

KAI POLICY

<p>Purpose</p>	<p style="text-align: center;"><i>Ka kī te piro o ngā manu o ngā tāngata ka kata A full stomach causes a bird to sing, a man to laugh.</i></p> <p>When the nutritional needs of tamariki are met they are likely to engage, grow, develop and learn more effectively within the learning environment.</p> <p>Supplying guidance to enable the Regulations and Licensing Criteria for operating a centre-based early childhood education and care service are met and maintained.</p>
<p>Explanation</p>	<p><i>“Establishing good nutrition and physical activity patterns in childhood contributes to good health throughout life. The values, habits and behaviours developed during this period often influence behaviours in adulthood. In addition there is emerging evidence that health during childhood and adolescence impacts on health during adulthood.”</i></p> <p style="text-align: center;">Food and Nutrition: 2 - 18 years p. 4</p> <p>Tamariki will develop:</p> <ul style="list-style-type: none"> • increasing knowledge about how to keep physically healthy • an increasing understanding of their bodies and how they function e.g. recognition of thirst and hunger • self- help and self-care skills for eating, drinking and food preparation e.g. kai as needed <p>Employees will feel confident to:</p> <ul style="list-style-type: none"> • engage in conversations with tamariki about their own well-being and their nutritional needs • engage in conversations with whānau about the wellbeing of tamaiti/tamariki • make informed decisions that ensure the well-being and learning opportunities of tamariki is a priority • respond to emergency situations
<p>Scope</p>	<p>All tamariki and adults within Central Kids Early Education services.</p>
<p>Guidelines</p>	<p>Kai Procedure</p> <ul style="list-style-type: none"> • The individual service’s kai procedure shall be reviewed every three months (and each time there is a change to Central Kids policy) taking into account this policy, any other kai related procedures and the Food and Drink guidance in the Licensing Criteria for Early Childhood Education and Care Centres 2008. • As part of this review the effectiveness of education experiences for tamariki, whānau and employees will be critiqued and evidenced. • Employees will work with whānau to develop a shared agreement around kai practices, routines and rituals. <p>Kai supervision</p> <p><i>“HS19 Food and nutrition: Services may have set mealtimes or have “rolling kai”, i.e. that children are able to eat when they are hungry. It is important to ensure whichever practice is followed: food is available for tamariki when they are hungry; and children are supervised and seated while eating (HS22 - Supervision while eating); and there is a place set aside for the children to sit and eat (PF15 – Dining Facilities).”</i></p>

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- Tamariki have a right to choose the time they wish to eat and what they want to eat. The terminology used for this is 'Child-Initiated Kai'. Where, in consultation with the community, kai times are less than the hours of operation, kaiako shall work with tamariki to ensure that their refreshment needs are throughout the day.
- Tamariki will eat and drink in a designated area.
 - Central Kids Early Education standard is that each service has only one designated kai area at a time which is in an easily supervised space.
 - Exceptions to this provision is when services have a separate space for infants and toddlers.
 - Two kai areas may be provided when there are special events that involve a collective kai time.
 - The kai area/s and resources will be supervised by a designated adult/s, kept in a tidy, hygienic condition and provide for the ethical disposal of waste consistent with Central Kids values.
- Tamariki are supervised and seated while eating.
- Seated means that children's weight is supported by their buttocks rather than their feet and their back is upright. Where practical it is preferable that children are seated in a chair with their food directly in front of them to prevent the child needing to twist to the left or right, which can cause them to lose control of the food in their mouth.
- The definition of supervised in criterion ([HS22](#)) means an adult is assigned to oversee children while they are eating to ensure attention is on the children and not on completing other tasks. The adult assigned must be in close proximity to the children who are eating and be trained in how to respond if a child is choking or has an adverse reaction. Close proximity means that children can be actively supervised when eating and the adult can attend immediately to any kai related emergency such as choking.
- For every 25 children who are attending, an adult with a current first aid qualification that includes training in response to young children choking must be present at the service at all times. All Central Kids permanent teachers must hold a current First Aid Certificate

Provision of kai – whānau

Health and safety practices criterion 19:

§ Food is served at appropriate times to meet the nutritional needs of each child while they are attending. Where food is provided by the service, it is of sufficient variety, quantity and quality to meet the nutritional and developmental needs of each child. Where food is provided by parents, the service encourages and promotes healthy eating guidelines.

