

SCHOOL BREAKFAST CLUBS PROGRAM

TOOLKIT

EAT. LEARN. SUCCEED.



Department
of Education



PARTNER



Department
of Education

ACKNOWLEDGEMENTS

Written by Foodbank Victoria.

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MESSAGE FROM THE CEO OF FOODBANK VICTORIA

Thank you for joining us to deliver the Victorian Government School Breakfast Clubs Program.

This toolkit is designed to help you set up and run a successful program in your school.

With 33% of all households in Victoria experiencing food insecurity, I'm proud of the positive difference this important initiative is having in schools and communities right across Victoria.

Delivered in partnership with Foodbank Victoria, the Victorian Government and the Department of Education, the School Breakfast Clubs 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 Victorian Government 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 breakfast club items, we also deliver lunches and home food packs. And, to offer further support to families, I'm very excited that our family Cooking Classes Program is continuing to expand into over 100 schools.

Welcome to the program. If you have any questions on any aspect, our Foodbank Victoria team is available and ready to support you. Please contact your school's Foodbank Victoria program coordinator.

Warm regards,



Dave McNamara
Chief Executive Officer
Foodbank Victoria

INTRODUCTION TO FOODBANK VICTORIA

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 Victoria operates by supporting almost 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 to support the broader community, including through community pantries, kitchens, soup vans and emergency food hampers.

Foodbank Victoria also delivers the Farms to Families program, a pop-up market, that provides healthy and nutritious produce 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.

FOR MORE INFO

Your school can contact **Foodbank Victoria** directly for all queries relating to the program. 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

441-459 Kororoit Creek Rd, Altona VIC 3018

PHONE: 03 9362 8346

EMAIL: schoolbreakfastclub@foodbankvictoria.org.au

@foodbankvictoria



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SCHOOL BREAKFAST CLUBS PROGRAM **OVERVIEW**

In 2016 the Victorian Government partnered with Foodbank Victoria to establish the School Breakfast Clubs Program, providing dedicated funding to support its launch and ongoing delivery.

The program was introduced in 500 of the most disadvantaged primary schools across Victoria, with school eligibility determined by the Student Family Occupation Education (SFOE) Index.

In 2019, the Victorian Government announced that the program would expand to 1000 schools, including secondary, specialist and P-12 schools, and expand its service offering.

Additional program funding was announced in 2024, meaning that the program is now available to all Victorian Government Schools who choose to opt-in.

Key program components

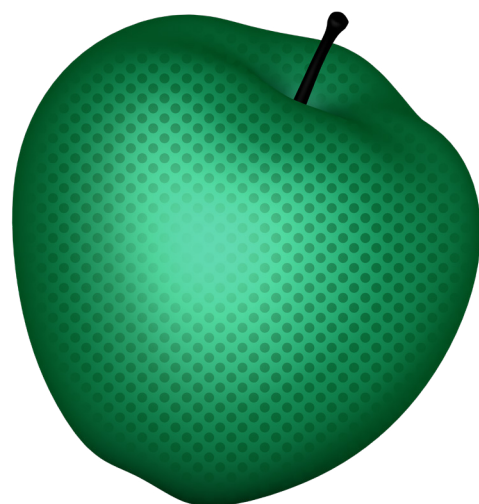
The School Breakfast Clubs Program is free for Victorian Government schools to access, and includes:

- **Breakfast club items** – to set up a breakfast club for all students at school.
- **Snack and lunch items** – to offer to identified students who do not have access to nutritious food or a sufficient lunch during the school day.
- **Home food packs** – to provide to identified students who require additional access to food at home.
- **Cooking Classes** – to support families to learn new skills in cooking, food safety and meal planning.

The benefits of the School Breakfast Clubs Program

It has been shown, through interviews with staff and an evaluation by Victoria University, that students who participate in the School Breakfast Clubs Program are better able to concentrate, have improved social skills and are more punctual to school.

The program encourages a whole-of-school approach to healthy eating and builds an inclusive, supportive school community.



Working with the Victorian Government to achieve shared goals for the program

The primary aim of the School Breakfast Clubs Program is to support students to access nutritious food at school. The program has been designed to do this with a whole-of-school approach to healthy eating in mind. The School Breakfast Clubs Program aligns with the Department of Education's Framework for Improving Student Outcomes (FISO) 2.0.

The framework has guided the development of the program, to ensure that the students and their families that are most in need of support are assisted as our highest priority.

