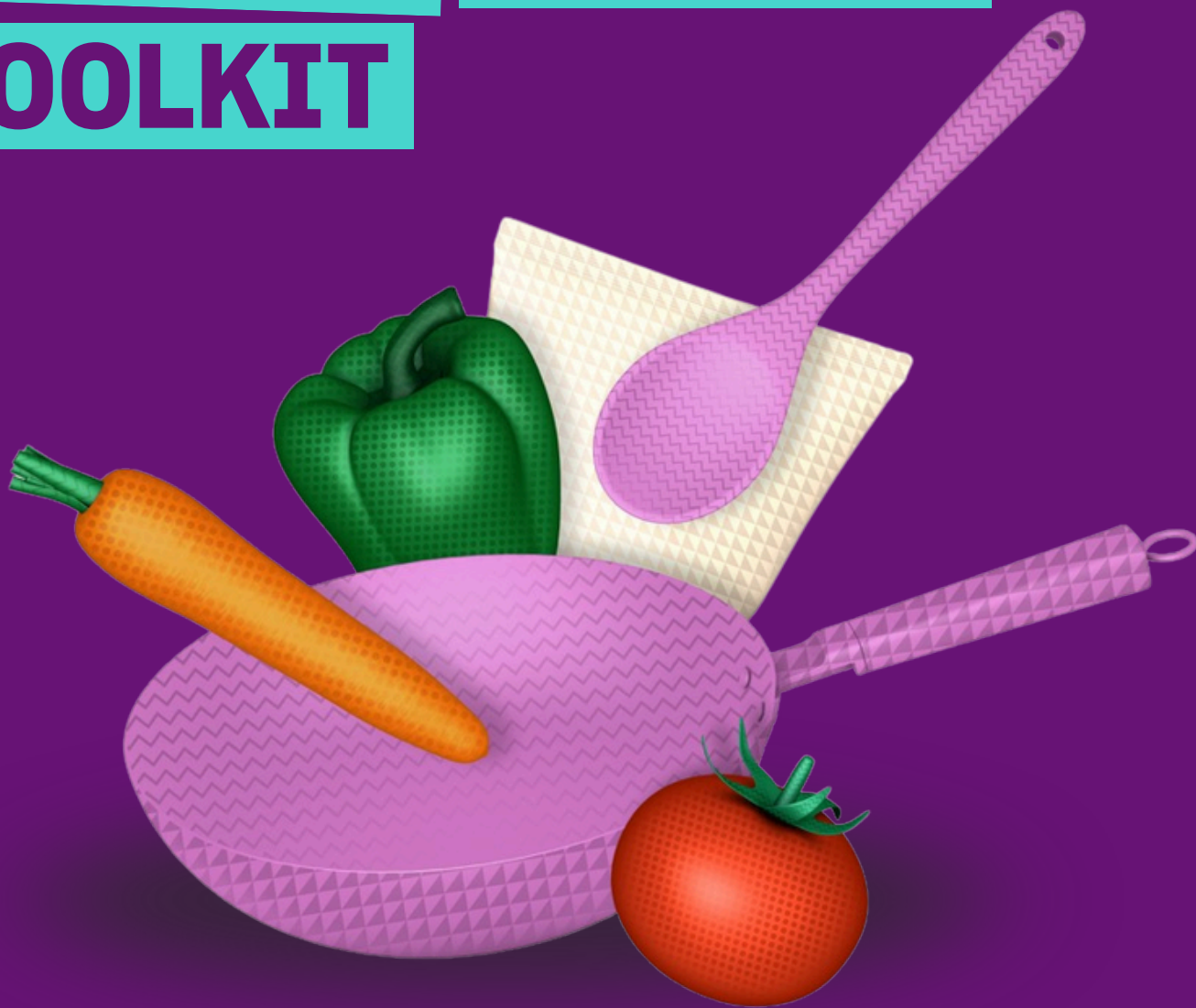


SCHOOL BREAKFAST CLUBS PROGRAM

COOKING CLASSES

TOOLKIT



Department
of Education



Partner



Department
of Education

Acknowledgements

Written by Foodbank Victoria.

