



————— NSW Healthy School Canteen Strategy —————

SELF-ASSESSMENT TOOL

FOR SCHOOL PLANNING



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The Healthy School Canteen Self-Assessment Tool is designed to be used collaboratively to:

- Plan and track progress on implementation of the new Healthy School Canteen Strategy within a school's wellbeing framework.
- Provide evidence for use with the A-Z Policy Implementation Tool to demonstrate compliance with the Healthy School Canteen Strategy by the end of the transition period (2017-2019). The Healthy School Canteens website provides details, case studies, menu examples and support for schools.
- Inform statements of excellence for the Wellbeing element within the school excellence self –assessment process. It may also contribute to evidence in other elements of the School Excellence Framework.

SCHOOL:	DATE OF SELF-ASSESSMENT:
PERSON(S) COMPLETING SELF-ASSESSMENT:	POSITION(S)

The evidence statements in each section of this tool provide some suggestions for schools to assess their progress with the implementation of the Healthy School Canteen Strategy. **Schools can choose to use some or all of these evidence statements** for self-assessment and/or provide evidence statements specific to their school context. In completing the Self-Assessment Tool, principals may wish to consult with appropriate people such as the canteen manager, P&C officers, PD/H/PE teachers, etc. In completing the Self-Assessment Tool, it will be useful to be familiar with the Nutrition in Schools Policy and the Healthy School Canteens website.

1. PLANNING FOR A HEALTHY SCHOOL CANTEEN

Support from school executive and school community members enables a school canteen to operate as an efficient and sustainable provider of healthy food and drinks options. A clear action plan, developed in collaboration with the whole school community and reviewed at regular intervals is an effective essential ingredient for success. The evidence examples listed below may be helpful. Use the check box column to keep track of where you are up to.

EXAMPLES OF EVIDENCE		ACTIONS REQUIRED
The canteen has an action plan with input from school leaders and the school community which guides the review and implementation of the school's Canteen Strategy.	<input type="checkbox"/>	
Engage the school community: go to Section 2.	<input type="checkbox"/>	
Plan links to curriculum and student wellbeing: go to Section 3.	<input type="checkbox"/>	
Assess the canteen's menu in the context of the food and drink criteria: go to Section 4.	<input type="checkbox"/>	
Plan and implement support strategies for canteen staff and volunteers: go to Section 5.	<input type="checkbox"/>	
Develop and implement a marketing strategy for the canteen: go to Section 6.	<input type="checkbox"/>	
School-devised evidence		
	<input type="checkbox"/>	
Comments:		
Resources for support: Healthy School Canteen Strategy website		

2. ENGAGING THE SCHOOL COMMUNITY

A positive attitude towards a healthy school canteen within the school community can encourage interest and momentum for change. Involvement by parents and students in the operation of the school canteen can increase promotional opportunities for healthy school canteens. For example having an array of 'internal champions' promoting the canteen can potentially raise the profile of the school canteen and encourage greater community buy-in for healthy food choices. The evidence examples listed below may be helpful. Use the check box column to keep track of where you are up to.

EXAMPLES OF EVIDENCE		ACTIONS REQUIRED
The school newsletter, school website and social media platforms. Share information about the Healthy School Canteen Strategy and general food and nutrition information and support for canteen managers.	<input type="checkbox"/>	
The school community has the opportunity to be involved in menu development. For example: <ul style="list-style-type: none"> • encourage student-led initiatives to promote the school's healthy canteen strategy, for example students can promote healthy canteen menu items at school assemblies (reference: Students – make it YOUR school canteen) • provide opportunities for parents/carers to contribute (reference: How can you help?) 	<input type="checkbox"/>	
School-devised evidence		
	<input type="checkbox"/>	
Comments:		
Resources for support: Healthy School Canteen Strategy website Nutrition in Schools Policy		

3. LINKS TO WELLBEING AND CURRICULUM

Healthy canteens provide an opportunity to reinforce teaching and learning in the classroom about healthy lifestyles and healthy food and drink choices. This means that a school's canteen is another part of the learning environment where opportunities are maximised to learn and make choices about healthy living. The teaching of nutrition education is part of the Personal Development, Health and Physical Education (PDHPE) key learning area and is mandatory for all students from Kindergarten to Year 10. Teaching and learning as well as class activities in other key learning areas should reinforce healthy eating and good nutrition wherever possible. The evidence examples listed below may be helpful. Use the check box column to keep track of where you are up to.

