

# SCHOOL BREAKFAST CLUBS PROGRAM COOKING CLASSES TOOLKIT



Education  
and Training

## Partner

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The Department of Education and Training



Education  
and Training

## Acknowledgements

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Written by Foodbank Victoria.

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# 1.0 Message from the Foodbank Victoria CEO

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Thank you for partnering with us to deliver the School Breakfast Clubs Cooking Classes program.

We hope you find this Toolkit useful in providing all the information required to make the Cooking Classes program a success in your school.

With one in five Victorians experiencing food insecurity, I'm proud of the positive difference this important initiative is having in schools and communities right across Victoria.

The program creates an inclusive environment to provide healthy food for students who might otherwise go hungry. With food in their stomachs, children and young people have an opportunity to better engage in the classroom, to focus on learning and achieve their highest potential.

Launched in 2016, the School Breakfast Clubs Program provides free breakfast foods to 1,000 Victorian schools – and its benefits have proven to be far reaching. Teachers have reported boosts to students' health and wellbeing, and strengthened academic and social outcomes.

In addition to the Breakfast Clubs, we deliver Lunches and School Holiday Supplies. And to offer further support to families, I'm very excited that our family Cooking Classes program will be introduced into 100 schools over a four-year period.



Welcome to the Cooking Classes program.

If you have any questions on any aspect, our Foodbank Victoria team is available and ready to support you.

Warm regards,

Dave McNamara  
Chief Executive Officer  
Foodbank Victoria

## 2.0 Introduction

### Foodbank Victoria

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Foodbank Victoria is an independent not-for-profit organisation and the state's oldest and largest provider of food relief. Since 1930 we've been sourcing and distributing food to people in need across Victoria, many of whom are children.

Foodbank operates by supporting more than 500 frontline charities, with food sourced from across the food supply chain, including fresh produce, ambient pantry items and frozen goods. Each charity partner then uses the food in their food relief programs supporting the community, including community pantries, kitchens and soup vans and emergency food hampers.

Foodbank also delivers the Farms to Families program, which provides healthy and nutritious produce, through a pop-up market, to people experiencing food insecurity in disadvantaged communities.

We are also there in times of disaster as a leading provider of emergency food relief to Victorian communities.

## 3.0 Foodbank Victoria Contact Details

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Your school can contact Foodbank Victoria directly for all queries relating to the Cooking Classes. We would love to answer any questions you have related to the program, big or small.

Further, at Foodbank Victoria, we strive to continually improve our programs, and welcome your feedback.

### **Foodbank Victoria Head Office**

Foodbank Victoria  
4/2 Somerville Road  
Yarraville VIC 3013  
Phone: 9362 8300  
Fax: 9632 8301  
Email: [cookingclasses@foodbankvictoria.org.au](mailto:cookingclasses@foodbankvictoria.org.au)

# 4.0 Cooking Classes

## 4.1 Overview

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Learning about healthy, nutritious food supports students to develop the skills, knowledge and habits they need for happy, healthy lives.

The Cooking Classes program aims to support families to learn new skills in cooking, food safety and meal planning, with a focus on daily consumption of fresh fruit and vegetables.

The Cooking Classes will teach students and their families how nutritious meals can have a positive impact on overall health, and provide families with the tools they need to help them cook and share nutritious meals.

## 4.2 How is it delivered?

The Cooking Classes will deliver a set of four classes over four weeks, during which families will follow recipes focused on daily consumption of fresh fruit and vegetables. Participants will cook and enjoy a meal with their family during each class and also receive a weekly hamper of fresh and staple food and recipes to put their new skills into practice in the home environment.

A trained Foodbank Victoria Facilitator will deliver the Cooking Classes at your school.

Initially, classes will be delivered between 3.30 and 5.30 pm.

## 4.3 Where will it run?

Schools are required to supply an appropriate teaching space for the Cooking Classes. This can be a classroom, multi-purpose room, kitchen or other facility. In order to meet Food Safety and OH&S requirements, the space must have access to hot running water (and a sink), rubbish disposal, a fire extinguisher and smoke detectors installed. Please see Appendix A - Your School's Preparation Steps.

Foodbank Victoria will provide all equipment and supplies needed to deliver the program (course content, cooking and cleaning equipment/supplies). There is no requirement for school staff to be present while the classes are in session, however a school representative is welcome and encouraged to join, if they wish to.

## 4.4 Who is it for?

Role modelling is one of the biggest influences on children's eating habits. This is why the Cooking Classes have a focus on families preparing and eating nutritious meals together. The Cooking Classes have the added benefit of reinforcing healthy eating knowledge and skills and involving families learning with students.