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1. WELCOME

Thank you for partnering with us to deliver the School Breakfast Clubs Program – Cooking Classes. We appreciate your commitment to supporting students and families in your school community.

This toolkit has been designed to equip you with everything you need to successfully plan, deliver and promote your Cooking Classes, ensuring a positive and rewarding experience for everyone involved.

As a key component of the School Breakfast Clubs Program, these Cooking Classes bring families together to build life-long healthy eating habits and practical cooking skills. By developing confidence in the kitchen, children and young people are better supported to thrive not only at home, but also at school.

We are proud that the Cooking Classes program has now been rolled out across more than 100 schools, continuing to play an important role in food education and skill-building within school communities.

The positive difference this important initiative is having in schools and communities right across Victoria would not be possible without the dedication and passion of schools like yours - thank you.



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
CEO Foodbank Victoria

2. WHO WE ARE

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 Farms to Families markets and the Mobile Supermarket Bus. These initiatives provide healthy, nutritious produce as part of a dignified shopping experience, delivered directly 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. CONTACT US

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.

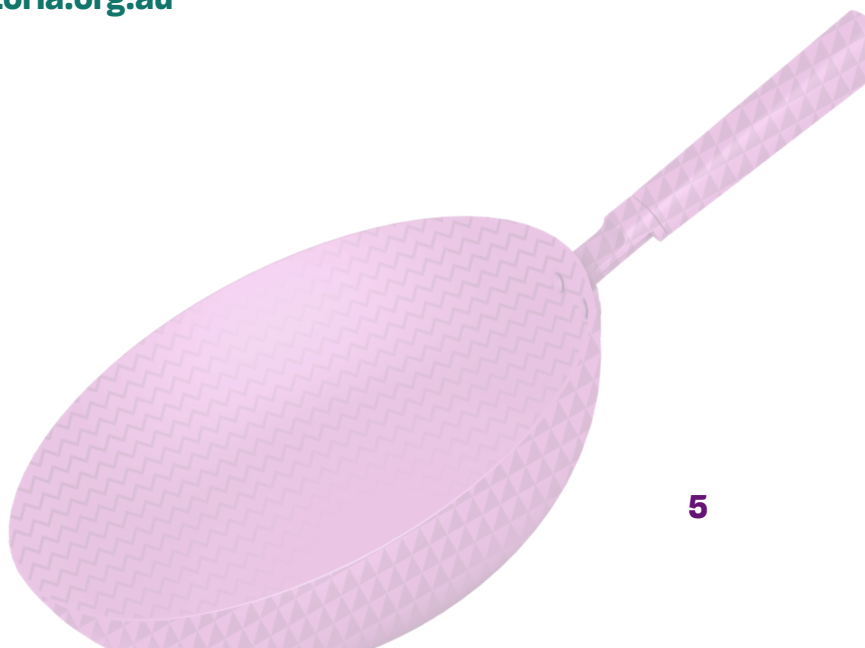
Further, at Foodbank Victoria, we strive to continually improve our programs, and welcome your feedback.

Foodbank Victoria

441- 459 Kororoit Creek Rd

Altona VIC 3018

Email: cookingclasses@foodbankvictoria.org.au



4. COOKING CLASSES OVERVIEW

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

Delivered in partnership with Foodbank Victoria, the Cooking Classes program is funded by the Victorian Government via the Department of Education. The program aims to support families to build skills in cooking, food safety, and meal planning, with a focus on the daily consumption of fresh fruit and vegetables.

Through these classes, students and their families will discover how nutritious meals can positively impact overall health and gain practical tools to help them cook and share healthy meals together.

4.1 HOW IS IT DELIVERED?

The Cooking Classes team 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
- Receive a weekly hamper of fresh and staple food
- Receive 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. Classes are usually delivered between 3:30 and 5:30 pm.

The Cooking Classes are delivered at no cost to the school or participants.

4.2 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 Occupational, Health and Safety (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 B - 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.

4.3. 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 and a maximum of 24 participants can be accommodated, space permitting. Students must be accompanied by a parent or guardian to participate.

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



5. GETTING STARTED IN YOUR SCHOOL - PREPARATION

5.1 WORKING WITH FOODBANK VICTORIA

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.

