

Education and Care Services References

National Quality Standard

Quality Area 2: Children's health and safety		
2.1	Health	Each child's health and physical activity is supported and promoted.
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.
2.1.3	Healthy lifestyles	Healthy eating and physical activity are promoted and appropriate for each child.

Education and Care Services National Regulations

S. 2A	Paramount consideration—safety, rights and best interests of children
S. 3A	Paramount consideration
S. 166A	Offence to subject child to inappropriate conduct Offence relating to inappropriate conduct
77	Health, hygiene and safe food practices
78	Food and beverages
79	Service providing food and beverages
80	Weekly menu
90	Medical conditions policy
91	Medical conditions policy to be provided to parents
160	Child enrolment records to be kept by approved provider and family day care educator
162	Health information to be kept in enrolment record
168	Education and care service must have policies and procedures
170	Policies and Procedures to be followed
171	Policies and procedures to be kept available
172	Notification of change to policies or procedures

Policy Statement

Under the Education and Care Services National Regulations (Regulations), our Service has a Nutrition and Food Safety Policy and procedures in place to ensure quality practices relating to nutrition, food and beverages and dietary requirements are followed at all times.

Our Service recognises the importance of safe food handling and healthy eating to promote the growth and development of young children and is committed to supporting the healthy food and drink choices of children in our care. We acknowledge that the early childhood setting has an important role in supporting families in providing healthy food and drink to their children.

We are committed to implementing the healthy eating key messages outlined in the Australian Dietary Guidelines and the Australian Guide to Healthy Eating. We support and promote the NSW Health initiative [Munch & Move](#) program and utilise the Australian Government's *Get Up & Grow- Healthy Eating and Physical Activity for Early Childhood and Eat for Health* resources.

Purpose

Our Service is committed to supporting healthy eating and positive food practices for children, recognising the important role nutrition plays in children's growth, development and wellbeing.

We work in partnership with families and align with the Australian Dietary Guidelines to promote healthy food and drink choices and foster lifelong healthy eating habits.

This policy outlines our commitment to:

- promoting nutritious and balanced food and drink choices
- creating positive, inclusive and culturally responsive mealtime environments
- supporting children to develop healthy relationships with food
- ensuring safe and hygienic food handling practices.

Scope

This policy applies to children, families, staff, educators, approved provider, nominated supervisor, visitors, students, volunteers and management of the Service.

For the purpose of this policy, food handlers include kitchen staff, educators and any staff involved in the preparation, serving or handling of food.

Implementation

Our Service ensures that the safety, health and wellbeing of children are the paramount consideration in all decision-making. This principle underpins all practices relating to nutrition, food safety, and mealtime environments ensuring that children are protected from harm and supported in their wellbeing at all times.

All food prepared by the Service or families will endeavour to be consistent with the Australian Dietary Guidelines and provide children with a nutritious and balanced menu. Consideration will also be made to each child's dietary requirements, allergies, medical conditions, cultural practices, and family practices to ensure their safety and inclusion.

Food will be prepared, handled and stored in accordance with the Service's Food Safety Program with a strong focus on minimising risks to children. All kitchens and food preparation areas will comply with Food Standards Australia and New Zealand (FSANZ) and any relevant local jurisdictional requirements (i.e., local council registrations and inspections). All staff involved in the stages of food handling have the skills and knowledge to ensure food safety is a priority.

In line with updates from the Food Standards Code and Food Act 2003 (Standard 3.2.2A)

- a qualified Food Safety Supervisor will be appointed and available to oversee food preparation at the Service
- the Food Safety Supervisor and all food handlers will complete approved food safety training
- records will be maintained for the receiving storage, processing, display and transportation of food
- all required records will be retained for a minimum of 3 months, or as otherwise required by state or territory authority.

