This self-assessment tool is designed for schools to review their current implementation of the Fresh Tastes @ School - NSW Healthy School Canteen Strategy.

The tool can be used by all school canteens regardless of their method of operation and applies to the sale of food and drinks from the school canteen and any vending machine on site.

The tool is divided into three sections:

**SECTION A - STRATEGY IMPLEMENTATION REVIEW**

**SECTION B – SUGGESTED ACTION PLAN**

**SECTION C - SUPPORT INFORMATION**

The principal is responsible for the operation of a school canteen and its compliance with the Fresh Tastes @ School - NSW Healthy School Canteen Strategy. It is suggested that this tool be completed by the school principal, in consultation with the canteen operator. Section C contains information that may assist principals in completing the Sections A and B.

The self-assessment tool and action plan should be revisited and updated as implementation progresses.

**SECTION A - STRATEGY IMPLEMENTATION**

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<th>Working on challenges/ issues</th>
<th>Implementation is complete</th>
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<td>1. Sugar Sweetened drinks</td>
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<td>1.1 Sugar sweetened drinks containing over 300kJ or 100mg of sodium per serve are not available from the school canteen.</td>
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2. Canteen Menu

2.1 Foods categorised as GREEN according to the *Canteen Menu Planning Guide* dominate the school’s canteen menu. *(See Section C 2.1 Green foods for details of specific foods.)*
2.2 GREEN food and drinks are actively encouraged and promoted.

2.3 Foods categorised as AMBER, according to the Canteen Menu Planning Guide, do not dominate the menu. They are:
   - not actively promoted
   - available only in small serving sizes
   - priced to make them less appealing.

2.4 All commercially prepared canteen foods are assessed according to The Canteen Menu Planning Guide and, if required, The 'Occasional' Food Criteria Table.

2.5 Foods categorised as RED according to the Canteen Menu Planning Guide or The Occasional Food Criteria are not available from the school's canteen or vending machines, except on designated 'occasional' days.
   RED foods include:
   - confectionary - all types
   - deep fried foods - all types
   - savoury snack foods and biscuits (assess against criteria)
   - ice creams - chocolate coated and premium ice creams (assess against criteria)
   - cakes, muffins, sweet pastries and slices (assess against criteria).
   (See Section C 2.5 for information about assessing individual food items.)

   Any comments?

3. ‘Occasional’ days

   The canteen has no more than two designated ‘occasional’ days per term when RED foods are sold.

   Any comments?

4. Fundraising

   Fundraising activities that involve the canteen, in any way, meet the requirements of the Fresh Tastes @ School -NSW Healthy School Canteen Strategy.
   (See Section C 4: Fundraising for more details.)
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<th>Challenges encountered</th>
<th>Working on challenges/ issues</th>
<th>Implementation is complete</th>
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</table>

Any comments?

5. **Other school activities**

Activities auspiced by the school that involve the canteen, in any way, meet the requirements of the Fresh Tastes @ School - NSW Healthy School Canteen Strategy.

Any comments?

Attach a printed copy of the school’s current canteen menu (including snacks and specials). The menu should be consistent with the food and drinks that are available for sale over the counter, on a regular basis, or from the school’s vending machines.

For any actions ticked ‘not yet started’, ‘in progress’ or ‘challenges encountered’, attach the *Canteen Action Planner* (Section B or template found on *Fresh Tastes Tool Kit CD Rom*), to show what planning has taken place to meet the requirements of the Strategy.

School:

........................................................................................................

........................................................................................................

Principal (name)

........................................

(Date)
### Canteen Action Planner

<table>
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<tr>
<th>Issue</th>
<th>Options</th>
<th>Preferred option/s</th>
<th>Strategies</th>
<th>Timeline</th>
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## SECTION C – SUPPORT INFORMATION

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<tr>
<th>2.1</th>
<th>GREEN foods</th>
<th>According to the <em>Canteen Menu Planning Guide</em>, schools are required to “Fill the menu” with GREEN food items. This means that the majority of the menu should consist of GREEN food and drink items.</th>
</tr>
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## 1.1 1.2 Sugar Sweetened Drink Ban

From the beginning of Term 1, 2007, all sugar sweetened drinks over 300kJ per serve, or more than 100mg Sodium per serve, are banned from sale in Department of Education and Training school canteens and school vending machines. The Association of Independent Schools of NSW and the Catholic Education Commission support the implementation of this objective, and encourage it in their sectors.

The ban includes: soft drinks, energy drinks, fruit drinks, flavoured mineral waters, sports drinks, cordials, iced teas, sweetened waters, sports waters, flavoured crushed ice drinks.

The ban does NOT apply to milk drinks, soy drinks, 99% fruit juices, or artificially sweetened drinks.

If in doubt about a specific product, the nutrient information panel on the product should be compared to the energy and sodium criteria provided in the *Sugar Sweetened Drink Ban* flyer.

The Coordinator School Canteens Project (phone number: 9244 5502) and the Healthy Kids School Canteen Association (Phone number: 9876 1300, toll free number: 1300 724 850) are also able to assist all schools in NSW.

For all schools in NSW:

Refer to *Sugar Sweetened Drink Ban* flyer (inserted into Fresh Tastes @ School Newsletter Edition 5)


Department of Education and Training schools please refer to Memorandum DN/06/00273 – *In Principal*, 1 Sept 2006, Week 7, Term 3


## 2. Canteen Menu

The Healthy School Canteen Strategy is mandatory for all NSW government schools. The Association of Independent Schools of NSW and the Catholic Education Commission have endorsed the Healthy School Canteen Strategy and encourage all schools in the Catholic and Independent sector to implement the Strategy.

