



**KidsCān**  
Giving all Kiwi kids  
a fair start

# Food Safety Guidelines

Early Childhood Education Programme

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# Food safety overview

We have compiled reliable resources from Ministry of Primary Industries (MPI), Ministry of Education (MOE), and community-based entities to give your staff an overview of food safety guidelines within the ECE sector.

KidsCan centres/kohanga are exempt under MPI regulations from the ECE kitchen registration and auditing process. KidsCan centres/kohanga should still be executing best practice food safety.

This set of guidelines is to be used alongside any additional food safety training to ensure best practice is being met at every KidsCan centre/kohanga.

## a) User guide

Please use these guidelines alongside the resources attached and any other policies in place to practise food safety in your centre/kohanga.

Your centre/kohanga is responsible for preparing and serving food with best practice and these guidelines will help you to do so. There are many elements to practising food safety and it is important that relevant staff review and implement proper actions.



## b) Resource document guide

The documents and posters provided in print should be read by all staff involved in handling, receiving, cooking, and/or serving food:

- **TOP 5 Food Safety Factors**  
**Ministry of Primary Industries**
  - This poster will be distributed by KidsCan for display in your kitchen.
  - 1 X A3 poster per centre/kohanga
- **MPI Food Safety Toolkit**  
**Ministry of Primary Industries**
  - This set of posters will be distributed by KidsCan for display in your kitchen.
  - 1 X A4 set per centre/kohanga
- **Whakamaru Kai- Be Food Safe - 4 Cs**  
**English and Te Reo**
  - This document will be distributed by KidsCan and is to be read by all staff preparing food and accessed as needed.
  - PDF access provided to centre/kohanga
- **Reducing food-related choking for babies and young children at early learning services**  
**Ministry of Health**
  - This document will be distributed by KidsCan and is to be read by all staff preparing food and accessed as needed.
  - PDF access provided to centre/kohanga

The document listed below contains further details on cleaning procedures if required by your centre/kohanga:

- **Cleaning and Disinfection Guidelines for Early Childhood Education Services 2019**  
**Version 2-MidCentral Public Health Service**
  - This document is to be referenced as needed by staff responsible for cleaning, cooking and food preparation facilities.
  - PDF access provided to centre/kohanga

# Staff records

## Position description, induction and training

It is important to record your staff training and their position when it comes to food safety.

Your centre/kohanga is responsible for receiving, preparing and cooking food in alignment with best practice food safety, therefore it's important to keep staff training records updated.

Staff name	Position description	Training completed	Date completed
<i>Example: Emily Jones</i>	<i>Assistant Cook</i>	<i>KidsCan Food Safety Guidelines Read and Review</i>	<i>01/01/2022</i>
<i>Megan Brown</i>	<i>Head Cook</i>	<i>Food Safety Certificate</i>	<i>01/01/2022</i>

# Kitchen cleaning guidelines



## a) Daily cleaning schedule

Daily procedures recommended to ensure your kitchen is clean before, during, and after food preparation.

It is recommended that Early Childhood Centres/kohanga across New Zealand have cleaning policies in place, so daily tasks should be a part of your centre's/kohanga schedule and records.

Daily tasks	Mon	Initial	Tue	Initial	Wed	Initial	Thu	Initial	Fri	Initial
<b>Example:</b> <i>Hand washing procedures followed before and after food prep</i>	✓	E.J								
<i>Wash surfaces before and after food prep</i>										
<i>Change dishcloths/ tea towels/sponges</i>										

\*Please add other tasks based on your centre/kohanga specific needs.



## b) Weekly cleaning schedule

Weekly procedures recommended to ensure kitchen and food preparation spaces remain sterile to eliminate potential hazards.

It is recommended Early Childhood Centres/kohanga across New Zealand have cleaning policies in place, so weekly tasks should be a part of your centre's/kohanga schedule and records.

Weekly tasks	Day to complete	Completed by	Issues or comments
<i>Examples: Check grocery deliveries and tidy kitchen space</i>	<i>Monday</i>	<i>Chrystal- Head Teacher</i>	
<i>Empty rubbish bin and sanitise</i>	<i>Wednesday &amp; Friday</i>	<i>Megan - Cook</i>	
<i>Clean out refrigerator</i>	<i>Friday</i>	<i>Emily- Cook</i>	<i>Cleared out cheese packet that was due to expire.</i>

\*Please add other tasks based on your centre/kohanga specific needs.

## b) Monthly cleaning schedule

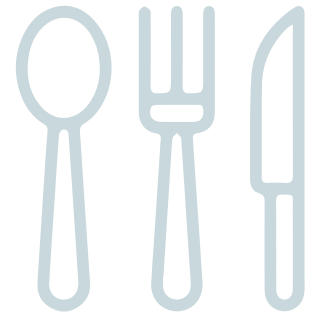
Monthly procedures recommended to ensure kitchen and food preparation spaces remain sterile to eliminate potential hazards.

