

SCOTTSDALE HIGH SCHOOL ASSOCIATION INC – KIOSK CANTEEN POLICY

Introduction

Scottsdale High School views the health and wellbeing of students as very important. Our school canteen plays an important role within our school of not only selling food and drinks to students and staff, but also to assist with showing students there are healthy choices available.

Canteen Policy Role

The principal role of the canteen is to supply nutritious, healthy foods primarily to the student body and to staff as well.

Canteen Committee

- The canteen committee is accountable to the School Association. The committee will discuss any issues relating to the canteen e.g. introduction of new foods, current food items, pricing structure and resource management.. The canteen committee is a sub-committee of the School Association.
- The policy shall not be added to or amended in any way except at the AGM of the Canteen Committee or a special meeting called for that purpose.
- The policy shall be reviewed by the Canteen Committee at the beginning of term 3 each year.
- Members of the committee are as follows:
 - Principal
 - Canteen Manager
 - Canteen Assistant
 - Student Representative Council x 2
 - School Executive Officer
 - Parents and Friends Representative
 - Teaching staff member (s)
- The role of the Canteen Committee is as follows
 - To establish and monitor the canteen policy
 - To provide a representative forum for the discussion of issues relating to the canteen
 - To ensure the canteen is managed and resourced appropriately
 - To present a yearly report to the School Association
 - To meet and discuss funding applications from within the school

Nutrition

The emphasis of the canteen menu is nutrition and the promotion of healthy eating habits suitable to adolescents. References are made to appropriate organizations e.g. Tasmanian School Canteen Handbook for advice on suitable foods. The predominant foods served should help students consume adequate amounts of fibre and avoid high intakes of fat, sugar and salt. The canteen will not sell large amounts of sugary, unhealthy foods. High sugar drinks are not to be sold and not advised for student consumption.

Linking the Canteen with the Curriculum

By providing nutritious foods and a balanced diet, the canteen will complement what is being taught to students in their school curriculum. Students are able to make educated decisions about healthy food choices, and as such, our school canteen must support these principles.

Occupational Health and Safety

When required, staff will be provided with the necessary professional learning opportunities to ensure a safe working environment. Canteen staff will be informed of all health and safety issues by the school OH&S representative. Food hygiene will be followed as per the guidelines delivered by the Food Safety Act 2003. Our school will be subject to regular inspections which are conducted through the Dorset Council.

Food Allergies

Canteen staff are to be made aware of any students who may have special dietary requirements (e.g. diabetes) or food allergies (e.g. allergy to nuts, eggs etc). Availability of appropriate food is essential. The school First Aid Officer is responsible to keep the canteen staff informed of any changes to health issues that may arise. Where possible, this information should be provided in writing, with a picture of the student to assist canteen staff.

Discipline

It is the role of the supervising/duty teacher to maintain discipline in the canteen area. Canteen staff are not responsible for student behavior, supervision or discipline. Any incidents where students behave in an inappropriate manner must be reported to a member of staff in the first instance.

Lunch Tokens

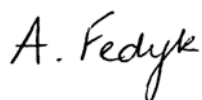
If students do not have any money for their lunch token they may obtain a lunch token from either the general office, the Principal or the Assistant Principal and present this token to the canteen staff. A food package to the value of approximately \$2:50 will be given to the student who will repay this amount at the general office the following school day. This money is then given to the canteen by the administration staff.

Lease Agreement

A formal lease agreement between Scottsdale High School and the Canteen Committee is an audit requirement. This document must be completed and signed off every three years.

Finance

- Canteen menu shall be affordable to the whole school community
- Canteen manager/assistant to be responsible for counting and banking the money
- Cheques require signatures of Principal/SEO and one of the canteen staff
- Financial reports to be given at each meeting
- Canteen manager responsible for payment of accounts
- Canteen finances to be managed separately from the general school account
- Sufficient funds to meet long service leave, sickness benefit and annual leave entitlements must be always kept in reserve before any profits are donated to the school
- Canteen should operate as an efficient business enterprise and be able to provide a financial contribution towards resources for all students at the school.



Principal