

SCHOOL BREAKFAST CLUBS PROGRAM

New School Induction



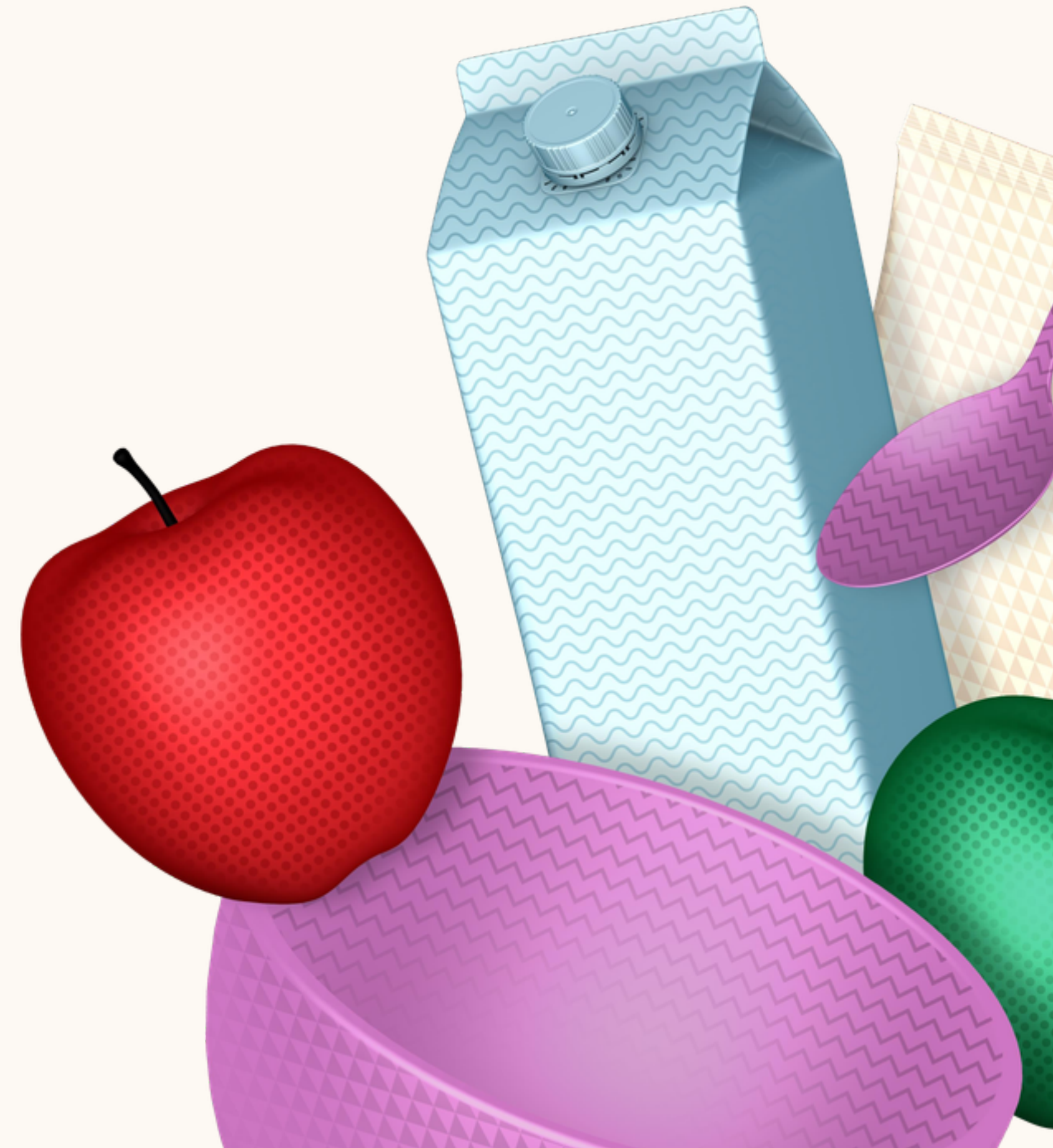
Department
of Education



Welcome to the School Breakfast Clubs Program

Overview of slides

- Background and history of Foodbank Victoria and the program
- Conditions of joining the program
- Program benefits
- Program components and menu items
- Setting up your breakfast club
- Ordering, delivery and food safety information
- Promotion, evaluation and resources



Who we are

- Foodbank Victoria is an independent, not-for-profit organisation with more than 90 years' food relief experience - the state's oldest and largest organisation of its kind.
- We work with hundreds of corporate and community partners to source and distribute food to people in need across Victoria, many of whom are children.
- Foodbank operates by supporting over 500 charity partners with food sourced from across the food and grocery supply chain; including fresh produce, chilled products, pantry items, and personal hygiene items.
- Charity partners use these items in their food relief programs through community pantries, kitchens, dining rooms, soup vans, emergency food hampers and more.
- Foodbank Victoria is also part of the State Government's Emergency Relief Plan and provides food relief for those affected in times of crisis.