The program links to FISO by:

- Creating a positive climate for learning.
- Generating community engagement in learning.
- Including parents and carers as partners.

The program encourages a whole-of-school approach to healthy eating by linking to other school programs and initiatives:

- Victorian Healthy Eating Advisory Service
heas.health.vic.gov.au
- Vic Kids Eat Well
vickidseatwell.health.vic.gov.au
- Healthy Schools Achievement Program
achievementprogram.health.vic.gov.au
- Stephanie Alexander Kitchen Garden Program
kitchengardenfoundation.org.au

FOR MORE INFO

For more information on the Department of Education's Framework for Improving Student Outcomes, visit:
<https://www2.education.vic.gov.au/pal/fiso/policy>

CONDITIONS OF PARTICIPATION

While the program has been developed to be flexible, there are a few conditions that schools must adhere to:

1. Breakfast club must be available to all students

- This is to reduce potential stigma and to ensure that individual students aren't singled out, and do not attach any perceived shame or stigma to the program.

2. The program, and all program food, is provided free of charge

- Schools must not charge students, parents or caregivers for food that is provided through the program, and the program must not involve any fees, rewards, or other benefits in exchange for providing food.

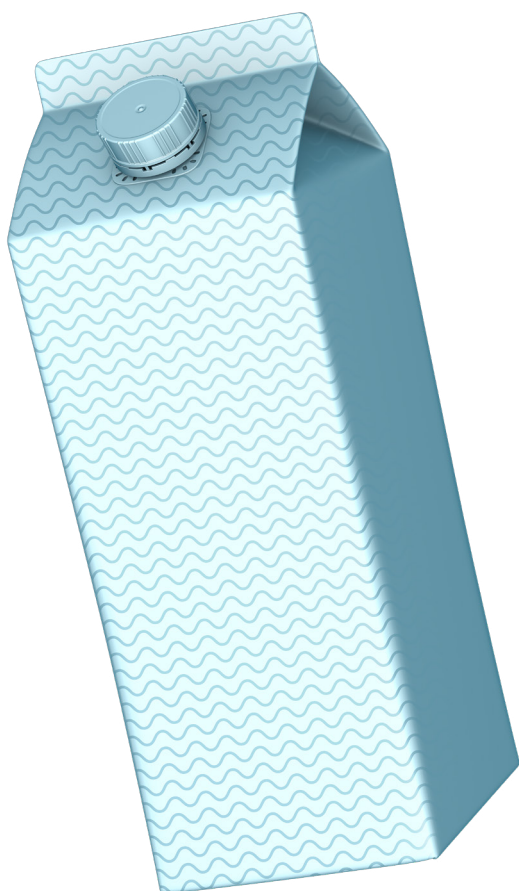
3. Program food is supplied for its intended purpose only

- All food supplied through the program must only be used for the purposes of running a breakfast club, providing snacks or lunches, or for students to take home.
- Products cannot be on-sold, including in school canteens or fundraisers, or used in paid programs (e.g. OSHC).
- Volunteers must not receive food as payment or as part of any employment or service agreement.

KEY ROLES AND RESPONSIBILITIES

Foodbank Victoria

Foodbank Victoria's role is to source and deliver a range of core foods so schools can deliver the program, while providing information and resources to support the growth of the program within each school.



Your school

By participating in the program your school will be required to nominate a key contact to coordinate the program. The nominee could be a staff member or someone from your school's wider community.

The key contact is usually the primary coordinator for the breakfast club, lunch, snack and home food pack distributions (however this can be a shared task).

The key contact's responsibilities will include:

- Being the main point of contact with Foodbank Victoria.
- Managing communications to students, staff, parents and volunteers.
- Rostering staff and volunteers to assist.
- Coordinating any required resources to run the program.
- Ordering food for breakfast club, snacks, lunches and home food packs.
- Promoting the program internally across all staff, including leadership.
- Receiving communications and updates from Foodbank Victoria.

PLANNING FOR SUCCESS

Planning your breakfast club

Create a breakfast club that suits your school

Your school can decide the best way to set up and run your breakfast club. It's very flexible.

For some examples of how breakfast club can be run, check out the scenarios in the resources section on the Foodbank Victoria website (link below).

Start big, go small, or anything in between!

- Some schools start by ordering fresh fruit as a healthy grab-and-go breakfast option and slowly introduce a breakfast club on one or two days per week.
- Others may already have the infrastructure and support networks in place to start up a breakfast club straight away!
- Go at your own pace – once you feel comfortable with the ordering process, uptake of products by students, staff/volunteer support etc, you can expand your breakfast club to run more frequently.