Nutrition

Encourage and support breastfeeding and appropriate introduction of solid foods

Our Service will:

- Provide a suitable place within the Service where mothers can breastfeed their babies or express breast milk.
- Support mothers to continue breastfeeding until babies are at least 12 months of age while offering appropriate complementary foods from around 6 months of age.
- Ensure the safe handling of breast milk and infant formula including transporting, storing, thawing, warming, preparing, and bottle feeding.
- In consultation with families, offer cooled pre-boiled water as an additional drink from around 6 months of age.
- Where breastfeeding is discontinued before 12 months of age, substitute with commercial infant formula.
- Always bottle-feed babies by holding the baby in a semi-upright position.
- Never prop bottles to allow children to bottle-feed alone
- Ensure appropriate foods (type and texture) are introduced around 6 months of age.
- Adjust the texture of foods offered between 6 and 12 months of age to match the baby's developmental stage.
- Offer a variety of foods to babies from all the food groups.
- Always supervise babies while drinking and eating, ensuring safe bottle-feeding, and always eating practices.
- Promote healthy food and drinks based on the Australian Guide to Healthy Eating and the Dietary Guidelines for Children and Adolescents.

Our service will:

Where food is provided by the Service

- provide children with a wide variety of healthy and nutritious foods for meals and snacks including fruit and vegetables, wholegrain cereal products, dairy products, lean meats, and alternative foods high in protein
- plan and display the Service's Menu Record (at least two weeks at a time) that is based on the Australian Dietary Guidelines
- plan healthy snacks on the menu to complement what is served at mealtimes and ensure the snacks are substantial enough to meet the energy and nutrient needs of children
- vary the meals and snacks on the menu to keep children interested and to introduce children to a range of healthy food ideas
- regularly review the menu to ensure it meets best practice guidelines
- develop the menu in consultation with children, educators and families
- consult with health professionals to support the menu development including dietitians for children with special dietary requirements such as vegetarian and vegans, dentists and speech therapists
- respect and accommodate children's cultural or religious dietary practices as requested by families.

Where food is brought from home

- provide information to families on the types of foods and drinks recommended for children and that are suitable for children's lunchboxes
- provide information to families on how to read the Nutritional Information Panel on food and drink labels
- provide space in a refrigerator to keep lunchboxes or insulated lunch bags to be stored
- ensure insulated lunchboxes are unzipped to allow cool air to circulate
- encourage children to eat the more nutritious foods provided in their lunchbox, such as sandwiches, fruit, cheese and yoghurt, before eating any less nutritious food provided
- strongly discourage the provision of highly processed snack foods high in fat, salt, and/or sugar, and low in essential nutrients in children's lunchboxes. Examples of these foods include sweet biscuits, some muesli bars, breakfast bars and fruit filled bars, and chips.
- food items that should not be brought to the Service include confectionary (lollies, sweets, chocolate, jelly), deep fried foods (chicken nuggets, fish fingers) and sugary drinks (cordial, energy drinks).

The approved provider, management, nominated supervisor will:

- ensure educators and staff are aware of their responsibilities and obligations under the Education and Care Services National Law and Regulations in relation to this policy and relevant procedures to ensure awareness of safe food handling practices while promoting healthy eating
- ensure new staff and educators are aware of food practices and procedures as outlined in this policy during induction and orientation
- require staff responsible for preparing, serving and supervising food for children with food allergies undertake the All about Allergens for Cooks and Chefs and All about Allergens for Children's Education and Care (CEC) online courses - [Food Allergy Aware Training](#)
- display a notice prominently in the main entrance of the Service stating that a child diagnosed at risk of anaphylaxis is being cared for or educated at the Service, and provide details of the allergen/s [note: this notice should not identify the child]
- ensure water is readily available for children to drink throughout the day in both the indoor and outdoor environment
- ensure food and beverages are offered to children regularly during the day
- ensure enrolment forms include information relating to child's food preferences, allergies, intolerances, cultural or religious considerations or medical conditions which involve food or food practices
- consult with families on enrolment to develop individual management plans, including completing
- medical risk minimisation plans for children with medical conditions involving food allergies, food intolerances and special dietary requirements as per Medical Conditions Policy
- ensure children's individual dietary requirements as per enrolment information or medical condition plans are communicated to all staff and food handlers
- ensure any changes to children's individual dietary requirements are recorded and communicated to all staff and food handlers
- appoint a Food Safety Supervisor to oversee food handlers