The School Breakfast Clubs Program

- The School Breakfast Clubs Program is a Victorian Government commitment delivered in partnership with Foodbank Victoria.
- The program enables all students at Victorian government schools to enjoy a free, nutritious breakfast, allowing them to engage and participate fully in all the educational and social opportunities that school offers.

Our role

- 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.

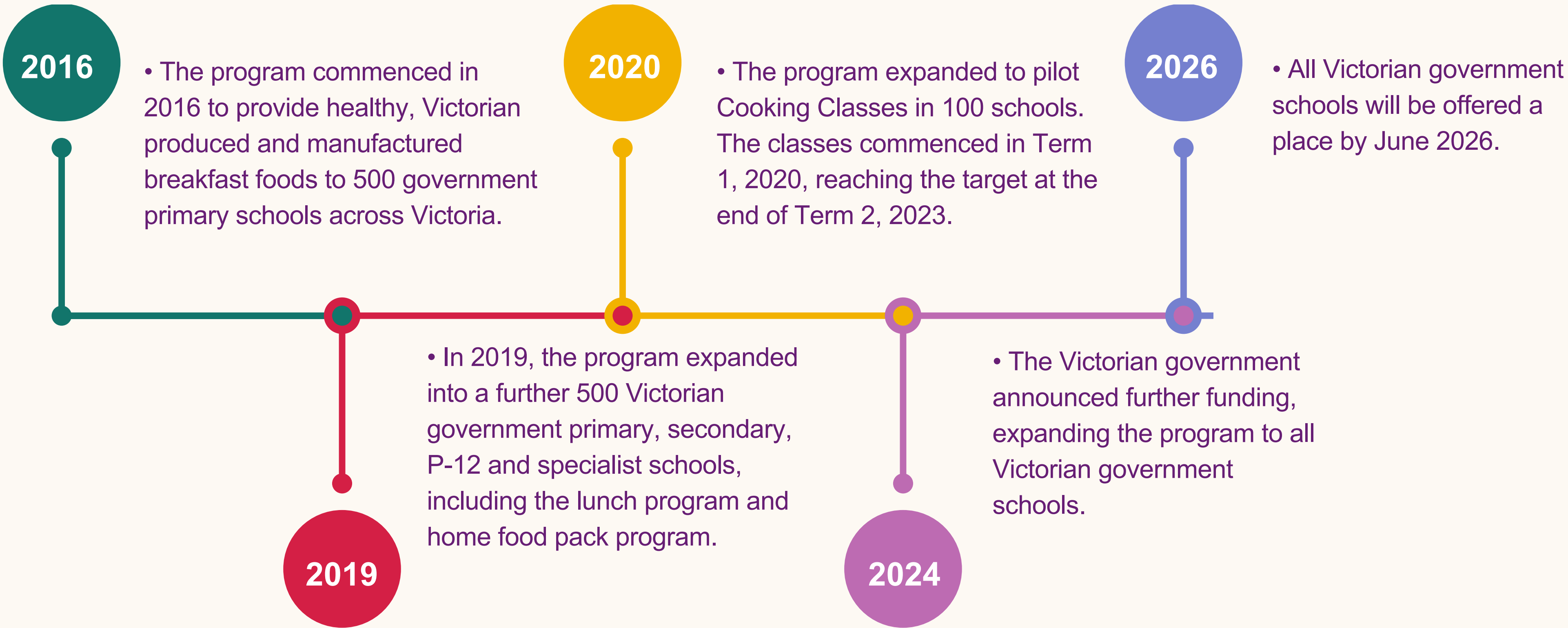


School Breakfast Clubs Program - key components:

Through the program, schools can access the following items for free:

- **Breakfast 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 an adequate lunch during the school day.
- **Home food packs** - to provide to identified students *who require additional access to food at home*.