Schools can invite up to 10 families to attend the Cooking Classes. Students must be accompanied by a parent or guardian to participate. A maximum of 24 participants can be accommodated.

During the Cooking Classes, parents/guardians are responsible for appropriately supervising their child/children.

## 5.0 Getting Started In Your School - Preparation

### 5.1 Working with Foodbank Victoria

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When registering your interest for the program, a nominated School Key Contact will need to be responsible for liaising with Foodbank Victoria to coordinate the delivery of the Cooking Classes. If these contact details change, please notify us via email: [cookingclasses@foodbankvictoria.org.au](mailto:cookingclasses@foodbankvictoria.org.au).

It will be the School Key Contact's responsibility to report any additional needs Foodbank Victoria should be aware of when delivering the Cooking Classes.

#### Foodbank Victoria's Roles & Responsibilities

Foodbank Victoria will:

- provide a flyer to support the promotion of the Cooking Classes to families
- deliver the classes in your school (classes to be delivered by a trained Foodbank Victoria facilitator – no school staff required)
- provide all equipment necessary to deliver the classes (cooking/cleaning equipment)
- provide all food supplies for Cooking Classes and hampers
- provide all course content and resources for the classes, including take-home resources for participants
- gather feedback on class delivery
- respond to the additional needs of the school and/or participant, where possible
- deliver classes to participants in a respectful, inclusive, confidential and engaging manner
- support schools to select a suitable kitchen space and recruit participants
- provide a well stocked First Aid Kit that is accessible at all times
- tag-test all portable electrical cooking equipment according to safety standards
- consent to leave kitchen space in a safe, clean, orderly state
- provide information regarding kitchen dangers and etiquette expectations (e.g. kitchen rules, food safety, knife safety, cleaning up spills immediately, no running, no discriminatory/anti-social behaviour)
- ensure classes are delivered in accordance with all current COVID-19 restrictions and guidelines, in line with advice from the Department of Education and Training and the Department of Health and Human Services



- communicate to class participants the location of emergency exits and fire safety equipment.
- respond and report any injury immediately and follow incident reporting protocols
- follow Emergency Evacuation Plans (school to provide)
- follow Anaphylactic Management Plans (school to provide)

## **Your School's Roles & Responsibilities**

By participating in the program your school agrees to:

- provide Foodbank Victoria access to a teaching space and toilet facilities during program delivery
- liaise with Foodbank Victoria staff to coordinate the delivery of the program within your school
- recruit families to participate in the program (with support from Foodbank Victoria where required)
- not charge participants for the program and food
- provide feedback for monitoring and evaluation purposes
- communicate any additional participant/school needs, including dietary requirements.

## **5.2 Engage school staff**

School staff play an integral role in promoting the program to families. Setting up a meeting with relevant school staff to encourage them to promote the Cooking Classes to their students and families is a great way to get the message out.

## 5.3 Recruit participants

Whilst the invitation to participate in the Cooking Classes is open to all families, it is likely that school staff are aware of and are supporting students and families that are experiencing disadvantage.

School staff are best placed to know who will benefit most from the Cooking Classes. Extra care should be taken to extend invitations to these families directly. Schools should consider who is best placed to extend this invitation. This is usually a staff member who has an established relationship with the family.

Schools should promote the benefits to be gained by participating in the program, such as:

- learning new recipes
- weekly meal planning
- developing cooking skills
- building healthy and happy home food environments
- how to keep food safe
- having fun cooking with fruits and vegetables
- learning to like foods: children's food preferences
- role modelling healthy food practices
- making friends
- working together as a family.

Note: Communication about the program should not focus on the vulnerabilities of families (lack of knowledge about healthy eating or poverty).

## 5.4 Promote the program in your school community

We have places for up to 10 families (24 participants in total) from your school to participate in the Cooking Classes. Please consider using the following information channels to advertise and promote the program:

- Advertise in the school newsletter and/or create a letter to send home (see Newsletter Article/Letter Template in appendices).
- Notify teachers about the program and where to find a flyer for distribution purposes.
- Display the program flyer in a prominent location.
- Announce the opportunity at the school assembly or during class discussions.
- Contact Foodbank Victoria's Program Facilitator for individualised support and guidance.

## **6.0 Program Implementation**

### **6.1 Program delivery**

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Foodbank Victoria will get in touch with your nominated School Key Contact prior to the Cooking Classes commencing, to confirm the operational aspects of the program.

### **6.2 Course content**

The Cooking Classes are funded by the Victorian Department of Education and Training.