- ensure the Food Safety Supervisor holds a valid Food Safety Supervisor certificate and training
- require all staff handling food attend basic safe food handling training, including an appropriate Food Safety and Food Hygiene Certificate
- comply with Food Safety Standard 3.2.2A
- maintain an up-to-date Food Safety Certificate Register to provide evidence of safe food handling training for all food handlers
- keep records relating to receiving, storage, processing, displaying and transportation of food. These records must be kept for a period of 3 months
- display the weekly menu in an accessible and prominent area for parents to view
- ensure the weekly menu is accurate and describes the food and beverages provided each day of the week
- review the menu on a regular basis, every 6 months. Amendments made to the Service menu will be recorded.
- encourage and provide opportunities for staff and educators to undertake regular professional development to maintain and enhance their knowledge about early childhood nutrition and food safety practices
- notify parents/guardians as soon as practicable but within 24 hours if their child is involved in a serious incident/situation at the Service. Details of the incident/situation are to be recorded on the Incident, Injury, Trauma and Illness Record.
- notify the regulatory authority of any serious incident or complaints alleging the safety, health or
- wellbeing of children has been compromised within 24 hours of the incident or the time that the
- person becomes aware of the incident or complaint
- conduct a review of practices following a serious incident, such as a food poisoning outbreak, including an assessment of areas for improvement.

Educators and food handlers will:

- ensure water is readily available for children to drink throughout the day in both indoor and outdoor environments
- be aware of children with food allergies, food intolerances, and special dietary requirements and consult with families and management to ensure individual medical management plans and risk minimisation plans are developed and implemented, in accordance with the Medical Conditions Policy
- ensure young children do not have access to foods that pose a choking risk
- ensure all children remain seated while eating and drinking
- actively supervise children during mealtimes to ensure safety and wellbeing
- participate in regular professional development to maintain and enhance knowledge about early childhood nutrition and food safety practices
- participate in safe food handling training as required, including completion of an appropriate Food Safety and Food Hygiene Certificate
- keep records relating to the safe handling of food, where required
- consult with children, families, educators and relevant health professionals (e.g. dietitians) when reviewing the Service Menu Record

- follow the [Australian Dietary Guidelines](#) for serving sizes and different types of food
- display current nutritional information for families and provide regular updates
- consider the needs of various age groups at the service- meal times may be offered progressively or at different times
- present food in an appealing and appropriate manner
- ensure infants are fed individually and in a safe and responsive manner by educators
- provide age and developmentally-appropriate utensils and furniture are provided for each child
- ensure food is not used as a form of punishment reward or bribe
- ensure children are not force fed, coerced or pressured to eat food they do not want or choose to eat, recognising that such practices may constitute inappropriate conduct and pose a risk to children's safety, wellbeing and dignity
- encourage toddlers to be independent and develop social skills at mealtimes
- promote healthy eating habits through intentional teaching and inclusion of nutrition in the educational program
- communicate with families about their child's food intake and discuss any concerns respectfully
- encourage families, where appropriate, to support consistent healthy eating practices at home
- ensure pets or animals are not present in kitchen or food preparation areas.

Food hygiene

Food poisoning is caused by bacteria, viruses, or other toxins being present in food and can cause extremely unpleasant symptoms such as diarrhoea, vomiting, stomach cramps, and fevers. Children under five years of age are considered a high-risk group as their immune systems are still developing and they produce less of the stomach acid required to kill harmful bacteria than older children or adults (Foodsafety.gov, 2019).

During warmer weather, the risk of foodborne illnesses increases. Our Service will strictly adhere to food hygiene standards to prevent the risk of food poisoning including:

- maintaining proper temperature control for perishable foods
- ensuring refrigerators are set to recommended temperature of 5 o C or below, regularly monitoring and recording temperatures to guarantee food safety
- emphasising hand hygiene for staff and children and encourage frequent hand washing before and after meals
- implementing food safety practices to minimise the risk of cross-contamination
- ensuring staff are aware of heightened increase in allergic reactions and maintain consistent allergen management
- consider the impact of the sun on food safety when eating meals outside
- use insulated containers to keep perishable food cool and avoid leaving food exposed to direct sunlight.