EXAMPLES OF EVIDENCE		ACTIONS REQUIRED
<p>The curriculum areas of PDHPE, Science and Technology K-6, and Food Technology for Years 7 and 8 are used to integrate key Healthy School Canteens Strategy topics such as:</p> <ul style="list-style-type: none"> • explicit teaching of healthy lifestyle choices • growing, preparing and cooking healthy food • making healthy food and drink choices • menu planning and promotion 	<input type="checkbox"/>	
<p>Students are asked to assess the current canteen menu using the food and drink criteria from the Healthy School Canteen Strategy to develop ideas for changes or additions to the menu.</p>	<input type="checkbox"/>	
<p>The school uses promotional health campaigns, such as the Crunch&Sip program for Years K-6.</p>	<input type="checkbox"/>	
<p>In secondary schools, the SRC or other student leadership team could set healthy eating as a priority action and be involved in the school canteen.</p>	<input type="checkbox"/>	
<p>School-devised evidence</p>		
	<input type="checkbox"/>	
<p>Comments:</p>		
<p>Resources for support: Healthy School Canteen website – Links to wellbeing strategies and curriculum Wellbeing Framework for Schools. Crunch&Sip</p>		

4. FOOD AND DRINK CRITERIA

The focus of the Food and Drink Criteria is to implement a culture of healthy food and drinks through NSW school canteens to promote and increase student access to healthy food and drinks, support students to drink water in preference to sugary drinks, and make the healthy choice the easy choice.

The evidence examples listed below may be helpful. Use the check box column to keep track of where you are up to.

EXAMPLES OF EVIDENCE		ACTIONS REQUIRED
At least ¾ of canteen items are Everyday food and drinks (refer: Food and Drink Criteria)	<input type="checkbox"/>	
All packaged Occasional food and drinks have a 3.5 Health Star Rating or above	<input type="checkbox"/>	
Sugary drinks are not for sale at the canteen or in vending machines e.g. energy drinks, full sugar fizzy drinks	<input type="checkbox"/>	
All food and drinks are within the recommended maximum portion sizes.	<input type="checkbox"/>	
The core menu changes from time to time, for example from winter to summer; there are healthy weekly or daily specials (which are Everyday foods), adding variety and interest.	<input type="checkbox"/>	
Only Everyday foods are promoted and advertised at point of sale	<input type="checkbox"/>	
School-devised evidence		
	<input type="checkbox"/>	
Comments:		
Resources for support: Healthy School Canteen website – The Revised Strategy Initial Support Checklist (under development) Menu Check documents (under development) Searchable database (under development) 10 Steps to a Healthy Canteen (under development)		

5. SUPPORTING CANTEEN STAFF

The canteen manager is responsible for ensuring that all canteen staff, including parents and volunteers, are confident and competent in the tasks they are asked to do. In particular, food safety in school canteens is essential, particularly as children can be more vulnerable to foodborne illness. Food handlers should have knowledge and skills appropriate to the type of food they are receiving, preparing, storing and serving. All volunteers should have a basic understanding of why bacteria grow, how to avoid cross contamination, personal hygiene requirements and temperature control for cooking, reheating, cooling, defrosting, storing and displaying foods. The evidence examples listed below may be helpful. Use the check box column to keep track of where you are up to.

EXAMPLES OF EVIDENCE		ACTIONS REQUIRED
The canteen manager has detailed knowledge of the food safety information on the NSW Food Authority website (refer: NSW Food Authority – School Canteens (Food safety controls, Factsheets and guides))	<input type="checkbox"/>	
All canteen staff receive training from the canteen manager in following workplace hygiene procedures (refer: NSW Food Authority – School Canteens (Skills and knowledge))	<input type="checkbox"/>	
The canteen has a visible and clearly explained food safety guide / plan	<input type="checkbox"/>	
Day to day operating procedures are available in print/digital form for all paid and volunteer staff	<input type="checkbox"/>	
Principal/executive/canteen manager has supported canteen staff and volunteers to access training opportunities such as information sessions, WH&S training and canteen network meetings (refer: Healthy School Canteen website – Supporting canteen staff)	<input type="checkbox"/>	
School-devised evidence		
	<input type="checkbox"/>	
Comments:		
Resources for support: NSW Food Authority website – School Canteens		

6. MARKETING

The promotion of a positive attitude amongst the school community through creative and effective marketing of Everyday food and drink options can positively impact on students' purchasing behaviours and increase sales. Principals, executive, school staff, canteen managers, teachers and parents can assist in the implementation and maintenance of healthy school canteens. The evidence examples listed below may be helpful.

Use the check box column to keep track of where you are up to.

EXAMPLES OF EVIDENCE		ACTIONS REQUIRED
The canteen is an attractive, friendly and engaging place to be for students. Signage and front counter items are strategically placed to add interest and increase sales.	<input type="checkbox"/>	
Everyday foods are the most visible foods. Students can see mostly Everyday items when they are at the counter.	<input type="checkbox"/>	
Everyday food is favourably priced compared with Occasional food to make it more attractive to purchase.	<input type="checkbox"/>	
Loyalty schemes for purchasing Everyday food and drinks are used by the canteen	<input type="checkbox"/>	
Meal deals are offered to promote Everyday food and drinks	<input type="checkbox"/>	
The canteen creates 'healthy food and drinks at your canteen' posters to promote sales of these at the canteen and around the school. The posters could also include Health Star Ratings to help students choose the healthiest foods.	<input type="checkbox"/>	
School-devised evidence		
	<input type="checkbox"/>	
Comments:		
Resources for support: Healthy School Canteen website – Harnessing community support to promote and sustain the strategy Healthy Kids Association website		