It is recommended Early Childhood Centres/kohanga across New Zealand have cleaning policies in place, so monthly tasks should be a part of your centre's/kohanga schedule and records.

Monthly tasks	Date completed	Completed by	Issues or comments
<i>Examples:</i> <i>Clean oven</i>	<i>17/12/2021</i>	<i>Emily</i>	
<i>Clean microwave</i>	<i>17/12/2021</i>	<i>Emily</i>	
<i>Clean and sanitise refrigerator</i>	<i>17/12/2021</i>	<i>Megan</i>	

\*Please add other tasks based on your centre/kohanga specific needs.

# Management of food preparation



## a) Keeping a record of meal preparation

Record keeping is an important aspect of food preparation because it provides necessary information for cooks and teachers stepping into the kitchen environment.

It's important to note when a meal was cooked, who was responsible for cooking, what meal was cooked, and that food safety protocols were followed.

Date	Cook of the day	Meal cooked	Food safety protocols followed
<i>Example:</i> 07/01/2022	<i>Emily</i>	<i>Mild vegetable curry</i>	✓



# Management of receiving food



## a) Keeping a record of deliveries

It is essential to keep a record of deliveries. Record what items come into your kitchen and when they come in. This helps maintain a log of any issues that could compromise food safety.

Your centre/kohanga will receive deliveries from KidsCan as well as our delivery partners such as Countdown, New World, or another grocery supplier.

When receiving deliveries, it is important to note the quality of items. If any issues arise while reviewing a delivery, it is important to record the steps followed to ensure food safety standards are met within your kitchen.

Any severe issues with the quality of delivered items should be reported to KidsCan urgently. We will then follow up with the relevant supplier and action as required.

See example below \*

Date	Delivery accepted by/ collected by	Delivered by	Food safety protocols followed	Damaged/ expired goods to record	Actions taken to resolve issue
<i>Example:</i> 07/01/2022	<i>Emily</i>	<i>Countdown</i>	✓	<i>Eggs delivered with cracks</i>	<i>Phoned KidsCan and sent a photo via email to ECE admin</i>
* 07/01/2022	<i>Emily</i>	<i>Countdown</i>	✓	<i>Expired milk delivery</i>	<i><b>URGENT!</b> was disposed of and reported to KidsCan</i>

# Management of allergies in centre/kohanga

## a) Managing allergies

- Allergy management is a crucial part of food safety; even if none of your children are currently affected, it's important to know how to manage allergies for future planning.
- Management of allergies is outside of KidsCan's responsibilities and must be handled within your centre/kohanga daily to ensure risks are assessed and children are kept safe. KidsCan is to be notified if allergy management results in food product or items being banned from your centre's/kohanga premises.
- Action plans - Action plans are put in place in the ECE space to assess risk and control the environment where possible. See note c) below
- Record keeping- It's important to keep records of your centre's/kohanga allergy action plans and any allergies present in your centre/kohanga. Records should be kept up to date and should be easily visible to those interacting with tamariki and food preparation.

## b) Responsibility of centre/kohanga

- Your centre/kohanga is responsible for managing allergy concerns to ensure the safety of tamariki and informing KidsCan of allergies that will affect your food deliveries from us.
- Other responsibilities within allergy management are to be determined between your centre/kohanga management and children's whanau or caregiver.

## c) Allergy resources to review

- Allergy and Anaphylaxis Guidelines for Early Childhood Services and Schools - Allergy New Zealand
- ASCIA allergy and anaphylaxis action plans are available here:  
<https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>



# References page

- Ministry of Health. 2020.  
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(2021, December). ASCIA Action Plans and First Aid Plans for Anaphylaxis. Retrieved February 3, 2022,  
from <https://www.allergy.org.au/hp/anaphylaxis/ascia-action-plan-for-anaphylaxis>



## Contact details

Please get in touch with the KidsCan Team regarding questions or concerns about food safety within your centre/kohanga.

We're available via phone or email  
5 days a week!

**Email:** [eceadmin@kidscan.org.nz](mailto:eceadmin@kidscan.org.nz)

**Primary Phone:** 09 927 0044

**Secondary Phone:** 09 478 1525



# Table templates for centre/kohanga use

# Staff records

[illegible]

## Daily cleaning schedule

[illegible]

# Weekly cleaning schedule

[illegible]



# Monthly cleaning schedule

[illegible]

# Meal preparations

[illegible]

# Receiving goods

[illegible]