Buying and transporting food

Our service will

- ensure food supplies have been ordered in a timely manner

- always check labels for the 'use by' and 'best before' dates, understanding that 'use by' dates apply to perishable foods that could potentially cause food poisoning if out of date, whilst 'best before' dates refer to food items with long shelf life but quality could be compromised
- avoid buying food items in damaged, swollen, leaking or dented packaging
- always check eggs within cartons: *Never buy dirty or cracked eggs*
- never buy any food item if unsure about its quality
- record temperatures of foods upon delivery
- ensure fresh meat, chicken, or fish products cannot leak on to other food items
- ensure chilled, frozen, and hot food items are kept out of the 'danger zone' (5°C to 60°C) on the trip back to the Service by:
 - not selecting chilled, frozen or hot food items until the end of the shopping
 - placing these items in an insulated shopping bag or cooler
 - immediately unpacking and storing these items upon the return to the Service

Online shopping

- ensure food items are delivered in packaging that keeps food out of 'danger zones' as described above and within delivery window as provided by the company
- ensure products selected are high quality
- ensure products are unpacked promptly upon receiving goods
- use online service companies that provide quality assurance and guarantees

Storing food

Our Service will

- ensure the refrigerator and freezer has a thermometer and that the refrigerator is maintained at 5°C or below and the freezer is maintained at -18°C or below
- ensure fridge and freezer temperatures are checked and recorded daily
- store raw foods below cooked foods in the refrigerator to avoid cross contamination by foods dripping onto other foods
- ensure fresh meat is not stored in the fridge for more than 3 days (unless otherwise specified)
- ensure that all foods stored in the refrigerator are stored in strong food-safe containers with either a tight-fitting lid, or tightly applied plastic wrap or foil
- ensure that all foods not stored in their original packaging are labelled with:
 - the name of the food
 - the 'use by' or expiry date
 - the date the food was opened or prepared
 - details of any allergens present in the food
- transfer the contents of opened cans into appropriate food-safe containers
- ensure all bottles and jars are refrigerated after opening
- cool cooked food safely before refrigeration (e.g. in shallow containers) and refrigerate as soon as steam has stopped rising to minimise time in the temperature danger zone
- not reuse disposable single-use containers (e.g., Chinese food containers)
- store dry foods in labelled and sealed, air-tight containers if not in original packaging
- store dry foods off the floor (minimum 30 cm) in cupboards or pantry areas

- not place anything on the floor of a walk-in pantry (as containers of any type create easy access to shelves for mice and rats)
- store bulk dry foods only in food-safe and airtight containers
- use the FIFO (first in, first out) rule for all foods (dry, chilled, and frozen) to ensure rotation of stock so that older stock is used first
- store cleaning supplies and chemicals separately from food items
- ensure breastmilk or infant formula are stored within the main section of the fridge (not in the door) and clearly labelled with the child's name and date of expression or preparation.

Preparing and serving food

Our Service will

- ensure that all cooked food reaches a minimum internal temperature of 75°C
- document periodic recordings of food
- ensure cooked food is served promptly or maintained at 60°C or above until ready to serve
- ensure that prepared cold food is stored in the refrigerator maintained at below 5°C until serving
- discard any potentially hazardous food left in the temperature danger zone 2 hours or more and do not reheat
- reheat cooked food (if required, for example for a child who was sleeping at lunch time) to a temperature of 70°C (but only ever reheat once. Discard if the food is not eaten after being reheated)
- keep cooked and ready-to-eat foods separate from raw foods at all times
- defrost food safely in the refrigerator or microwave, not at room temperature
- wash fruit and vegetables thoroughly under clean running water before preparation
- ensure unused washed fruit or vegetables are thoroughly dry before returning to storage
- discard any food that has come into contact with the floor
- thoroughly clean and sanitise kitchen utensils and equipment between using with different foods and/or between different tasks
- minimise cross-contamination by ensuring separate utensils and colour-coded cutting boards
- ensure colour-coded systems are clearly displayed and consistently followed. Common colours are:
 - Blue: raw fish/seafood
 - Green: fruit and vegetables
 - Red: raw meat
 - Brown: cooked meat
 - Yellow: raw poultry
 - White: bakery and dairy
- ensure that gloves are changed between handling different foods or changing tasks
- ensure that staff preparing food for children with food allergies or intolerances are proficient at reading ingredient labels
- ensure allergen-safe practices are implemented, including use of separate, clearly identifiable utensils and equipment
- ensure all educators and staff are aware of children who have severe allergic reactions to certain foods as per ASCIA Action Plans

- ensure that children with food allergies and/or intolerances are served their meals and snacks individually on an easily identifiable plate (e.g., different colour), and that food is securely covered with plastic wrap until received by the child to prevent possible cross-contamination
- implement a two person check to ensure the 'right child gets the right meal' for example: a checklist is developed to record children's names, their allergies, health needs
- ensure that unwell staff do not handle food
- store left-over food promptly in the refrigerator or discard as appropriate
- ensure the safe handling of breastmilk, including during transportation, storage, thawing, warming and during preparation.