Finding the right space for breakfast club

- Select a suitable room/space to run your breakfast club. Possible areas may include a canteen, home economics room, undercover area or multi-purpose room.
- If space is an issue, some schools set up a trestle table in a communal area with grab-and-go food items available in the mornings, while others have provided a library trolley with fresh fruit to morning yard duty staff members.
- Other schools have items available on a trolley or shelving outside classrooms and wellbeing spaces.
- See what works best for you, in the space that you have.

Inform staff and families

- Ensure all staff and families are aware of the program, the types of food available, and how the breakfasts will be supervised.
- Obtain and update all relevant information and advice regarding students' health, allergies and other medical conditions or special needs.

FOR MORE INFO

For more information about getting started, take a look at our Frequently Asked Questions document here:

schoolbreakfastclubs.org.au/breakfast-club/#program-resources

Providing snacks and lunches

Who are the snacks and lunches for?

While breakfast club must be made available to all students, the snacks and lunches are available for students who do not have access to nutritious food or an adequate lunch during the school day and have been identified by your school as requiring additional support.

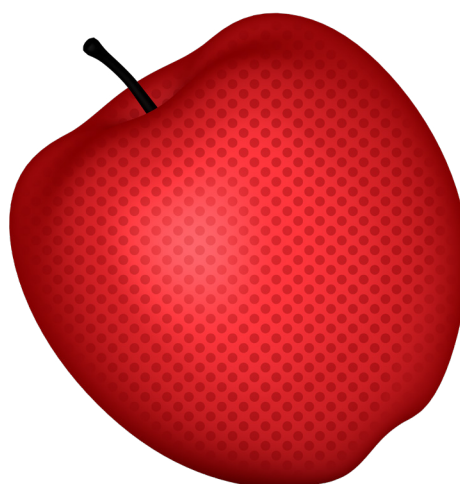
Identifying students

- It's likely your school already has a process in place to identify students without lunch or access to nutritious food.
- Staff who are already supporting and have relationships with students experiencing disadvantage are usually best placed to identify students and distribute snacks and lunches.
- Consider asking students at breakfast club if they have lunch and let them know that additional support is available.

What will you need to prepare?

- Consider where you will store the snack and lunch items so that staff responsible for distributing them can easily access them.
- Consider whether you need any extra equipment, for example a microwave to be able to heat food (there are hot and cold meal options available).
- Ensure you have cutlery required for lunch.

! When providing hot foods to students, schools must consider how food can be safely consumed. This may include considerations such as ensuring bowls are not overfilled and students are only eating when seated.



Providing home food packs

What are home food packs?

Home food packs are boxes of pantry items that students can access at school and take home with them for additional support.

The packs will support students to get the nutrition they need to live happy, active and healthy lives, outside of school hours.

Home food packs include a variety of products, such as cereals, milk, soups, baked beans, canned spaghetti and more.

The packs should have enough food for one student to have breakfast and snacks over two weeks.

Who are the home food packs for?

The packs are for identified students who, for a variety of reasons, may not be able to access sufficient food at home.

Identifying students and families

- Staff who already support and have a relationship with students in need are usually best placed to identify students who may benefit from a home food pack.
- If providing packs directly to students, make sure you have had a conversation with the parents/ guardians first to ensure they are aware of the program, the support available, and any options for them to access the home food packs discreetly if this is preferred.

This approach can help to create a safe, not-stigmatised environment where students and families can reach out for additional support as needed.



Flexible distribution

The packs should be offered directly to family members or students, using a non-stigmatising approach.

Consider where you will store the packs and where they will be distributed from.

- For some students and families, they will be able to take the box home directly.
- For others, the boxes can be too heavy to carry or too difficult to transport, so alternative methods of distribution are available.
- Schools can order reusable bags through the program and fill them with home food pack products, offering a different format for students to take food home.
- You could also fill these bags with other program items like fresh fruit, bread, cereals or snacks, or allow students to select the foods they are most likely to eat.

Cooking Classes

The Cooking Classes Program was introduced as part of program expansion and is currently available to a small cohort of identified schools across Victoria.


The classes aim to support families to learn new skills in cooking, food safety and meal planning, with a focus on daily consumption of the five food groups recommended for good health.