The expansion of the School Breakfast Clubs Program



Conditions of joining the program

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



The School Breakfast Clubs Program Toolkit is available to guide you in getting your school breakfast club up and running.

You can access this via the School Breakfast Clubs Program website here: schoolbreakfastclubs.org.au/breakfast-club

Benefits of a breakfast club

The Foodbank 2015 Hunger in the Classroom Report found:

- Two-thirds of Australian teachers report having children come to school hungry or without having eaten breakfast.
- It also reported that on a typical day around three students in every class will arrive at school hungry or without having eaten breakfast.

Feedback from schools indicates the following breakfast club benefits:

- Improved engagement and learning outcomes
- Improved school attendance
- Improvements in student behaviour



Your role

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



Components of the program

Breakfast club

- The School Breakfast Clubs Program enables all students at Victorian government schools to enjoy a nutritious breakfast, allowing them to engage and participate fully in all the educational and social opportunities that school offers.
- Breakfast club also has many social benefits through sharing a meal together and connecting with their peers, school staff, and volunteers in an informal setting.
- To avoid stigma towards those attending, breakfast club must be open and available to all students in the school.



It is important that all staff, including leadership, are aware of the breakfast club program within your school.

Breakfast and snack items available:

Breakfast items:

- Wholemeal bread
- UHT milk
- Lactose free milk
- Vita Brits
- Cheerios
- Multigrain O's
- Maple Crunch
- UHT mini milks 200mls
- Weeties
- Vegemite - salt reduced
- Canned fruit in natural juice
- Baked beans
- Muesli
- Instant oats
- Honey

Snack items:

- Apples
- Oranges
- Pears
- Bananas
- Mini carrots
- Fruit cups
- Popcorn



Components of the program

Lunches

- The lunch program gives schools access to a range of lunch products, to have on hand for students without access to a sufficient or nutritious lunch at school.
- Additional food support for students can assist them to concentrate and participate throughout their school day.
- Your school will need to have a process in place to identify students who require this additional support.
- For ideas on how to distribute lunches, refer to the toolkit or the School Breakfast Clubs Program website.



Lunch items available:

- Tuna, rice and vegetable bowl
- Canned spaghetti
- Baked beans
- Chicken noodle soup
- Butternut pumpkin soup
- Red lentil dahl
- Garden veggies with brown rice



Components of the program

Home food packs

- The home food pack program gives students who, for a number of reasons, may not regularly have enough food or access to nutritious food at home.
- Similar to lunches, our home food pack program is intended for identified students, who are at risk of not having enough food, or healthy food, at home.
- Your school will need to have a process in place to identify students and provide them, or their parents/carers, with supplies.
- For ideas on how to distribute the packs, refer to the toolkit or the School Breakfast Clubs Program website.



Home food packs include:

While the contents of Home Food Packs may vary from time to time depending on stock availability, they will always contain a combination of breakfast, lunch and snack items from the SBCP menu.

Products frequently included in the packs are:

- Vita Brits
- UHT milk
- Baked beans
- Fruit cups
- Vegemite
- Canned spaghetti
- Chicken noodle soup
- Butternut pumpkin soup
- Lunch bowl rice, tuna and vegetable
- Garden veggies with brown rice
- Red Lentil Dahl



Full School Breakfast Clubs Program menu:

Breakfast foods include:

- Wholemeal bread
- UHT milk
- Lactose free milk
- UHT mini milk box 200mls
- Vita Brits
- Cheerios
- Multigrain O's
- Maple Crunch
- Weeties
- Canned fruit in natural juice
- Baked beans
- Muesli
- Instant oats
- Vegemite - salt reduced
- Honey

Lunch:

- Red lentil dahl
- Canned spaghetti
- Garden veggies with brown rice
- Chicken noodle soup
- Butternut pumpkin soup
- Lunch bowl rice, tuna and vegetable

Snacks:

- Apples
- Oranges
- Pears
- Bananas
- Mini carrots
- Fruit cups
- Popcorn

SCHOOL BREAKFAST CLUBS PROGRAM					
PRODUCT LIST					
					
Fresh: Apples, Oranges, Pears, Bananas & Mini Carrots	Vita Brits	Multigrain O's with Quinoa	Maple Crunch	Instant Oats	Weeties
					