The course content has been informed by the Victorian Department of Education and Training's School Canteens and Other School Food Services Policy and the Australian Dietary Guidelines for Children and Adolescents. All recipes prepared within the classes have been assessed and classified as Everyday (Green) choices by the Healthy Eating Advisory Service.

## **7.0 Food Safety Registration Exemption**

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Food safety and safe food handling is very important in schools as children are at higher risk of contracting food-borne illnesses.

Participants are not charged for attending the program, meaning your school is exempt from the Food Act 1984 (Vic). Being exempt from the Food Act means that a number of standard food safety requirements are not necessary for participating schools and there is no legal requirement to register your kitchen space with the local council.

A trained Foodbank Facilitator will run the program in accordance with Victorian Food Safety Guidelines and recommendations.

## **8.0 Risk Management & Emergency**

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Ensure your school's Emergency Management Plan is available to Foodbank Victoria's Facilitator during each session of the program. Plans should include information relating to the management of any emergency or critical incident that may occur during the classes.

## 9.0 Medical, Dietary and Additional Needs

### 9.1 Student medical, dietary & additional needs information

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It is important for Foodbank Victoria to obtain up-to-date information about all participants' relevant medical conditions, including any food allergies, dietary requirements or additional needs.

To obtain this information, an online survey will be emailed to your School Key Contact at least one week prior to the program starting in your school. The survey will be an opportunity to inform Foodbank Victoria of key information prior to the delivery of the program, including the completed Registration to Participate form (see Appendix B), which will allow for the tailoring of the program around these considerations. In addition, participant Enrolment Forms will need to be completed during the recruitment process and provided by the School Key Contact to the Foodbank Facilitator before the beginning of Session 1. This form includes information regarding informed consent to participate in all aspects of the program.

### 9.2 Anaphylaxis management in schools

Schools with an enrolled student or students at risk of anaphylaxis must, by law, have a School Anaphylaxis Management Policy in place. This policy should include the School Breakfast Clubs Program.

For students participating in the School Breakfast Clubs Program, their Individual Anaphylaxis Management Plan should be updated to include what to do in the event of an anaphylactic emergency during participation in the School Breakfast Clubs Program, with specific reference to the Cooking Classes.

In the event of an anaphylactic reaction, the school's first aid and emergency management response procedures and the student's Individual Anaphylaxis Management Plan must be followed.

As per the Department of Education and Training's policy for Anaphylaxis, all school staff with a duty of care responsibility for the wellbeing of students at risk of anaphylaxis should receive training in how to recognise and respond to an anaphylactic reaction, including administering an adrenaline auto injector. The Foodbank Facilitator of this program will also receive this training.

The school's Anaphylaxis Management Policy and all Individual Anaphylaxis Management Plans for any student/s participating in the program and known to have an anaphylactic reaction to certain food/s should be supplied to Foodbank Victoria's Facilitator during each session.

## 10.0 Monitoring and Evaluation

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As part of the overall School Breakfast Clubs Program, the Department of Education and Training will commission an independent program evaluation to assess the impact and success of the program.

During this time, the School Key Contact may be asked to participate in data collection, such as online surveys, and phone or face-to-face interviews. All information will be kept strictly confidential and used only for evaluation purposes.

# 11.0 Frequently Asked Questions

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## 1. Does our school need a functional kitchen?

The kitchen space can be a classroom, multi-purpose room, kitchen or other facility. To meet Food Safety and OH&S requirements, the space must have access to hot running water (and a sink), rubbish disposal, a fire extinguisher and have smoke detectors installed. Please refer to 'Appendix A - Your School's Preparation Steps', for guidance on selecting an appropriate space.

## 2. What if we are finding it difficult to approach and recruit families?

If you have tried all the suggestions for engaging school staff and recruiting participants, please contact Foodbank Victoria's Cooking Classes team for assistance and advice.

## 3. What if some participants have dietary requirements?

We can tailor our recipes to accommodate dietary requirements, including allergies and intolerances, as long as sufficient notice is given. Please provide this information in the 'Dietary requirements' section of the Registration to Participate form (Appendix B). Please note, if a student participant is at risk for an anaphylactic reaction to any food/s, your school will need to inform Foodbank Victoria and provide their Individual Anaphylactic Management Plan to Foodbank Victoria's Facilitator during each session.

## 4. Can families take the meal cooked during the session home?

Participants will cook and enjoy a meal with their family during each class and also receive a hamper of nutritious fresh and shelf staple foods to take home. However, if there is excess cooked food, participants are welcome to take this home.

Please note that all food safety guidelines are participants' responsibility when transporting, storing and reheating food items. Foodbank Victoria and its partner, the Department of Education and Training, accept no responsibility once food items leave the school premises.