Food pantries

Some schools set up a food pantry to support identified students to access additional food items throughout the school day, or to take home with them.

If you are setting up a pantry, please remember:

- Pantries must be focused on providing support specifically to students.
- Pantries should be set up in a location that can be safely accessed by students, or in a location where a staff member can support students to access it.

 If there are additional needs within your school community that extend beyond your student cohort, you can direct your families to the Foodbank Victoria Find Food website: findfood.foodbank.org.au, which can help your families to find food in their area.

The content has been designed in partnership with the Stephanie Alexander Kitchen Garden Foundation, and classes are delivered by trained Foodbank Victoria staff.

Eligible and prioritised schools are contacted directly by Foodbank Victoria and offered a place on this program.

Seeking in-kind and financial support

To further embed your program into your school community, your school may benefit from extra funds or in-kind support for supplementary equipment.

Reach out to school networks

Consider:

- Requesting donations from the school community in your newsletter.
- Engaging with your school council, parents' club or similar association, to gain support and to promote the program through their networks.
- School committees may also be able to provide financial support to obtain supplementary products or equipment for the program.

FOR MORE INFO

Visit the 'Resources' page on the School Breakfast Clubs Program website for letter templates to assist you when reaching out to these groups: schoolbreakfastclubs.org.au/breakfast-club/#tab-1

Refer to [page 17](#) for additional information on engaging volunteers.

Reach out to community and philanthropic groups

- These may include not-for-profit organisations or associations such as Lions Clubs, Rotary Clubs and Probus groups.
- Types of support may include a donation of funds, supplementary food items, equipment (such as a toaster, microwave or fridge), volunteer help or more.

Applying for grants

A range of funding grants may be available to support the purchase of equipment such as refrigerators, freezers, and other essential items. These opportunities are often offered through local councils, community organisations, and grant programs. Staying connected with local networks and regularly checking council websites can help you identify relevant funding as it becomes available.

ENGAGING THE SCHOOL COMMUNITY WITH YOUR BREAKFAST CLUB

To foster a whole-of-school approach to the School Breakfast Clubs Program, it can be a great idea to:

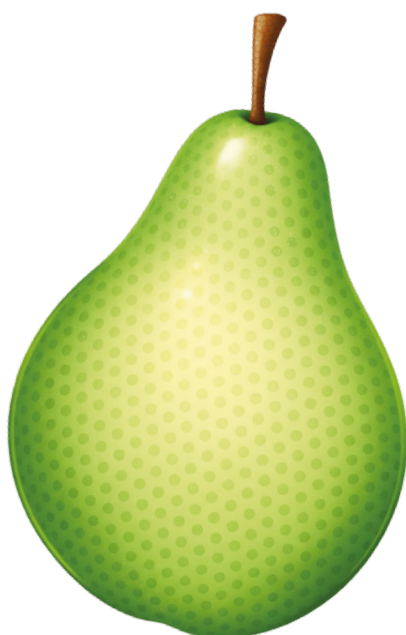
- Connect with students, teachers and the wider school community to let everyone know your school has joined the expanded School Breakfast Clubs Program.
- Share the many benefits of the program with your school community including: bringing students, staff and volunteers together and promoting a whole-of-school approach to health and wellbeing.

! When developing an engagement plan, please always refer to your school's policies and procedures for Child Safety and for screening, recruiting and managing volunteers.

Involving your school staff

School staff play an integral role in creating an inclusive, safe and welcoming environment at a breakfast club, and can help in reducing potential associated stigma.

- Encourage teachers and other support staff to attend breakfast club regularly and interact with the students. Coming together for breakfast has a positive effect on learning, concentration and students' behaviour and it's been shown to improve teacher-student relationships.
- Teachers and other staff members might want to volunteer to support the breakfast club operations, or simply attend to get to know the students outside of the classroom environment.
- School staff can also play an integral role in promoting the program to families.



Involving parents, guardians and relatives

Welcome parents, guardians and relatives to get involved in your breakfast club – they may want to assist or just observe how it works.

- Consider setting up a space with tea/coffee and seating where adults can relax and connect while the students enjoy breakfast.
- Host occasional ‘family breakfast days’ by designating special mornings where parents and carers are encouraged to come along to breakfast club with their children and experience the club firsthand.
- Invite them to volunteer. Encourage family members to help with food preparation, serving or clean-up. Offering flexible times can make it easier for those with busy schedules.
- Provide feedback opportunities. Include families in informal chats or surveys to gather ideas and ensure the club reflects the needs of the school community.