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 flyers, video content and images 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 guidelines, in line with advice from the Department of Education and the Department of Health
- 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 Individual Anaphylaxis Management Plan or an Individual Allergic Reactions Risk Management Plan (school to provide).

5.2 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 any food that is provided through the program
- not involve any program fees, rewards or other benefits in exchange for participants attending the program
- provide feedback for monitoring and evaluation purposes
- communicate any additional participant/school needs, including dietary requirements
- provide Emergency Evacuation Plans
- provide Individual Anaphylaxis Management Plan or an Individual Allergic Reactions Risk Management Plan
- ensure food hampers and items are stored and distributed in line with Food Safety and OH&S requirements once Foodbank Victoria staff leave the premises.

5.2A 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.



5.2B RECRUIT PARTICIPANTS

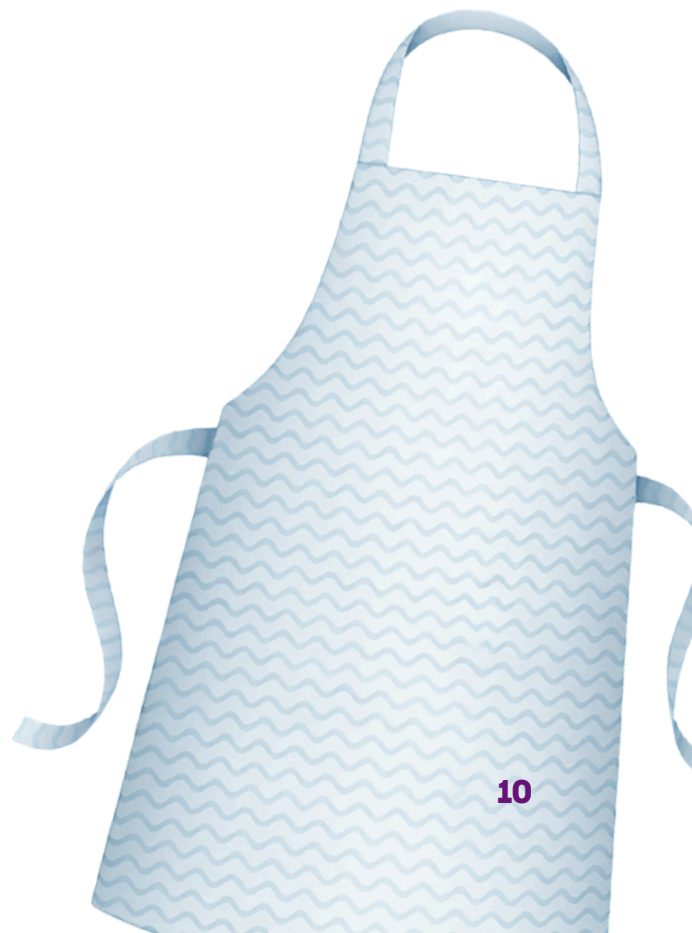
Whilst the invitation to participate in the Cooking Classes is open to all families, it is likely that school staff are aware of and are supporting students and families that are experiencing disadvantage.

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:

- weekly take-home food hamper
- learning new recipes
- weekly meal planning advice
- developing cooking skills
- building healthy and happy home food environments
- learning 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 disadvantage).