Premium Muesli	Cheerios	1L Milk	Lactose Free Low Fat Milk 1L	200ml Milk	Wholemeal Bread
					
Honey	Vegemite - Salt Reduced	Baked Beans - Salt Reduced	Spaghetti Tomato & Cheese - Salt Reduced	Canned Fruit	Fruit Cups - Two Fruits
					
Red Lentil Dahl	Chicken Noodle Soup	Butternut Pumpkin Soup	Veggies with Brown Rice	Lunch Bowl Rice, Tuna, & Vegetable	Popcorn - Sea Salt
VICTORIA State Government Department of Education REAL SUPPORT					

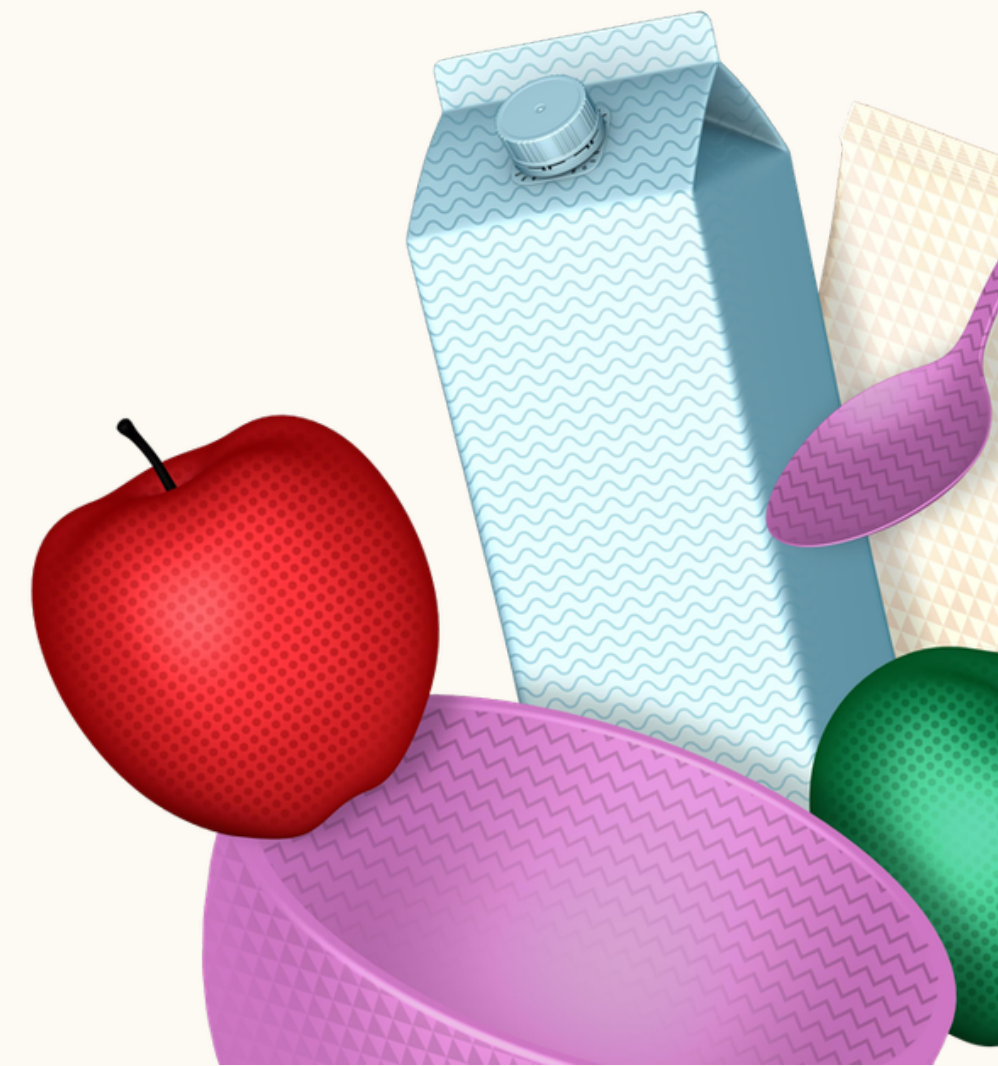
Whole of school approach to healthy eating

The School Breakfast Clubs Program also aims to support a whole-school approach to healthy eating and relates to a range of school programs and initiatives.