Promote your program to the broader school community

Consider setting up a special committee to support the delivery of your School Breakfast Clubs Program. This may be a subcommittee of the school council or members of the broader school community such as parents or community groups.

- Invite respected community members (eg. sportspeople, police, emergency service people).
- Advertise in your newsletter and social media channels – share fun photos of your breakfast club.
- Celebrate significant annual or cultural events through breakfast club.

FOR MORE INFO

For more tips on promoting your breakfast club, visit:
[schoolbreakfastclubs.org.au/
breakfast-club/#program-resources](https://schoolbreakfastclubs.org.au/breakfast-club/#program-resources)

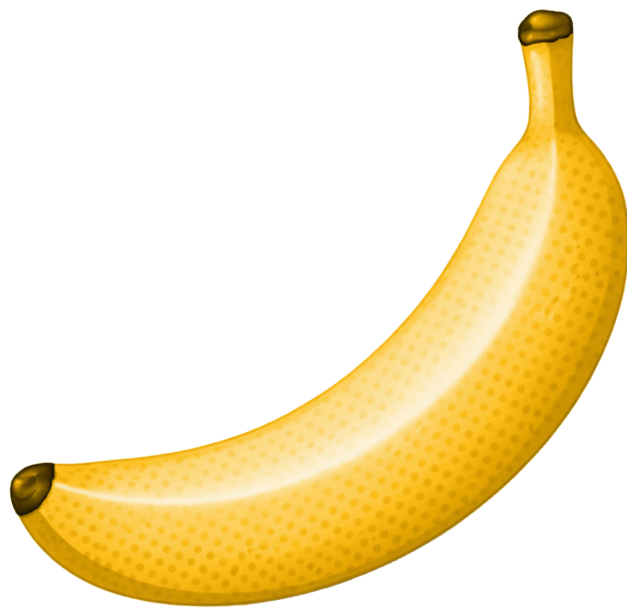
ENCOURAGING A STUDENT-LED PROGRAM

The School Breakfast Clubs Program can be an excellent way to engage your students and develop leadership skills.

Opportunities for student engagement, involvement and advocacy are endless, and are important to create safe, fun, inclusive and student-led breakfast club environments.

Some ideas include:

- Promote breakfast club as a life-skills opportunity, encouraging students to volunteer to serve up breakfast for their peers, help with rotation of stock, monitor stock levels, help out with placing orders etc.
- Embed the program into your curriculum! You could run your breakfast club as part of VCE Vocational Major and Victorian Pathways Certificates, hospitality or food technology classes. Students can be responsible for planning, ordering, serving, stocktake, advertising and rostering.
- Identify students to be 'fruit monitors' to fill up fruit bowls at breakfast club.
- Have art students design posters to advertise breakfast club.
- Invite your students to put together music playlists, write question cards to get to know each other over breakfast, create recipes or menus using breakfast club products or create a unique name for your school's breakfast club.



ENGAGING VOLUNTEERS

Many schools engage volunteers to help them serve up a nourishing brekky for students and give students the best start to their day!

Policy requirements

Refer to the Department of Education's Volunteers in Schools policy to ensure you meet requirements when managing volunteers: www2.education.vic.gov.au/pal/volunteers/policy

! Your school will need to have a policy for the screening, recruitment and management of volunteers.

Keys to success

- Volunteers from outside the school can be a great asset, bringing different skills, experience and connecting students to the wider community.
- A process for recruiting and managing volunteers will ensure that you get the right people and that they continue to volunteer for you.

See our recommended volunteer process flow chart on the next page.

- When recruiting volunteers, advise them they do not need to volunteer every day, or even every week.
- A flexible roster may alleviate any hesitancy from potential volunteers with limited available time.

Ideas for recruiting volunteers

- Develop a volunteer position description. For a template and other volunteer engagement ideas, visit: schoolbreakfastclubs.org.au/breakfast-club/#program-resources
- Advertise! You can advertise for free through Go Volunteer here: govolunteer.com.au
- Request volunteers from local community groups.
- Investigate whether your council has a volunteer resource centre – they may advertise for free on your behalf.
- Your Program Coordinator at Foodbank Victoria is also available to provide more information and to assist you with ideas to recruit and retain volunteers.

Add your school to our interactive volunteer map!

