Background

Contracts, tenders and food service agreements with suppliers

Schools may have contracts or lease agreements with canteen or food service providers, caterers, and/or vending machine suppliers.

Including a requirement for suppliers to provide and promote healthy foods and drinks in leases and contracts will:

help make your efforts in supporting healthy eating long term and embedded into your organisation’s procedures

help ensure food service providers in your organisation are committed to health and wellbeing

support food service providers wanting to make healthy changes

demonstrate your leadership and commitment to promoting healthy lifestyles.

This template is an example of how you can include the Victorian School Canteens and Other School Food Services Policy in tenders, contracts and leases with food service providers.

How to use this template

This policy template is editable, allowing you to make changes as required.

Each section includes instructions in a grey box that explain what to include in that section.

We have also provided content that you can use in your own policy. Any green text in pointy brackets **<like this>** indicates where you should add/edit/remove text to suit your school.

\*\* Please delete all instructions before finalising your contract \*\*

The School Canteens and Other School Food Services Policy

The Victorian Department of Education and Training’s *School Canteens and Other School Food Services Policy* (<https://www.education.vic.gov.au/school/teachers/health/Pages/canteendown.aspx>) helps schools to offer a variety of nutritious foods and drinks that makes it easy for students to choose healthy snacks and meals. The policy applies to all school food services, such as vending machines, classroom/curriculum activities, sports days, special events, external lunch order services from milk bars or breakfast clubs.

It is recommended for all Victorian schools, including Government, independent and Catholic schools.

The Policy categorises foods and drinks the following categories:

Everyday (Green)

Everyday foods and drinks should be included as the main choices available and be made available every day. As a general guide Everydayitems should ideally represent more than 50 per cent of the menu.

Typical foods found in this category are whole foods such as fresh fruit, wholegrain breads and cereals, lean cuts of meat, legumes, canteen made soups, and reduced fat dairy products.

Select Carefully (Amber)

Typical foods found in this category include commercially prepared pastas, noodles, soups, meat products, cakes, dairy desserts, and fruit juice. As a general guide, Select Carefullyitems should ideally represent less than 50 per cent of your menu items.

Occasionally (Red)

Foods and drinks in the Occasionallycategory are typically high in kilojoules, and added saturated fat, sugar or salt.Occasionallyitems should not be on the regular canteen menu or be regularly available in other areas of the school. Schools should limit the availability of these foods and drinks within the school to no more than two occasions per term.

Confectionery and high sugar content soft drinks should not be supplied through school food services at any time. This includes energy drinks and flavoured mineral waters with high sugar content.

Definitions

Healthy eating:Eating a wide variety of foods from the five food groups each day, in line with the recommendations of the Australian Dietary Guidelines. Healthy eating also means eating in a way that is socially and culturally appropriate, having regular meals and snacks and eating food to satisfy hunger, appetite and energy needs.

Everyone needs food to provide the right balance of vitamins, minerals and nutrients (like protein, carbohydrate and fats) to feel energised and to help them grow and stay healthy. The meals we eat and the drinks we drink satisfy hunger and thirst throughout the day as well as fuel the body. Preparing and sharing meals with friends, family or community is a significant way to build relationships and is an important part of our culture.

Oral health:Defined as ‘eating, speaking and socialising without pain, discomfort or embarrassment’.

Purpose

In this section you should discuss the purpose for having a contract, tender and/or food service agreement with suppliers, including why your school identifies healthy eating and oral health as vital in the school environment.

Our school is committed to providing healthier food and drinks for the school community and complying with requirements of the Victorian Department of Education and Training’s (DET) *School Canteens and Other School Food Services Policy* (<https://www.education.vic.gov.au/school/teachers/health/Pages/canteendown.aspx>).

<SCHOOL NAME’s> leadership and staff acknowledge the importance of healthy eating and oral health behaviours, which contribute to good health and overall wellbeing. The Australian Dietary Guidelines (<https://www.eatforhealth.gov.au>) establish the basis for a healthy eating approach. A key message of the guidelines is to enjoy a wide variety of nutritious foods every day.