## **5. What if participants/families have additional needs?**

This program is open to any student and family at the school, regardless of different learning or access needs. Please communicate any additional needs to our Cooking Classes team, as early as possible. We will work with your school to accommodate such needs, as best we can.

## **6. What if your school or participants have questions before they sign up to participate?**

Please contact Foodbank Victoria's Program Coordinator. We would love to answer any questions you have related to the program, big or small.

# Newsletter Article/Letter Template

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*[Insert School Name]* School Breakfast Clubs Program has expanded!

Dear Parents and Guardians,

*[Insert School Name]* School has accepted an invitation by Foodbank Victoria to participate in Cooking Classes, as part of the expanding School Breakfast Clubs Program, and we are currently recruiting families to join in!

This free program is funded by the Victorian Government Department of Education and Training, and will support families to learn new skills in the kitchen and beyond.

The Cooking Classes are focused on bringing families together in the school environment to learn healthy eating habits.

The program aims to provide a hands-on experience, where families will cook and enjoy a meal together, and be provided with a hamper, stocked with fresh and staple ingredients to take home.

Sessions will run one afternoon per week (3.30-5.30 pm), for four weeks during a school term, and be delivered by a trained Foodbank Victoria Facilitator. The program will be offered in *[insert term date]*, for up to 10 families.

Please contact our School Key Contact *[insert name and phone number]* to find out how to register for this fantastic program!



## A) Your School's Preparation Steps

Here are the 3 steps for the School Key Contact to complete prior to the program being delivered in your school. As easy as 1-2-3!

Step	
1	<p><b>Choose a suitable 'kitchen space'</b></p> <p>Classes can be held in a classroom or multi-purpose room – we don't need to have use of a functional kitchen. Please consider the following when choosing a safe and effective space for class delivery:</p> <ul style="list-style-type: none"> <li>• adequate bench space (in order to prepare and cook food)</li> <li>• access to hot running water and a sink</li> <li>• rubbish bin and suitable rubbish disposal</li> <li>• access to fire safety equipment (fire extinguisher &amp; fire blanket, smoke detector)</li> <li>• access to toilet facilities (that remain unlocked during program delivery hours)</li> <li>• adequate number of tables and seating available</li> <li>• adequate lighting (to safely prepare/cook meals)</li> <li>• power outlets protected by a safety switch.</li> </ul>
2	<p><b>Recruit families and record their details (including dietary requirements and any other specific needs) on the Registration to Participate Form (Appendix B).</b></p> <p>Communicate and promote the benefits of the program to students, staff and parents.</p> <p>Foodbank Victoria will provide a flyer to distribute to families, and extra support if you need it.</p> <p>Assist each family that signs up to the program to complete the Enrolment Form (to be provided to Foodbank's Program Facilitator on the day of the first program session).</p>
3	<p><b>Complete the Cooking Classes: Registration to Participate Form</b></p> <p>The RTP form will be an opportunity to inform Foodbank Victoria of key information prior to program delivery, including final number of participants and dietary requirements.</p> <ul style="list-style-type: none"> <li>• Confirm that a copy of the Emergency Evacuation Plan will be provided to the Cooking Classes Facilitator during each session.</li> <li>• Confirm that for participants known to have an anaphylactic reaction to particular food/s, an Individual Anaphylaxis Management Plan will be provided to the Cooking Classes Facilitator at each session.</li> </ul>

## B) Registration to Participate: Cooking Classes

### School name:

This program will be offered to up to 10 families (with a maximum 24 participants). Please complete the table below to record information.

To ensure the information in the table below is accurate/up to date. This form is required to be completed and returned to FBV, via email, at least two weeks prior to program delivery in your school. See Appendix A, Your School's Preparation Steps, for details.

	Family name and number of family members participating	First name	Type of participant (parent, student of this school or other child participant)	Age of participant	Dietary requirements/allergy/anaphylaxis	Other comments (e.g. EAL, interpreter required, accessibility requirements)
e.g.	Smith (x 3)	Mary Tom Jane	Parent Student at this school Student not at this school	N/A 7 15	Halal Anaphylaxis (eggs) Intolerance (fructose)	Requires interpreter Wheelchair access N/A
1						
2						
3						
4						

	<b>Family name and number of family members participating</b>	<b>First name</b>	<b>Type of participant (parent, student of this school or other child participant)</b>	<b>Age of participant</b>	<b>Dietary requirements/ allergy/anaphylaxis</b>	<b>Other comments (e.g. EAL, interpreter required, accessibility requirements)</b>
<b>5</b>						
<b>6</b>						
<b>7</b>						
<b>8</b>						
<b>9</b>						
<b>10</b>						

# Notes:

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