Documentation required: A record of all food served during the service's hours of operation (other than that provided by parents for their own children). Records show the type of food provided and are available for inspection for 3 months after the food is served.

Where food is provided by parents the service promotes and encourages healthy eating guidelines. Services may choose to develop a Healthy Food and Drink Policy with whānau.

Services may provide the Healthy food and Drink Guidance to whānau at the time of enrolment. The Guidance may be provided in hard copy, electronically, or via an electronic link for whānau with internet access. Services may display posters which encourage healthy foods and demonstrate how to prepare foods to meet the developmental needs of tamariki.

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- Whānau have the right to choose what refreshments they provide for their tamariki.
- Whānau should be encouraged to provide the kai for their tamariki so it is ready to eat. Generally, Central Kids do not have the kitchen facilities or available staff to meet the MoE or Food Act Requirements to prepare food aside from those times when it is part of the curriculum. The exception to this is infant food and bottles.
- Where food is provided by parents, the service promotes best practices as set out in Ministry of Health: [Reducing food-related choking for babies and young children at early learning services](#)
- The service must provide to all parents at the time of enrolment a copy of Ministry of Health: [Reducing food-related choking for babies and young children at early learning services](#), and "[Health Food and Drink Guidance – Early Learning Services](#)". The service should record on the enrolment form that this information has been provided and understood by parents
- Services must promote the Ministry of Health Guidance and may demonstrate compliance by developing formal policies and procedure in partnership with whānau (GMA4- Parent Involvement).
- Blanket bans on food are not recommended and should only be put in place after discussion with the services Kaiarataki and a thorough consultation with and agreement from all parents. Where a decision has been made to ban a particular food this decision should be reviewed at least every six months.
- Any discussion with whānau around the choices they have made for children should be handled with sensitivity and without judgement.

Provision of kai – by the service

Health and safety practices criterion 19: Documentation required: A record of all food served during the service's hours of operation (other than that provided by parents for their own children). Where a service provides food, a record of the daily menu outlining the ingredients will meet this requirement. Menus are required to be specific in case of an unexpected allergic reaction. For example, what type of fruit or the contents of a sandwich must be recorded to satisfy this requirement. If food is provided by parents for a shared lunch a list of all food provided is required to meet this requirement. Records show the type of food provided and are available for inspection for 3 months after the food is served.

- Nutritional food that is appropriate for the developmental needs of tamariki will be available at all times. One of the ways this is managed at Central Kids is by providing children with the opportunity to eat their kai when they are hungry. Information sources for what is considered nutritional kai can be found by following this link: [MoH current food and nutrition guidelines](#).
- Where food is provided by the service, no food listed on the 'High-risk food to exclude' will be served. Where food is provided by the service 'High-risk food to alter' will only be served once prepared with best practice as set out in Ministry of health: [Reducing food-related choking for babies and young children at early learning services](#)
- High-risk food services must exclude from providing:
 - whole or pieces of nuts large seeds, like pumpkin or sunflower seeds
 - hard or chewy sweets or lollies
 - crisps or chippies
 - hard rice crackers
 - dried fruit

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- sausages, saveloys and cheerios
- popcorn
- marshmallows
- Kai that is considered high risk by MoH guidelines and cannot be altered must **not** be provided by Central Kids services
- Employees will meet the special dietary requirements and cultural considerations of tamariki attending the service by engaging with whānau around how the individual needs of their child can be met while staying within the licensing requirements. For tamariki with IDPs this will include involving MoE personnel (early intervention teacher).
- A record will be kept of all food served during the service's hours of operation (other than that provided by parents for their own children). Records show the type of food and ingredients provided and must be available for inspection for 3 months after the food is served.