- Foodbank Victoria has a live, interactive map for community members to search for School Breakfast Clubs Program volunteer opportunities in their area: schoolbreakfastclubs.org.au/volunteering-in-the-program/
- Schools can advertise their volunteer requirements for free on this map. If you would like to be included on the map, email: schoolbreakfastclub@foodbankvictoria.org.au

Volunteer recruitment process

1. Volunteer Enquiry

- Reply to any volunteer enquiries as soon as possible.
- Check if they are available when needed.

2. Volunteer Screening

- Interview the candidate and follow the school's policy for volunteer screening eg. sight Working with Children Check and ask any specific questions.

3. Volunteer Induction

- Conduct an induction according to the school's policy.
- Clearly define the volunteer's roles and responsibilities.

4. Volunteer Rostering

- Add the volunteer to the roster and confirm they understand their schedule, location, and reporting contact.

5. Review

- Conduct a review or have an informal chat to see how the volunteer is going.

6. Recognise

- Thank the volunteer for their support, make sure they feel appreciated and let them know that their time is making a difference.



THE PROGRAM MENU

Menu

The menu includes a variety of options for breakfast, and a selection of healthy ready-to-eat lunch meals and snacks.

You can view the current program menu here: schoolbreakfastclubs.org.au/breakfast-club/#program-resources

The menu is subject to change as the program expands. If any changes are made to the menu, we will let you and your school know.

All items can also be viewed in Foodbank Victoria's online ordering system.

The food you will receive

All foods available through the School Breakfast Clubs Program are assessed through the Healthy Eating Advisory Service FoodChecker, and meet the **Department of Education's Canteens, Healthy Eating and Other School Food Services Policy**.

With a focus on fresh, healthy and nourishing foods, the menu prioritises items that are green rated, with a small number of amber-rated items also available.

Storage requirements

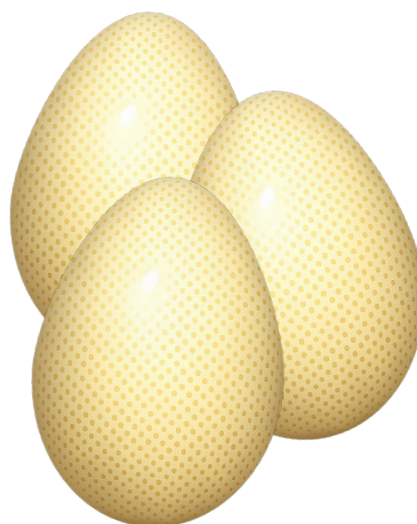
- The food provided can be stored at room temperature before opening.
- Note that fresh fruit and vegetables will last longer if refrigerated.

Supplementing the menu

Schools are welcome to supplement the food provided with other items in order to offer students a variety of nutritious foods. Some ideas include:

- Fruit and Vegetables
- Eggs
- Yoghurt
- Cheese

! Refer to the Healthy Eating Advisory Service FoodChecker to make sure the foods you provide are 'green' rated. Healthy Eating Advisory Service FoodChecker: foodchecker.au



ORDERING AND DELIVERY OF FOOD

The ordering process

How to order

You will be able to place a weekly order for your breakfast club, snacks, lunches and home food packs through the online ordering system.

When to order

You can log into the ordering portal at any time.

When placing an order, you will have the opportunity to select a delivery date to receive your order. Food ordered for each of the program components arrives together in the one delivery.

The delivery process

To effectively distribute School Breakfast Clubs Program products across Victoria, we use both Foodbank Victoria and third-party delivery drivers.

Information about delivery requirements is available here: schoolbreakfastclubs.org.au/breakfast-club/

Delivery requirements

- Deliveries will be made between 8am – 3pm. Unfortunately, we cannot advise an exact time or have your delivery tracked.
- You will need to ensure all appropriate staff, especially reception staff, are aware of the delivery process and dates.

- Deliveries cannot be left unattended. Please ensure someone is on site to receive the order, and that the delivery driver is provided with the full name of the person accepting the delivery.
- Deliveries will be made to a single drop-off point.
- The delivery driver is responsible for identifying a safe place to leave the order.

Pallet deliveries

- Some schools will receive their deliveries on a pallet.
- Drivers are not required to hand-unload items from the pallet.
- Schools can either re-use or dispose of the pallets. If you have held onto pallets from a previous delivery, you may ask the driver on your next delivery if they can collect pallets, however they are not required to do so.

! For safety reasons and to reduce risk of damage to property, pallets cannot be brought into school buildings.