Cleaning

Our Service will

- Ensure that the food preparation area and surfaces are cleaned both before, after, and during any food preparation.
- Ensure that all cooking and serving utensils are cleaned and sanitised before use.
- Ensure that all dishwashing sponges, brushes, and scourers are cleaned after each use and allowed to air dry or placed in the dishwasher.
- Ensure the food storage area is clean, ventilated, dry, pest-free, and not in direct sunlight.
- Ensure refrigerators and freezers are cleaned regularly and door seals checked and replaced if not in good repair.
- Prevent pest infestations by cleaning spills as quickly as possible and ensuring rubbish and food scraps are disposed of frequently.
- Ensure that floor mops are thoroughly cleaned and air dried after each use.
- Replace any cleaning equipment that shows signs of wear or permanent soiling.

Personal hygiene for food handlers

Our Service will ensure

- clean clothing is worn by food handlers (such as an apron or appropriate jacket)
- long hair is tied back or covered with a net
- hand and wrist jewellery are not worn while preparing food (e.g., rings and bracelets)
- nails are kept short and clean and no nail polish is worn (as it can chip into food and hide dirt under the nails)
- strict hand-washing hygiene is adhered to, including washing hands each time they return to the kitchen before continuing with food preparation duties
- gloves to be worn when handling food and tongs used
- wounds or cuts are covered with a brightly coloured, waterproof dressing (that will easily be seen if it falls off), and gloves will be worn over any dressings
- staff who are not well will not prepare or handle food.

All staff handling food will

- Ensure gloves (or food tongs) are used by all staff handling 'ready to eat' foods.
- Ensure children and staff wash and dry their hands (using soap, running water, and single-use disposable towels or individual hand towels) before handling food or eating meals and snacks.

- Ensure food is stored and served at safe temperatures (below 50C or above 60C), with consideration to the safe eating temperature requirements of children.
- Ensure separate cutting boards are used for raw meat and chicken, fruit and vegetables, and utensils and hands are washed before touching other foods.
- Discourage children from handling other children's food and utensils.
- Ensure food-handling staff members attend relevant training courses and pass relevant information on to the rest of the staff.

Creating a positive learning environment

Our Service will

- ensure that educators sit with the children at meal and snack times to role-model healthy food and drink choices and actively engage children in conversations about the food and drink provided
- choose water as a preferred drink
- endeavour to recognise, nurture and celebrate the dietary differences of children from culturally and linguistically diverse backgrounds
- create a relaxed and unhurried mealtime environment that supports children to eat, communicate and enjoy social interactions
- encourage older toddlers and pre-schoolers to assist to set and clear the table and serve their own food and drink, providing opportunities for them to develop independence and self-esteem while promoting children's agency and decision-making
- respect each child's appetite and cues for hunger and satiety and not pressure or insist that a child eat
- be patient and supportive of children who are developing eating skills, including those who may be messy or slow eaters
- encourage children to try different foods without coercion or pressure
- ensure food is not used as a reward, bribe or withhold food for disciplinary purposes, recognising that such practices may constitute inappropriate conduct
- role-model and discuss safe food handling with children.

Service Program

Our Service will

- Foster awareness and understanding of healthy food and drink choices through including in the children's program a range of learning experiences encouraging children's healthy eating.
- Encourage children to participate in a variety of 'hands-on' food preparation experiences.
- Provide opportunities for children to engage in discovery learning and discussion about healthy food and drink choices.
- Embed the importance of healthy eating and physical activity in everyday activities and experiences.

Cooking with children

Cooking experiences support children to develop knowledge and skills and positive attitudes towards healthy eating. These experiences provide opportunities to explore new foods, share cultural practices and build practical life skills.