5.2C PROMOTE THE PROGRAM IN YOUR SCHOOL COMMUNITY

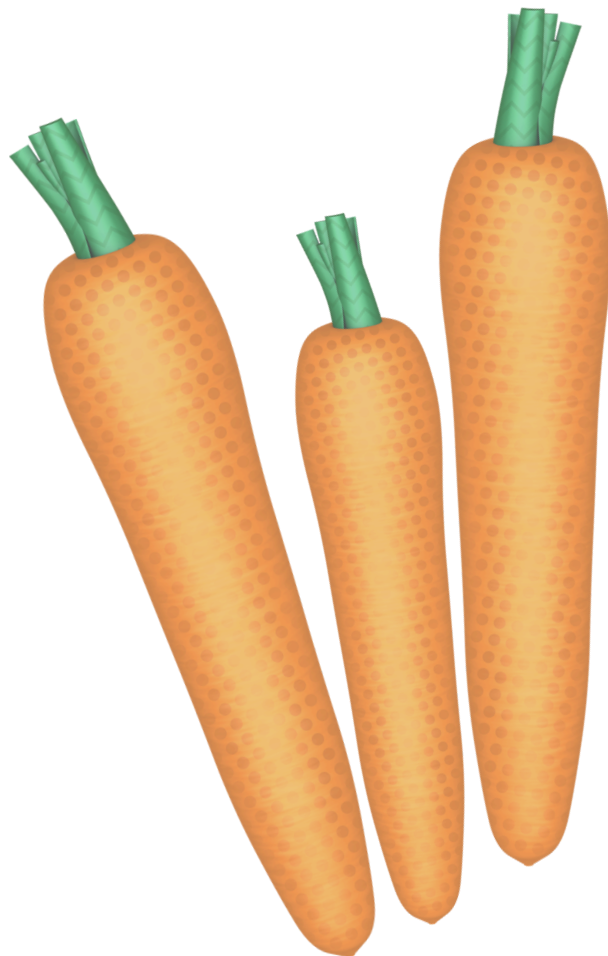
We have places for up to 10 families (24 participants in total) from your school to participate in the Cooking Classes.

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 Appendix A: Newsletter Article/Letter Template)
- 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.

Start an expression of interest list if promoting the program school-wide, this can assist in managing families.

Tip: *when promoting the program school-wide, keeping an expression of interest list helps fill spots if families withdraw unexpectedly. Contact Foodbank Victoria's program facilitator for individualised support and guidance.*



6. PROGRAM IMPLEMENTATION

6.1 PROGRAM DELIVERY

Your Foodbank Victoria Program Facilitator 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 course content has been informed by the Victorian Department of Education'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. FOOD SAFETY REQUIREMENTS

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

As the food provided through the School Breakfast Clubs Program Cooking Classes is free, and participants are not charged for attending the program, delivery of this program is exempt from the Food Act 1984 (VIC) and Food Standards Code. This 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. Schools do have a duty of care to ensure leftover food hampers and items are stored and distributed in line with Victorian Food Safety Guidelines and Recommendations, once Foodbank Victoria staff leave the premises.

Participants must not be charged for any of the leftover food hampers or items.

For further guidance on health and safety in food preparation refer to the following information:

- Personal hygiene for food handlers: health.vic.gov.au/food-safety/personal-hygiene-for-food-handlers
- Food businesses: safe food preparation, storage and display: health.vic.gov.au/food-safety/food-businesses-safe-food-preparation-storage-and-display
- WorkSafe Victoria guidelines for managing health and safety in food retail: worksafe.vic.gov.au/resources/managing-health-and-safety-food-retail-handbook-franchise-industry

8. RISK MANAGEMENT & EMERGENCY

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.

Please be advised that, should extenuating circumstances arise, such as facilitator illness, severe weather conditions, or other unforeseen events, the program may need to be rescheduled or postponed.

9. MEDICAL, DIETARY & ADDITIONAL NEEDS

9.1 STUDENT MEDICAL, DIETARY & ADDITIONAL NEEDS INFORMATION

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, Foodbank Victoria will use the completed Registration to Participate Form (Appendix C), which is submitted prior to the commencement of the program. This form provides key information that enables Foodbank Victoria to tailor program delivery to the specific needs and considerations of your school.

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 one. This form includes information regarding informed consent to participate in all aspects of the program.

9.2 MANAGING STUDENT HEALTH, ALLERGEN RISKS AND SPECIAL NEEDS

Collect all relevant health information

Collect current, relevant information about medical conditions, including any allergies or other health conditions relevant to eating food at Cooking Classes, such as coeliac disease or requirements for modified textures. Where required, update Student Health Support Plans to reference the School Breakfast Clubs Program Cooking Classes.

For students at risk of anaphylaxis and allergic reactions

Students with an ASCIA Action Plan for Anaphylaxis (RED) or Action Plan for Allergic Reactions (GREEN) must have an Individual Anaphylaxis Management Plan or an Individual Allergic Reactions Risk Management Plan that outlines how the school will reduce the student's exposure to allergy triggers. The plan includes how to manage the student's anaphylaxis or allergic reaction, and the location of adrenaline devices at school.

Staff should review these plans and work with families to ensure they are up to date.