Contact us

Please notify Foodbank Victoria of any changes or safety concerns that may impact your deliveries.

If you experience any issues with your order or delivery, our customer support team is here to help you.

CONTACT US

schoolbreakfastclub@foodbankvictoria.org.au
or 03 9362 8346

FOOD SAFETY

Requirements

As the food provided through the School Breakfast Clubs Program is free, delivery of this program is exempt from the Food Act 1984 (Vic) and Food Standards Code.

As a result, schools do not need to:

- register your School Breakfast Clubs Program with your local council
- appoint a Food Safety Supervisor, (although this would be best practice and is encouraged)
- have a Food Safety Program
- require volunteers to hold Food Safety Certificates.

Schools still have a duty of care to ensure student health and wellbeing while delivering the program. This includes ensuring that food is safe to eat and that students are kept safe while attending the program.

In practice, this means schools must take reasonable steps to manage Health and Safety in food preparation.

For further guidance, refer to:

- Personal hygiene for food handlers: www.health.vic.gov.au/food-safety/personal-hygiene-for-food-handlers
- Food businesses: safe food preparation, storage and display: www.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

Student health and allergy management

Ensure that all relevant policies and individual management plans are up to date and strictly followed at all times to effectively manage and respond to student health needs and allergy risks.

Refer to **page 24** for more detail and supporting resources.

Student safety

Ensure school safety policies are followed at all times to manage student safety including taking precautions around hot surfaces, sharp utensils and electrical equipment.

Administration of first aid

Consult the Department of Education's First Aid for Students and Staff policy: www2.education.vic.gov.au/pal/first-aid-students-and-staff/policy

You can also contact your local council if you would like more information about food safety. Visit: www.vic.gov.au/know-your-council

Working with your canteen

If you plan to run your breakfast club out of school-run canteen facilities, you will need to ensure usage does not compromise legal requirements regarding food safety for school canteen operations.

Food hygiene

For personal hygiene

- Wash hands with warm soapy water for at least 20 seconds and dry thoroughly with single use towel/ air-dryer before handling food.
- Wash hands frequently during work, and especially after handling raw meats and poultry, or after visiting the toilet, touching your hair, clothes, skin or equipment.
- Keep long hair tied back or covered with a hairnet or hat.
- Cover cuts or sores on your hands with a brightly coloured waterproof dressing and wear gloves.
- Wear a clean apron while preparing food and remove your apron if leaving the kitchen space.
- Report any illness to your supervisor straight away and do not handle food if you have an infectious illness such as the flu, gastric upset or infected wounds.

For food handling and preparation

- Check deliveries of dry goods for quality, including broken packaging and damage.
- Clean work surfaces with food grade disinfectants and sanitiser before preparing food.
- Wash chopping boards, utensils and equipment and dry thoroughly before use.
- Use separate chopping boards, equipment and utensils for handling raw and cooked foods. Where possible, colour code chopping boards.

- Wash fruit and vegetables thoroughly before food preparation.
- Use separate cloths for raw and cooked foods.
- Always put on new gloves between handling raw foods and ready-to-eat foods and touching/handling unclean surfaces such as mobile phones, doorknobs or bins.

For cooking and heating

- Always cook and reheat foods to above 60°C, ensure they are steaming or boiling.
- Always follow cooking instructions on packaged foods.
- If using a microwave for cooking and heating, ensure the heat is evenly distributed and food is stirred regularly.
- Never reheat cooked foods more than once.

For food storage to keep food fresh

- Ensure refrigerators are below 5°C and freezers are -15°C or colder.
- Minimise the time that perishable food is kept in the temperature danger zone (between 5°C and 60°C).
- Store cooked and perishable foods in the refrigerator. Ensure to label it with the name and date.

Where and how to store

- Store dry goods in a cool, dark cupboard.
- Cover and label all stored food.
- Ensure hot foods and leftovers are refrigerated promptly.
- Transfer any uneaten tinned food into another container before refrigerating.
- Always defrost food in the refrigerator, not on the bench. Defrosting foods should be in a sealed container on the bottom shelf of the fridge.
- Never re-freeze food that has been thawed.

Safety rules for fresh and raw foods

- If sharing fridges or other equipment with other programs, ensure that any raw meat and poultry is stored in sealed containers on the bottom shelf of the refrigerator to prevent cross-contamination with fresh or ready-to-eat foods.
- Use separate chopping boards, utensils and knives for raw meats and fresh foods, and wash them thoroughly with hot, soapy water after each use.