Kai preparation

- Kai including that grown or gathered by the service will be stored, prepared, heated, cooked according to food safety guidelines.
- Where kai is provided by the service, foods that pose a high choking risk and cannot be altered are not to be served. Food that are high-risk need to be altered in accordance with best practice as set out in Ministry of Health: [Reducing food-related choking for babies and young children at early learning services.](#)
- All equipment pertaining to the preparation and eating of kai will be maintained in a condition that will preserve health and prevent the spread of disease.
- Food Act (2014) provisions: While early childhood education (ECE) centres that cook meals or prepare food – like sandwiches or salads – need to register under national programme 2. There is no need to register if:
 - all the food is brought in by tamariki from home (for example in lunch boxes)
 - food served is fruit or pre-packaged snacks that don't need to be kept cold (like muffins or crackers)
 - food is prepared with the tamariki as part of the curriculum
 - the service does not charge for the food
 - the service is a KidsCan partner and work within the KidsCan guidelines

If you are considering providing food outside these points discuss this with your Kaiarataki what you envision. Follow this link for more information as you may need to register: [Food act for early childhood educators.](#)

Education and Whānau Engagement

- The curriculum will offer experiences and learning opportunities for tamariki and whānau to participate in food preparation/cooking and the ritual of shared kai.
- Tamariki with food allergies should be supported to participate fully in the programme through activities to raise awareness and understanding. Particularly for those who are at risk of anaphylaxis, efforts should be made as far as possible and practicable to enable them to avoid exposure to the allergens (triggers) concerned. Procedures should be based on the age and needs of the child and the nature of the education setting (location etc.).
- Certificated teachers are employed with first aid training which includes management of choking.

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	<ul style="list-style-type: none"> On induction into the service all employees will receive training/refresher on how to respond to incidents of choking and other relevant kai related emergencies. Arrangement of this is the responsibility of the kaiwhakaako or a delegated employee. At a minimum this will be online training such as the Red Cross App. Relievers will be provided with a copy of the services kai procedure and the Reducing food-choking for babies and young children at early learning services document. Each service team will review the emergency response training at least every three months. Employees will stay informed about, and follow, current nutritional and developmental guidelines. Information sources for what is considered nutritional kai can be found by following this link: MoH current food and nutrition guidelines Services must promote the Ministry of Health Guidance to whānau and may demonstrate compliance by developing procedures in partnership with whānau (GMA4-Parent Involvement). Educational opportunities will be provided for tamariki, whānau and employees. This is the responsibility of each services employees and will include but is not limited to <ul style="list-style-type: none"> Posters Hand outs Whānau evenings Storypark posts <p>Adult behaviours</p> <ul style="list-style-type: none"> Fair and equitable kai practices will be modelled by all adults e.g. adults must sit while eating While working with tamariki and in the tamariki play space hot beverages are required to have lidded cups. Adults must keep hot drinks in their hands or out of reach of tamariki. The exception to this are infants bottles.
<p>References</p>	
<p>Standards</p>	<ul style="list-style-type: none"> ECE Regulations 1998 - 18, 19, 20 and 26 Licensing Criteria for Early Childhood Education and Care Centres 2008 <ul style="list-style-type: none"> PF12 Dining Facilities HS19 Food and Nutrition HS20 Food Hygiene HS21 Drinking Water HS22 Supervision while eating HS23 Bottle Feeding Ministry of Health <ul style="list-style-type: none"> Food and Nutrition guidelines: 2 - 18 years Food and Nutrition Guidelines: Infants and Toddlers Reducing food-choking for babies and young children at early learning services www.mpi.govt.nz/foodact Food act for early childhood educators https://www.inclusive.tki.org.nz/guides/allergies-and-learning/ Reducing food-related choking for babies and young children at early learning services. Healthy Food and Drink Guidance – Early Learning Services

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Service Documents	<ul style="list-style-type: none"> • Central Kids Early Education health and safety manual – food handling • Annual Plan Workbook • Work training records • Routines Handout • Induction Checklist • Routine Playground and Environment Checklist • Survival Kit Checklist • Enrolment Forms
Policy Review	<p>Central Kids may amend and vary its policies from time to time at Central Kids discretion and employees are required to observe such policies.</p>