Refer to the Anaphylaxis Policy below for more information about required actions for students at risk of anaphylaxis: www2.education.vic.gov.au/pal/anaphylaxis/policy_

Communicate about health and anaphylaxis plans

Student Health Support Plans, ASCIA Action Plans, Individual Anaphylaxis Management Plans and Individual Allergic Reactions Risk management Plans must be communicated to Foodbank Victoria staff and volunteers responsible for distributing food at your cooking classes.

At the request of your Program Facilitator and prior to the commencement of the Cooking Classes Program, please provide Foodbank Victoria staff with a copy of the relevant plans, with photos of the students outlining their allergies or other health, medical requirements or special needs. Clear instructions on what to do in the event of an allergic reaction or other medical episodes must be included.

Product labels and allergen statements

Foodbank Victoria staff and volunteers will regularly read and review all product labels carefully. Product labels are the most accurate and up-to-date source of ingredient and allergen information and should always be checked before use.

For more information about student medical information, anaphylaxis management and emergency management in schools, visit:

School and allergies - Allergy & Anaphylaxis Australia

<https://allergyfacts.org.au/living-with-allergies/daily-management/managing-different-environments/school/>

Resources for Schools, Children's Education/Care (CEC) Services and Community - Australasian Society of Clinical Immunology and Allergy (ASCIA)

<https://www.allergy.org.au/schools-childcare>

Allergy and Anaphylaxis Australia

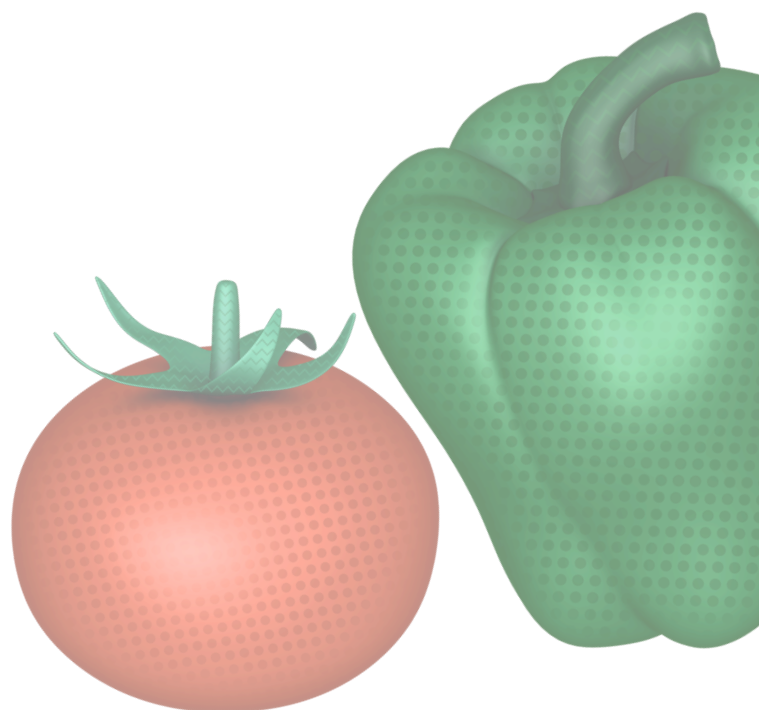
allergyfacts.org.au

Australasian Society of Clinical Immunology and Allergy (ASCIA)

allergy.org.au

10. MONITORING AND EVALUATION

To ensure we continue to support and improve the program, as well as for reporting requirements, participants and the School Key Contact may be asked to participate in optional data collection, such as surveys, and face-to-face interviews or case studies.



11. FREQUENTLY ASKED QUESTIONS

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 B - 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 C).

Please note, if a student participant is at risk of an anaphylactic or allergic reaction to any food/s, your school will need to inform Foodbank Victoria and provide their Individual Anaphylaxis Management Plan or Individual Allergic Reactions Risk Management Plan to Foodbank Victoria's facilitator during each session.



11. FREQUENTLY ASKED QUESTIONS

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 stable 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, accept no responsibility once food items leave the school premises.