Educators will actively supervise children and ensure all cooking experiences are conducted safely, with appropriate hygiene practices and risk minimisation strategies in place.

Communicating with families

Our Service will

- provide a copy of the Nutrition and Food Safety Policy to all families upon orientation at the Service
- provide opportunities for families to contribute to the review and development of the policy
- request up-to-date information regarding children's allergies, intolerances, medical conditions and dietary requirements, and work in partnerships with families to ensure these needs are safely met
- communicate regularly with families about food, nutrition and learning experiences within the Service
- provide current information and guidance to support families in providing healthy food choices at home
- communicate regularly with families and provide information and advice on appropriate food and drink to be included in children's lunchboxes. This information may be provided to families in a variety of ways including factsheets, newsletters, during orientation, information sessions and informal discussion.
- discuss discretionary choices- (food and beverages not required for a balanced diet) with families, and where necessary, implement agreed strategies to support alternatives while maintaining children's dignity and wellbeing.

Related Policies

- Administration of First Aid Policy
- Anaphylaxis Management Policy
- Bottle Safety and Preparation Policy
- Breastfeeding Policy
- Child Safe Environment Policy
- Dealing with Infectious Diseases Policy
- Enrolment Policy
- Excursions /Incursions Policy
- Family Communication Policy
- Governance Policy
- Health and Safety Policy
- Incident, Injury, Trauma and Illness Policy
- Medical Conditions Policy
- Multicultural Policy

Policy Review

- The Service will review the Nutrition and Food Safety Policy and related documents regularly or as current information arises.
- Families are encouraged to collaborate with the Service to review the Policies and Procedures.

- Educators and staff are essential stakeholders in the policy review process and will be encouraged to be actively involved.

Policy Version

Version	Version changes
1.0	• Further research has been conducted, updating the rationale and terminology throughout the policy. • Have incorporated embedding healthy eating and physical activity in the daily program
2.0	• Updated references to comply with the revised National Quality Standard • Terminology update in the opening statement
2.5	• Minor grammatical changes made to content. (Not critical to its delivery)
3.0	• Rearranged the order of points for better flow • Points added (Highlighted). • Sources checked for currency. • Sources/references corrected, updated, and alphabetised. • Incorrect links deleted and replaced with correct ones. • Minor formatting for consistency throughout the policy.
4.0	• Food hygiene section added, comprising of: ○ Buying and transporting food ○ Storing food ○ Preparing and serving food ○ Cleaning ○ Personal hygiene for food handlers • Heading added to existing information – ‘All staff handling food will:’ • New section added: Cooking with Children. • Additional information inserted into existing points • New source added • Minor grammatical changes
5.0	• updated Food Safety requirements for children’s services- summer heat • additional information added re: management of food allergens • Purpose and Implementation sections rewritten to reduce duplication and strengthen alignment with required legislation • improved flow and consistency embedded child safety legislation amendments into policy including paramount consideration and inappropriate conduct • replaced some wording with more collaborative, inclusive and dignity focused wording

Source Acknowledgments

- Consultation with management, educators, staff, and families
- Australian Breast-Feeding Association Guidelines: <https://www.breastfeeding.asn.au/>
- Australian Children’s Education & Care Quality Authority. (2026). [*Guide to the National Quality Framework*](#)
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- Australian Government Department of Education. (2022). [*Belonging, Being and Becoming: The Early Years Learning Framework for Australia. V2.0.*](#)
- Australian Government Department of Health *Eat for Health-* [*The Australian Dietary Guidelines*](#)
- *Food Act 2003*
- [*Education and Care Services National Law Act 2010*](#)
- [*Education and Care Services National Regulations 2011*](#)
- Food Authority NSW. (2025). [*Food safety requirements for children’s services in NSW.*](#)
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- Food Standards Australia New Zealand. (2025). [*Safe Food Australia – A guide to the food safety standard \(4th Ed.\)*](#)
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- NSW Government. (2026). [*Munch and Move*](#)
- The Department of Health. Get Up & Grow: [*Healthy Eating and Physical Activity for Early Childhood – Staff/Carers Book*](#)
- Victoria State Government Education and Training Nutrition Australia [*Healthy eating in the National Quality Standard A guide for early childhood education and care services*](#)
- [*Work Health and Safety Act 2011*](#)