



## Puka Kōrero Pono Food Safety Fact Sheet

Under the Food Act 2014 and Food Regulations 2015, all early learning services must ensure the food they provide children as part of their service is safe and suitable.

Depending on what kind of food you provide<sup>1</sup>, you may need to register and operate under a National Programme level 2 (NP2). Use the 'where do I fit' application on MPI's website to find out if you need to register.



### He Tangata People

E.g. Caregiver, teacher

- Make sure your cook gets the right training<sup>2</sup>.
- If you are unwell, don't prepare or serve food.
- Wash and dry your hands before touching food.
- Make yourself aware of food allergens.



### Rohe Places

E.g. Food preparation and food service areas

- Prepare and store raw and cooked foods separately.
- Keep the food preparation area free of pests and rubbish. Regularly remove rubbish from the premises.



### Ritenga Processes / Practices

Four tips for keeping food safe

- **Clean** utensils and surfaces before preparing food. Sterilise bottles and teats before feeding babies and infants.
- **Cook** meat fully until it's steaming hot all the way through and juices run clear. Reheat leftovers until steaming hot throughout, and reheat only once.
  - When preparing, storing, or reheating infant formula, follow the manufacturer's instructions.
- **Cover** foods, wrap, or store in clean, sealed containers.
- **Chill** cold foods at or below 5°C in a fridge. Keep food cold when it is transported.

Looking for more info? Contact MPI Phone: 0800 00 83 33 Email: [info@mpi.govt.nz](mailto:info@mpi.govt.nz)  
Or contact your local Council.

<sup>1</sup> Food prepared at home by parents for their children, or for shared lunches, is outside the scope of the Food Act 2014 as no 'sale' of food is taking place. Curriculum catering (where the education provider purchases ingredients, prepares and serves food with children participating as part of the curriculum) is outside the scope of the Food Act 2014 as no 'sale' of food is taking place.

<sup>2</sup> Under the Food Act 2014 there are no specific food safety training requirements for early learning service staff. However, if you are operating a centre or kōhanga reo on NP 2, staff must have a good level of food safety knowledge relevant to the food provided at the service, and the ability to put it into practice. You can find food safety information on the MPI website. See 'tips for food safety', in the food safety for consumers section. [www.mpi.govt.nz/food-safety/](http://www.mpi.govt.nz/food-safety/)





# Me aha ahau?

## What do I need to do?

If you need to register under the Food Act 2014 (National Programme Level 2) you need to:

### 1 Rēhitatanga Get Registered

Follow the 'Steps to National Programme 2' on MPI's website: <https://www.mpi.govt.nz/food-safety/food-act-2014/national-programmes/steps-to-national-programme-2/>

When do I need to register by?

#### New Businesses

If your centre or kōhanga reo opened on or after 1 March 2016, you must apply for registration under the Food Act 2014 once you receive your probationary ECE licence from the Ministry of Education.

#### Existing Businesses

If your centre or kōhanga reo opened before 1 March 2016, you must apply for registration under the Food Act 2014 before 31 March 2017.

Registration is generally required every two years. You can register for each site. For businesses with multiple sites in different territorial authority regions, you can register with the Ministry for Primary Industries.

### 2 Tīmatatanga Make Safe Food

To work out what you need to do the green *Food Safety Fact Sheet* is a good place to start.

#### Procedures

- Follow good practices/procedures for preparing safe food. These procedures do not need to be written down. See the *Check List — Be Prepared*.

#### Records

- You must keep a written record to demonstrate that some activities are carried out correctly. See the *Weekly Safe Food Records* and *Notes* pages.

Doing this helps give parents confidence that food provided to their kids is safe!



### 3 Hihira Get Verified

What can I expect at the first verification visit?

- Your local council (or a third-party verifier) will let you know when they will be visiting you. For new businesses, this is usually about a month after you register. For existing businesses, this is usually within about a year after you register.
- A verifier will give you feedback. They may suggest areas for improvement.
- Depending on your food safety performance, you could be verified once every three years, as frequently as three monthly, or somewhere in between.
- Verification costs are set by individual councils (or third-party verifiers).
- For multi-site registrations, verifiers carry out an initial visit for all sites. Subsequently verifiers may not have to visit every site. They visit at least one site and can visit more.



# Rārangi Hihiri

## Check List — Be prepared

### Check that staff know the procedures for:

- Cleaning and sanitising
- Managing waste
- Controlling pests
- Controlling hazards during food handling — essential process steps:
  - Temperature control (hotter than 60°C, cooler than 5°C)<sup>1</sup> for ingredients received
  - Chilling cooked dishes to below 5°C within 6 hours<sup>1</sup>
  - Temperature control (hotter than 60°C, cooler than 5°C) for food transferred between centres or kōhanga reo<sup>1</sup> (e.g. food prepared at a central kitchen, then delivered to sites).
- Ensuring any person known to be sick does not handle food
- Supervisor checks
- Tracing of food prepared offsite, or frozen for later use:
  - If any food is transferred between different sites of the company, label it with the food type, the date it was prepared, and the address of the recipient site. If any food is prepared then frozen for later use, label it with the date of preparation.
- Recall of food
  - Identify and dispose of any food affected by the recall, including any food transferred between sites or frozen.