The program aligns with:

- Department of Education's Framework for Improving Student Outcomes (FISO)
- Department of Education's Canteens, Healthy Food and Other Food Services policy
- The Healthy Schools Achievement Program
- Stephanie Alexander Kitchen Garden Foundation
- Healthy Eating Advisory Service which provides an opportunity to reinforce healthy eating knowledge and skills delivered through the Victorian Curriculum F–10

The menu is assessed by the Healthy Eating Advisory Service FoodChecker to ensure items comply with the department's Canteens, Healthy Eating and Other Food Services policy. Green rated items, as well as locally sourced products are prioritised on the program menu.



Supplementing the program

Your school may choose to supplement the School Breakfast Clubs Program menu with other items.

Some supplementary food ideas include:

- Alternate milks, other fruit, eggs, cheese, yoghurt, butter, spreads, rice or cooked items.
- If supplementing, we encourage you to consider healthier options.
- To understand which items are best suited, use the Food Checker on the Healthy Eating Advisory Service website.

Sources of supplementary food may include:

- Local community groups
- Donations from businesses including bakeries or supermarkets
- Community fundraisers
- Food drives



Getting started...

Some things to consider for your breakfast club:

- Days per week (anywhere from one–five days)
- Location (multi-purpose room, canteen, unused classroom, outdoor area)
- Time that works for your students
- Food selection /preparation requirements
- Staffing and volunteers
- Storage spaces
- Environmental sustainability



The form features a purple header with the text "SCHOOL BREAKFAST CLUBS PROGRAM" in white and "BREAKFAST CLUB" in white on a red background. To the right of the text are illustrations of a blue milk carton, a purple spoon, a red apple, an orange, a green apple, and a purple bowl.

ALL STUDENTS WELCOME

DAYS: _____

TIME: _____

ROOM: _____

EAT. LEARN. SUCCEED.

Ways to run your program:

- **Start small, go big, or anything in between!**
- The program is flexible to best suit the needs of your school and student cohort.
- Some schools start by ordering fresh fruit to have available as a nutritious grab and go 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.
- Need some inspiration? For some examples of how breakfast club can be run, check out the scenarios in the resources section on the School Breakfast Clubs Program website.



Utilise your school and wider community

The community can get involved with your breakfast club in many ways, including providing additional funding, supplementary products, or through volunteering.

- Let parents, guardians and relatives know that they can be involved in your school breakfast club.
- Contact local community groups for support. Volunteers from outside the school community can provide valuable social interaction for students and connect them with their wider community.
- Get in touch with local business - they may be able to donate supplementary food items or additional funding to support your club.



Volunteering

Schools are responsible for the recruitment and management of their own school breakfast club volunteers.

Always consider:

- Your school's volunteer policy
- Roles and responsibilities of the volunteer
- Avenues to promote volunteer roles/ source volunteers
- Screening processes
- Volunteer induction process
- Volunteer recognition

Add your school to our interactive volunteer map!

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

Involve your students!

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

Some ideas include:

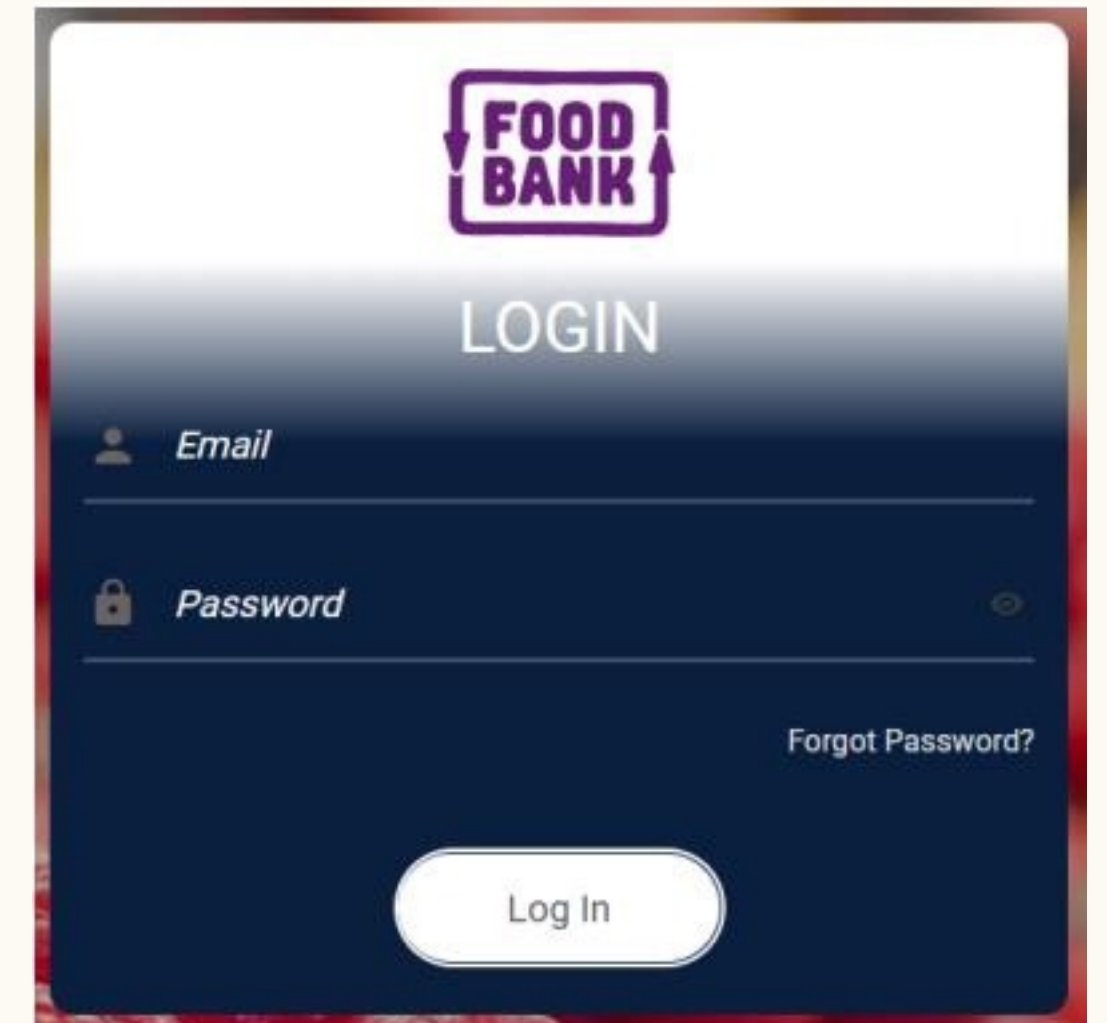
- Promote breakfast club as a life-skills opportunity, encouraging students to volunteer to serve up breakfast for their peers.
- Embed the program into your curriculum! You could run your breakfast club as part of VCAL, hospitality or food technology classes - students can be responsible for planning, ordering, serving, stock takes, advertising and rostering.
- Identify students to be 'fruit monitors' to fill up fruit bowls for breakfast.
- 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.

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



Online ordering

- Food orders are made through our **online ordering system**.
- You can log into the ordering portal at any time using the email you have been provided through your FBV coordinator.
- To place an order, you will need to select a delivery date. You can receive one delivery each week.
- Take note of the item details and carton configurations when placing your order.
- You will receive a confirmation email to the nominated email address once your order has been submitted.
- Ordering limits apply to some products to ensure all schools in the program have access.
- If you have made a mistake or need assistance with your order please email schoolbreakfastclub@foodbankvictoria.org.au

The image shows a login interface for the Food Bank Victoria (FBV) online ordering system. At the top, there is a logo for 'FOOD BANK' with a downward arrow on the left and an upward arrow on the right. Below the logo, the word 'LOGIN' is displayed in a large, white, sans-serif font. The background of the login area is a dark blue gradient. There are two input fields: the first is labeled 'Email' with a person icon to its left, and the second is labeled 'Password' with a lock icon to its left. To the right of the password field, there is a small eye icon for toggling password visibility. Below the input fields, there is a link that says 'Forgot Password?'. At the bottom of the login area, there is a white, rounded rectangular button with the text 'Log In' in a dark blue font.

Delivery

- Deliveries will be made between 8am – 3pm. Unfortunately, we cannot advise an exact time or have your delivery tracked.
- The delivery driver cannot leave food without the full name of the person receiving the order - please ensure someone is on site and available to receive the delivery.
- It is up to the delivery driver to choose a safe place to leave the order.
- Please ensure all appropriate staff, especially reception staff, are aware of the delivery process and dates.
- Please notify Foodbank Victoria of any changes or safety concerns which may impact your deliveries.
- Please email schoolbreakfastclub@foodbankvictoria.org.au if you experience any issues with your order or delivery
- Full delivery requirements and guidelines can be [downloaded here.](#)



Please note, some regional schools may have delivery restrictions. Your coordinator will let you know if your school has restrictions.