Heed the use by date

- Never use foods past their 'use by' date.
- Rotate stock appropriately by using older packets and cans, within their expiry dates, before using those more recently acquired.

Best practice delivery

While there is no legal requirement to have a Food Safety Supervisor running your program, this would be best practice and is encouraged.

We encourage your staff and volunteers to complete the Department of Health's free online learning program, DoFoodSafely.

DoFoodSafely is a free, non-accredited, online learning program, designed to enable you to understand how to safely work with, and handle, food in commercial settings.

The training takes about an hour. When finished, you can download a certificate of completion. Visit The Department of Health's DoFoodSafely website (see below).

FOR MORE INFO

The Department of Education's Food Handling in Canteens Safety Policy: www2.education.vic.gov.au/pal/food-handling/policy

Better Health Channel's Food Safety and Storage tips: www.betterhealth.vic.gov.au/health/healthyliving/food-safety-and-storage

The Department of Health's DoFoodSafely free online training: dofoodsafely.health.vic.gov.au/en

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 in the School Breakfast Clubs Program, such as coeliac disease or requirements for modified textures. Where required, update Student Health Support Plans to reference the School Breakfast Clubs Program.

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 relevant staff and volunteers responsible for distributing food at your breakfast club. Provide them with a copy of the relevant plans, and photos of the students, outlining their allergies or other health/medical requirements or special needs. Provide clear instructions on what to do in the event of an allergic reaction or other medical episodes.

Regularly review product labels and allergen statements

Products on the School Breakfast Clubs Program menu may change from time to time. Please ensure that all staff and volunteers are regularly reading and reviewing all new and existing 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 INFO

Please turn the page.

FOR MORE INFO

School and allergies – Allergy & Anaphylaxis Australia:

allergyfacts.org.au/living-with-allergies/daily-management/managing-different-environments/school/

Resources for schools, children's education/care (CEC) services and community – ASCIA:

www.allergy.org.au/schools-childcare

Allergy & Anaphylaxis Australia:

allergyfacts.org.au

Australasian Society of Clinical Immunology and Allergy (ASCIA):

allergy.org.au

MONITORING AND EVALUATION

It's important for all schools to assist us in the ongoing assessment of the program.

Ongoing assessment of the performance and delivery of the program is vital to understand best practice delivery methods.

To do this, we ask for your feedback so we can gather information and continually improve the program.

The information your school provides is used by the Department of Education to conduct an evaluation of all aspects of the program.

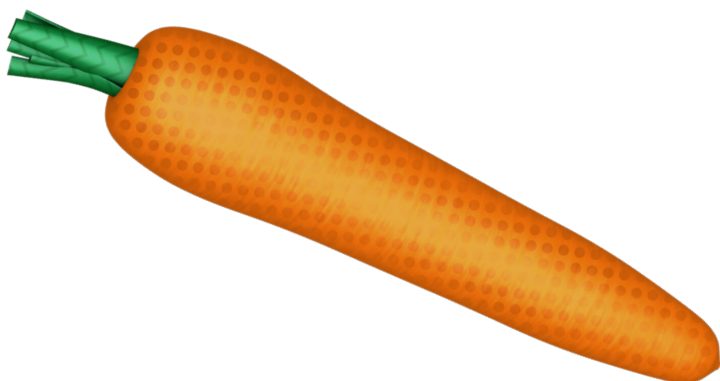
The information may be collected through online surveys or phone or face-to-face interviews.

To ensure you can provide accurate information about the number of students accessing the School Breakfast Clubs Program, we ask that you please:

- Monitor student attendance at breakfast club using non-stigmatising approaches. You can consider a tally system or asking students to place a counter in a jar when they arrive.
- Record the number of students accessing lunches and home food packs through the program.
- Please note that we do not require any attendance data other than total numbers of students.

The team at Foodbank Victoria appreciate you taking the time to assist us to evaluate the School Breakfast Clubs Program.

All information will be kept strictly confidential and used only for the purpose intended.



GET STARTED

There are a number of resources available to download from the School Breakfast Clubs Program website.

These resources have been developed to support your school in the planning, promotion and management stages of your program.

Visit: schoolbreakfastclubs.org.au/breakfast-club/#program-resources to get started!



p: 03 9362 8346

e: schoolbreakfastclub@foodbankvictoria.org.au

FOLLOW OUR WORK!



@foodbankvictoria @foodbankvic

ABN 94 117 688 829