Storage, distribution and management of food hampers and food items uncollected by participants is not the responsibility of Foodbank Victoria and its partner, the Department of Education. Schools have a duty of care to ensure that food hampers and items are stored and distributed in line with Food Safety and OH&S requirements.

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 Food Literacy Coordinator. We would love to answer any questions you have related to the program, big or small.

7. How much does the program cost?

The Cooking Classes program, including all of the food required for the delivery of the program, is provided at no cost to the school or participants.

A) NEWSLETTER ARTICLE / LETTER TEMPLATE

[Insert School Name] School Breakfast Clubs Program - Cooking Classes Opportunity

Dear Parents and Guardians,

[Insert school name] 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!

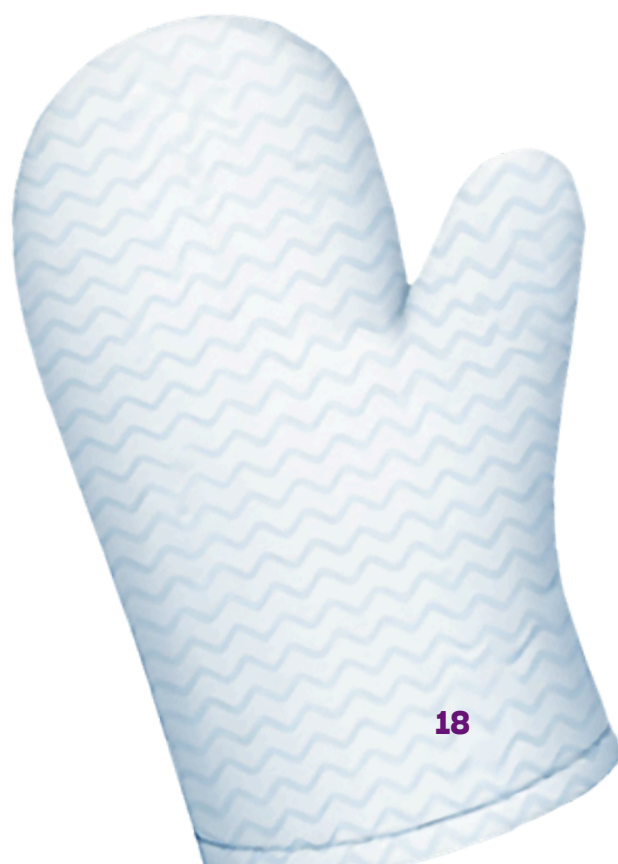
This **free** program is funded by the Victorian Government Department of Education and will support families to learn new skills in the kitchen and beyond.

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 recipe hamper, stocked with fresh and staple ingredients to take home.

Sessions will run one afternoon per week from [insert start and end times], 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 [insert number of families].

Please contact [insert name and phone number] to find out how to register for this fantastic program!



B) YOUR SCHOOL'S PREPARATION STEPS

Here are the three 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	Choose a suitable 'kitchen space' 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: • adequate bench space (in order to prepare and cook food) • access to hot running water and a sink • rubbish bin and suitable rubbish disposal • access to fire safety equipment (fire extinguisher & fire blanket, smoke detector) • access to toilet facilities (that remain unlocked during program delivery hours) • adequate number of tables and seating available • adequate lighting (to safely prepare/cook meals) • power outlets protected by a safety switch.
2	Recruit families and record their details (including dietary requirements and any other specific needs) on the Registration to Participate Form (Appendix C). • Communicate and promote the benefits of the program to students, staff and parents. • Foodbank Victoria will provide a flyer to distribute to families, and extra support if you need it. • 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).
3	Complete the Cooking Classes: Registration to Participate Form 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. • Confirm that a copy of the Emergency Evacuation Plan will be provided to the Cooking Classes facilitator during each session. • Confirm that for participants known to have an allergic or anaphylactic reaction to particular food/s, an Individual Anaphylaxis Management Plan or Individual Allergic Reactions Risk Management Plan will be provided to the Cooking Classes facilitator at each session.

C) 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 and return to Foodbank Victoria via email at least two weeks prior to program delivery in your school. See Appendix B, 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, behaviour/neurodiversity considerations (ADHD, ASD etc)	Photo consent
eg.	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							

	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, behaviour/neurodiversity considerations (ADHD, ASD etc)	Photo consent
5							
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