SCHOOL BREAKFAST CLUBS PROGRAM
PROGRAM INDUCTION

Delivery method

The method of delivery will change based on your school's location and order size.

Metro schools:

- Delivery will usually be made by van
- Will receive loose cartons
- Please note that larger metro orders may be delivered using a truck and a pallet.

Regional/Rural schools, and larger metro orders:

- Delivery will usually be made by a third party courier who use a truck & pallet.

Please note when receiving a delivery on a pallet:

- For safety reasons and to reduce risk of damage to property, pallets cannot be brought into school buildings
- Drivers are not required to hand unload items from the pallet
- You can either reuse 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.
- Please note, third party drivers are not obliged to take pallets back.

Storage tips:

- All foods except fruit, carrots and bread are packaged and shelf stable.
- Fresh produce can be stored at room temperature however will last longer if refrigerated.
- The unopened UHT milk is best stored out of direct sunlight, in stable conditions, generally less than 25°C.
- Please place carrots in the fridge as soon as possible.
- Ensure stock is rotated and stored appropriately. If stock is close to its best before date and/or it's the end of term you can provide food to families to avoid wastage.
- Carrot and banana storage tips can be downloaded from the 'Managing the Program' resources section of the website.



Food safety

- Refer to all current school and Department policies in regards to food safety.
- All delivered foods will be well within best before dates.
- **Be aware of all food allergies and regularly read and review product labels and allergen information.**

DoFoodSafely training

- If you would like to learn more, DoFoodSafely is a free, non-accredited, online learning program provided by the Department of Health and Human Services Victoria.
- The online program provides valuable information about food handling, food allergens, food contamination, personal hygiene, cleaning and sanitising and food delivery, storage and display.
- The program can be accessed by visiting: dofoodsafely.health.vic.gov.au



NOTE: There are no legal requirements or council fees for the breakfast club to be registered, as the program will be running free of charge.

Promoting your breakfast club

- We encourage all schools to celebrate and reflect on the positive impact of their School Breakfast Clubs Program
- School Breakfast Club Program posters, volunteer certificates and helper badges are available to order in the online ordering system.
- You can also find resources on our website to help promote breakfast club within your school and community, such as posters, newsletter templates, banners and social media tiles.