**Your verifier may ask staff to describe or demonstrate these procedures.**

### Check that records are up-to-date for:

- Staff competency and training
- Sickness, hygiene, and protective clothing
- Pest management
- Problems with food safety or suitability
  - Contaminated food (e.g. cleaning, pest control, or water treatment products).
- Cooking Poultry
  - Proving that poultry has reached 75°C, you can record this for:
    - each time an item is cooked
    - one item each batch<sup>2</sup>
- Chilled cooked food
- Temperature of food received or transported
- Recall for food
  - Record the details of any food identified and disposed of e.g.. *Notes (Examples) page*.

**Your verifier may ask to see your records**

For general information on national programmes see the guidance on MPI's [national programme 2](#) website. Looking for more info? Contact MPI Phone: 0800 00 83 33 Email: [info@mpi.govt.nz](mailto:info@mpi.govt.nz)  
Or contact your local Council.

1) These criteria are required by the law

2) There is another way you can do this, for more info see the *proving that a time/ temperature setting cooks poultry* page in the MPI Food Control Plan Template.



# Ngā kōrero mauhanga

## Weekly Safe Food Records

Keep records of:

- Staff competency and training (generally kept in personnel files);
- If a new self-supplied water source e.g. (bore water or rainwater) is used or environmental conditions change: test results showing it is safe.
- Food provided to the children (as required by ECE licensing criteria).
- Receipts for:
  - renovations or repairs to food-related areas, fixing food-related equipment (e.g. fridges), pest control activities;
  - food purchased (e.g. grocery shopping). If no receipt is available then record the type and quantity of the food, and name and contact details of the supplier.

If you already keep the records below, you do not need to duplicate them here, just make sure they are kept up-to-date.

If you answer yes, write down what happened on the *Notes (Examples)* page overleaf.

**Date**

Week starting: DD / MM / YY

**He Tangata People**

**Sickness, hygiene, and protective clothing:**

Were any food handlers off sick, did they contaminate the food with poor hygiene, or were there problems with protective clothing?

N  Y

**Rohe Places**

**Pests:**

Were there any pests (or sign of pests) in the food preparation area?

N  Y

**Ritenga Processes/Practices**

**Problems with food safety or suitability:**

Were there any problems with the safety or suitability of food served this week? E.g. an allergic reaction to food.

N  Y

Did any cleaning, pest control, or water treatment products contaminate the food?

N  Y

**Cooking poultry:**

Were any large cuts of poultry cooked (e.g. bigger than golf-ball sized pieces)? E.g. tray of chicken breasts.

N  Y

**Chilling cooked food**

Were any cooked dishes not consumed within four hours of cooking? E.g. cooling a beef lasagne cooked today that will be eaten tomorrow.

N  Y

**Temperature of food received or transported**

Was any potentially hazardous food or ingredient received (e.g. delivered to the centre or kōhanga reo); or taken out of the fridge for more than four hours before being used or consumed? E.g. chicken sandwiches prepared at a home kitchen then delivered to centre, or taken to the park.

N  Y

Sign/Initial \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_



# Ngā pitopito kōrero

## Notes (Examples)

Week ending: DD/MM/YY

Date	What happened? Describe the problem, and the extent	What did you do? Describe what you did to address the problem and /or avoid it happening again. Describe monitoring of the issue for any recalls.
Monday	<b>Sickness, hygiene, clothing:</b> Gaynor (cook) was sick	She went home and didn't prepare the food.
	<b>Pests:</b> Dead rat found in the trap	We put it in the rubbish and reset the trap. We cleaned all food preparation surfaces and consulted a pest contractor.
	<b>Problems with food safety or suitability:</b> Jane had an allergic reaction	Carol administered medication, took her to the medical centre, and called her parents. Staff reviewed training material. Supplier notified (if applicable).
	<b>Problems with Food Safety or suitability:</b> Food was contaminated with bleach from kitchen bench	Disposed of the affected food. Prepared a fresh batch.
	<b>Recall:</b> Frozen berries were recalled	Carol heard about the recall, told Gaynor who checked the freezer and threw out the unopened berries.

### Cooking poultry

If you do not have a thermometer, until you can get one, check that the juices ran clear.

Date	Dish name	Did you check the temperature was at least 75°C?	If 'no', what actions were taken?
Monday	Tray of chicken breast	<input type="checkbox"/> Yes <input type="checkbox"/> No	E.g. we continued to cook until 75°C (check with thermometer)/ the juices ran clear.

### Chilling cooked food

If you do not have a thermometer, until you can get one, cool the food on the bench initially, then as soon as practicable place it in a refrigerator.

Date cooked	Dish name	Did you check the food was cooled to 5°C within 6 hrs?	If 'no', what actions were taken?
Tuesday	Lasagna	<input type="checkbox"/> Yes <input type="checkbox"/> No	E.g. we threw the lasagna out and made a fresh one.

### Temperature of food received or transported

If you do not have a thermometer, until you can get one, use ice packs to keep the food cold, or insulated boxes to keep the food hot. If transporting frozen food, did you check that it was still frozen when it reached its destination.

Date received or transported	Dish name	Did you check that food was maintained above 60°C and cold food below 5°C	If 'no', what actions were taken?
Thursday	Chicken sandwiches	<input type="checkbox"/> Yes <input type="checkbox"/> No	E.g. we threw the sandwiches out and bought fresh sandwiches.