Suggestions to support the requirements of this policy

- Install fridges in close proximity to kai areas
- Place kai areas in close proximity to the kitchen
- Suitable foods for service to supply to supplement tamariki lunch boxes include
 - Bananas
 - Bread
 - Yoghurt
 - Butter
 - Sliced cheese
 - Oranges
- Where the service grows high risk food e.g. plums
 - this may be distributed to whānau to take home and use as they choose or
 - placed in community pantries
 - used as a learning opportunity by working with tamariki to prepare the kai so that the risks are reduced
- Service professional development or equity funding budgets may be allocated to training support staff (administrators and teacher aides) in basic first aid including kai related emergencies such as choking
- Look within the local community for expertise with providing guidance around healthy kai options. Many community organisations provide personnel or programmes for tamariki and/or adults
- An example of information that can be displayed at the service includes <https://www.kidshealth.org.nz/choking-what-do>

[Minimising food related choking in ECE - FAQs](#)

These FAQs relate to the upcoming amendments to the licensing criteria for centre-based and home-based early learning services and ngā kōhanga reo and have been sourced from the Ministry of Education Website

Why are these changes being implemented?

Certain foods and the way some foods are prepared and served presents a higher choking risk to children under 5 years of age. There has always been guidance for keeping children safe while eating and it has been expected that early learning services followed it. In 2019, the Ministry of Education initiated a review of the licensing criteria around food safety. Following public consultation, where we received over 2600 responses, it was determined that changes were required to remove all doubt and make the guidance mandatory, only where services are providing food to children. We are also requiring services, where parents provide food for their child, to give all parents a copy of the guidance (either electronic or hard-copy) and to promote the guidance with parents. We are producing a resource with the Ministry of Health that can be used for this purpose and will distribute this to all services shortly.

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Are services banned from serving food that poses a high risk to choking?

The amendments to the licencing criteria require services that provide food to exclude certain food items and prepare others according to guidelines produced by the Ministry of Health. The guidance – Reducing food related choking for babies and young children at early learning services, outlines food that poses a high risk of choking in children under 5 years old and should therefore be excluded from an early learning service. It also outlines how other types of food should be prepared so that the risk of choking is minimised. Services will also need to ensure each child is seated and supervised when eating, and that food provided by the service meets the nutritional and developmental needs of each child. This is something most services already do, but this change makes it a requirement. **It is important to note that the requirements do not apply to food that parents provide, but parents should be aware of the guidelines.** Services are required to promote the guidelines and may choose to restrict the sorts of foods that parents can provide for their child to eat at the service in much the same way that some services manage food allergies, for example.

What about food my service grows?

Some service's grow their own food. If you do you, may need to exclude some of the food grown or prepare it in accordance with Ministry of Health Guidance. For example plums must have their skins and stone removed and prepared in accordance to the child's age and development. In addition children must be seated and supervised while eating. This includes Kindergartens and Playcentres

Do services need to check the lunchboxes of children and remove food that poses a high risk to choking?

No. MoE requirement is that services must give parents a copy of the guidance and promote it. Services may set their own food policies, and some do. As with all policies this should be developed in consultation with parents. However, services are not required to check and exclude any high choking risk food parents provide under these changes. Where such food is provided by parents for their child, health and safety obligations remain for the ECE service under the Health and Safety at Work Act 2015

Is the Ministry banning parents from putting food that poses a high risk to choking in their child's lunchbox?

No. The requirements for food under the new criteria apply only to food provided and prepared by early learning services (centre-based and home-based early learning services and ngā kōhanga reo). Where parents provide food, services are required to promote best practice as set out in the Ministry of Health Guidance - Reducing food related choking for babies and young children at early learning services. A service could choose to promote best practice by deciding to put the same requirements in place for parents – but this is a decision for each service to make in consultation with parents. Some services already have food policies in place to exclude foods that a child attending the service may be allergic to, for example nuts.

Shouldn't all ECE teachers be trained in first aid? Isn't being first aid trained and able to respond to a choking child enough?

From 8 April 2021, an adult with a current first aid qualification must be present at all times for every 25 children attending the service. This doubles the number of adults required to be first aid trained. The current requirement of one adult for every 50 children (not to be confused by the requirement for a person responsible). Amending the 1:25 is sufficient to ensure the health and safety of children while they are attending the service in a way that is practical and not burdensome for services. Services may choose to have all their teachers trained in first aid.