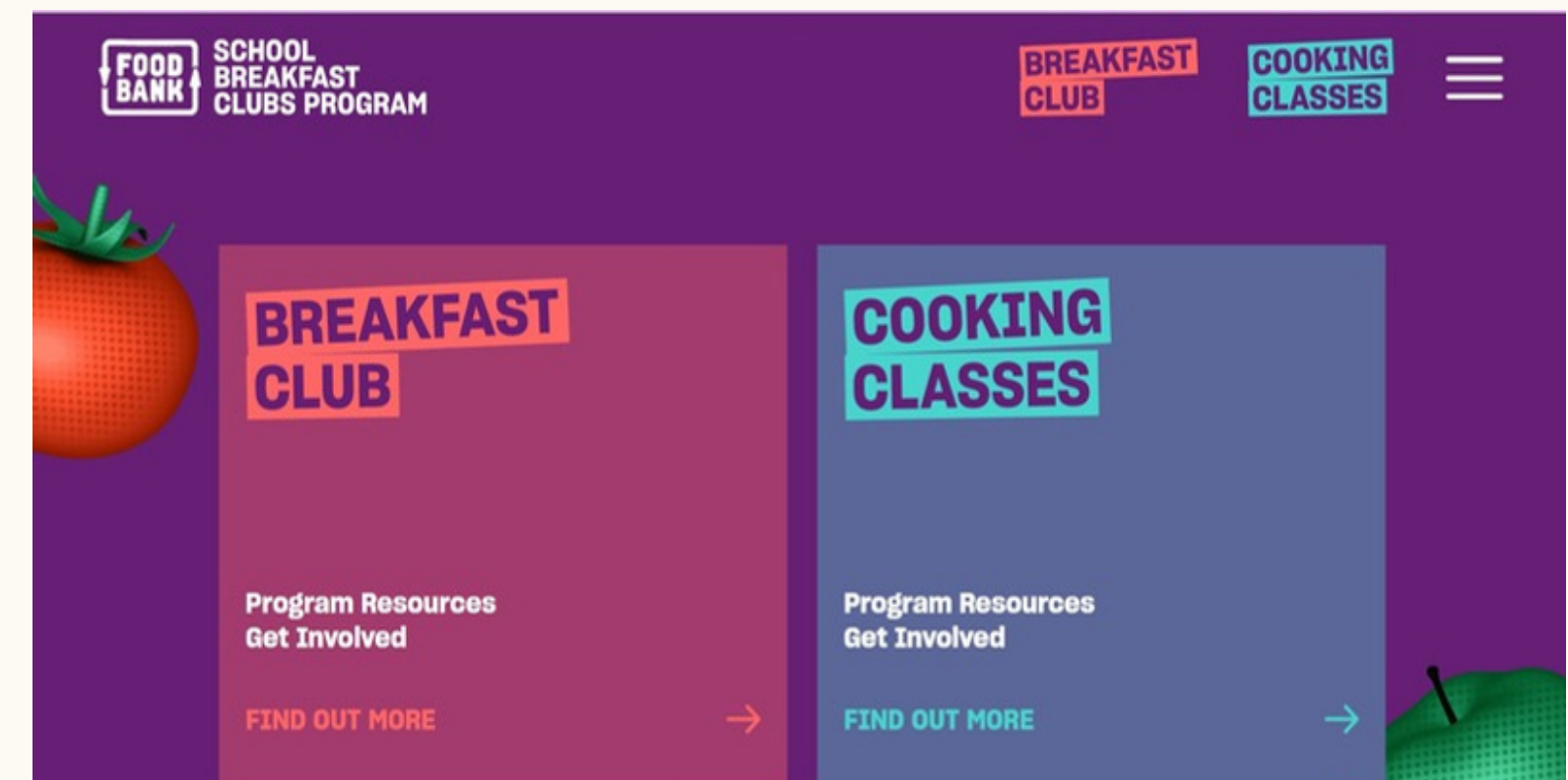
These can be downloaded at: schoolbreakfastclubs.org.au/

Resources

Additional resources can be found on our website, including;

- [Recipes](#)
- [Toolkit](#)
- [Social media collateral](#)
- [Scenarios](#)
- [Previous program stories](#)

SCHOOL BREAKFAST CLUBS PROGRAM
PROGRAM INDUCTION



If you'd like ideas or assistance to share the story of your school breakfast club with your community, please get in touch with your school breakfast coordinator at Foodbank.

Communications

You may receive communications from members of the Foodbank Victoria team, including our breakfast club coordinators, customer service team, or delivery drivers.

Contacting Foodbank Victoria

The customer service team and breakfast club coordinators are available via phone or email for all questions relating to the School Breakfast Clubs Program. You can get in touch at any time via:

Email: schoolbreakfastclub@foodbankvictoria.org.au

Phone: (03) 9362 8346

We'll also be in touch with:

- Relevant media and marketing requests
- A termly update via email
- Ordering reminders, delivery updates and any other important news about the program
- Program check-ins, visit requests and feedback from breakfast club coordinators

Please contact us for any changes to the following as they may impact your order:

- Number of students attending
- Change to school breakfast club contact
- Number of days running/day of the week
- Delivery locations

Monitoring and evaluation

The Department of Education routinely collect information about the program, which may involve surveys or data collection from schools.

You may like to capture information for your own reporting and planning purposes, such as identifying the total number of attendees at breakfast club, and the quantities of food used.

Consider collecting this information in non-stigmatising ways, for example asking students to place a counter in a jar when they arrive for breakfast club.



Feedback

We also want to hear about any issues with your order, this can help us improve our service. If you would like to provide feedback on the program please email schoolbreakfastclub@foodbankvictoria.org.au with as much information or images as possible.

For example, please inform of us of any:

- Incorrect items
- Quality concerns
- Delivery issues
- Ordering issues

We want to hear your stories!

Do you have an amazing breakfast club? Would you like your school to be featured in the Rise and Shine newsletter or on the School Breakfast Clubs Program website?

Let us know! Send an email to schoolbreakfastclub@foodbankvictoria.org.au