Commitment

It is important to include the specific ways you will meet the commitments you have already listed above, by spelling out the related procedures and the responsible person. This helps to ensure you take on a whole of school approach and reinforce the nutrition messages being taught in the classroom by modelling healthier food and drink choices that are tasty, interesting and affordable across all school activities. This can support students to make informed decisions about their health and wellbeing by influencing food choices by students at school and in the wider community, and help to equip students with the knowledge to continue to make healthy choices throughout their adult lives.

<SCHOOL NAME> recognises that every member of our school community has an impact on students’ health, and can contribute to creating an environment that promotes healthy eating and good oral health. All members of our school community including canteen/food service staff, parents and school staff can be positive role models and champions to endorse health promotion in schools. <SCHOOL NAME>will work with local health professionals, services, businesses or agencies where possible, to support staff, students and families to promote healthy eating.

<SCHOOL NAME>and <insert name of school canteen/food service/vending/catering provider> will work together to support healthy eating by adopting a whole school approach. Consistent messages can be promoted through the curriculum, social and physical environments.

Food service agreement

<SCHOOL NAME>recognises the importance of healthy eating in promoting health and wellbeing and is committed to supporting employees, contractors, volunteers, clients and visitors to make healthy food and drink choices.

<SCHOOL NAME>is implementing the School Canteens and Other School Food Services Policy (<https://www.education.vic.gov.au/school/teachers/health/Pages/canteendown.aspx>), which classify foods and drinks as Everyday (GREEN), Select Carefully (Amber), Occasionally (RED) or Confectionary and high sugar content soft drinks according to their nutritional value.

As part of this contract, <SCHOOL NAME> requires <insert name of school canteen/food service/vending/catering provider> to meet the following requirements:

Include or modify the following points as required

* provide a food service to the school community that:
  + meets their nutritional needs
  + promotes healthy food as a part of a whole school approach
  + prepares and stores food in a safe manner
  + is affordable and financially sustainable.
* include at least 50% Everyday (GREEN) food and drinks
* not include food and drinks categorised as Occasionally (RED), as they are not recommended for school food services
* not include any confectionary and high sugar content soft drinks.

In addition:

<SCHOOL NAME> will monitor compliance with these points <insert a time period, such as every 1/3/6/12 months>, and if compliance is not found to be satisfactory the following actions will be taken:

<provide options such as a warning will be issued, monetary penalty, etc.>

Related documents

External documents

Include the names and links to external documents that support your healthy eating and oral health policy.

We’ve provided some suggestions below, which you can edit as required.

School Canteen and Other School Food Service Policy (Department of Education and Training)  
<https://www.education.vic.gov.au/school/teachers/health/Pages/canteendown.aspx>

Australian Dietary Guidelines (National Health and Medical Research Council)  
<https://www.eatforhealth.gov.au/guidelines/australian-dietary-guidelines-1-5>

School policy and advisory guide: health education approaches (Department of Education and Training)  
<https://www.education.vic.gov.au/school/principals/spag/curriculum/pages/health.aspx>

Oral health messages for the Australian public (National Oral Health Promotion Clearing House)  
<https://www.adelaide.edu.au/arcpoh/oral-health-promotion/resources/national-consensus-workshop>

Related <SCHOOL NAME> policies

Include the names of other policies in your school that relate to healthy eating.

We’ve provided some suggestions below, which you can edit as required.

* physical activity policy
* anaphylaxis/food allergies policy
* water policy
* food safety policy
* fundraising policy
* school camp policy
* staff health and wellbeing policy

Monitoring and review

It is important to include a final section that states how often the policy is to be reviewed and monitored, and who is responsible for doing this.

The school canteen contract will be monitored and reviewed by the staff, school council, student representatives and the health and wellbeing team at least<insert time frame, eg “every year”>.

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name), of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(retail food service/vending/catering provider), agree to provide foods and drinks in line with the Victorian School Canteens and Other School Food Services Policy throughout the duration of this contract.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(provider)

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(customer)

Endorsed by school council:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Next review date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_