks at the service**

**Services should adapt this attachment and its procedures to suit their specific circumstances.**

Scalds and burns from hot liquids are a common cause of hospital admission in 0 to 4 year olds. A child's skin is thinner and more sensitive than an adult's and will therefore experience a more severe burn (refer to *Sources*: Kidsafe fact sheet). Children's natural curiosity, impulsiveness, mode of reaction and lack of experience in assessing danger are contributing factors to the vulnerability of children at this age.

Common scenarios that can lead to a child being scalded include when a child pulls a cup of tea, coffee or hot water from a table or bench, or when a child runs into a person holding a hot drink resulting in the hot drink spilling over the child's body.

The consumption of lukewarm drinks or the use of lidded cups/mugs in areas accessed by children should be considered with caution, as this is not necessarily a safe practice and might give the impression that it is acceptable to consume hot drinks around children.

#### **GENERAL GUIDELINES**

**The Approved Provider, Nominated Supervisor and all staff are responsible for:**

- ensuring that hot drinks are only prepared and consumed in areas inaccessible to children, such as the kitchen, staffroom and office (with the exception of where staff are taking theirs in enclosed cups through the children's room from the kitchen to the office for their break)
- ensuring that hot drinks are not consumed in children's rooms, outdoor areas or any other area where children are in attendance or participating in the program office (with the exception of where staff are taking theirs in enclosed cups through the children's room from the kitchen to the office for their break)
- informing parents/guardians on duty, visitors to the service, students, volunteers and any other person participating in the program of the service's hot drink procedures and the reasons for such procedures
- ensuring that children enrolled and participating in the program do not have access to areas of the building that are likely to be hazardous, including the kitchen, staffroom and office
- ensuring that parents/guardians attending the service actively supervise children in their care who are not enrolled in the program, including siblings
- ensuring that at least one educator with current approved first aid qualifications is in attendance and immediately available at all times that children are being educated and cared for by the service
- considering safety procedures in relation to hot drinks at service events occurring outside operational hours, including:
  - offering alternative drinks for adults e.g. juice, water or iced coffee
  - safely locating urns, kettles and power cords out of reach of children