All schools can view the Healthy School Canteen Strategy at:


The *Canteen Menu Planning Guide* forms the basis of the Healthy School Canteen Strategy. This is available for all schools to view at:


The Canteen Menu Planner is a visual model which can help schools plan their canteen menus. It is divided into three categories: RED, AMBER and GREEN.

RED foods should only be made available ‘Occasionally’ - no more than two times per term.

AMBER foods - ‘Select carefully’. These foods should not be allowed to dominate the menu. They should not be promoted and large serving sizes.

GREEN foods should ‘Fill the menu’. GREEN foods should be encouraged and promoted.

---

The Coordinator School Canteens Project (phone number: 9244 5502) and the Healthy Kids School Canteen Association (Phone number: 9876 1300, toll free number: 1300 724 850) are also able to assist all schools in NSW.

For all schools in NSW:

Refer to *Sugar Sweetened Drink Ban* flyer (inserted into Fresh Tastes @ School Newsletter Edition 5)


Department of Education and Training schools please refer to Memorandum DN/06/00273 – *In Principal*, 1 Sept 2006, Week 7, Term 3

• cereal foods e.g. some breakfast foods (high in fibre and low in saturated fat and added sugar)
• breads – all types
• fruit
• vegetables
• legumes e.g. all forms of prepared beans
• reduced fat dairy products e.g. milk (plain and flavoured milk)
• lean meat, fish, poultry, eggs, nuts
• water
• 99% fruit juice - 200ml or less
• 99% high fibre fruit juices - 250ml or less
• 99% fruit juice frozen crushed ice drinks - 200ml or less

To view a comprehensive list of appropriate foods, all schools should refer to the ‘Ready Reckoner’ in Canteen Menu Planning Guide Pages 7 - 8 and 19 - 24 for more information regarding GREEN foods.

2.2 Marketing and Promotion of GREEN foods

The Canteen Menu Planning Guide states that GREEN food and drink items should be encouraged and promoted. This could be:
- actively marketing these foods e.g. posters, food display, specials
- including them in meal deals
- pricing GREEN items competitively e.g. reduced mark-up on these foods.

For more information on marketing and promotional ideas, all schools can refer to:
• Fresh Tastes Tool Kit Page 46 - 47
• Promotional Hints and Tips section of Fresh Ideas for a Healthy School Canteen folder

2.3 AMBER foods

The Canteen Menu Planning Guide states to ‘Select Carefully’ AMBER foods.

These foods should:
• not be allowed to dominate the menu
• not be actively promoted
• be available only in small serve sizes
• be available on a limited basis e.g. not all available daily
• be combined with green foods e.g. served with salads or offered in meal deals with green foods.

AMBER foods include:
• full fat dairy products
• some savoury commercial products
• some savoury snack foods
• some snack food bars
• processed meats
• some cakes/muffins/biscuits/slices
• some ice creams and ice blocks
• some drinks.

For more information regarding AMBER foods, all schools can refer to the ‘Ready Reckoner’ in Canteen Menu Planning Guide Pages 9 - 10 and 19 - 24
### 2.4 Commercially packaged foods
Commercial foods are those that are not prepared by the canteen and are packaged by the manufacturer or distributor for sale. Commercial foods need to include foods such as pies from the local pie shop.

The nutritional information panel on all commercially pre-packaged foods should be assessed according to the *Canteen Menu Planning Guide* and, if required, The Occasional Food Criteria Table (Page 13 of the *Canteen Menu Planning Guide*).


### 2.5 RED 'Occasional' foods
RED foods include:
- all types of confectionary (including cough lollies, carob lollies, yoghurt lollies etc)
- all types of deep fried foods
- chocolate coated and premium ice creams
- doughnuts, cream filled buns, croissants,

The following items will need to be individually assessed against The Occasional Food Criteria found on page 13 of the *Canteen Menu Planner Guide* to determine if they are RED foods.
- savoury snack foods and biscuits
- ice creams and milk based ice confections and desserts
- cakes, muffins, pastries & slices
- crumbed and coated foods
- snack foods bars and sweet biscuits
- savoury pastries, pizzas, oven baked products.
- sugar sweetened drinks and ices

Any food item which exceeds the specified energy, saturated fat or sodium limit, listed on the table or contains less than the required fibre content, is an 'occasional' RED food.

Food categorised as RED cannot be sold on more than two occasions per term.

All schools can find more information on RED 'occasional' days on Page 11 of the *Canteen Menu Planning Guide*. This is available for all schools to view at: [http://www.schools.nsw.edu.au/media/downloads/schoolsweb/studentsupport/studentwelling/schoolcanteen/cmpguide2.pdf](http://www.schools.nsw.edu.au/media/downloads/schoolsweb/studentsupport/studentwelling/schoolcanteen/cmpguide2.pdf)

### 3. RED 'Occasional' days
Occasional days are designated days within the school calendar which allow RED food and drinks to be available for sale from the school canteen.

As set out in the NSW Healthy School Canteen Strategy, Department of Education and Training schools are permitted to have no more than two designated RED days per school term. This includes all activities that involve the school canteen in any way. The Association of Independent Schools of NSW and the Catholic Education Commission support the implementation of this objective, and encourage it in their sectors.

### 4. Fundraising
Consistency across all areas in the school is a key component of the Strategy. Schools are encouraged to develop fundraising strategies that do not involve the provision of RED foods, in support of the Healthy School Canteens Strategy.

Any school fundraising activity, that involves the canteen in any way, must count the day of the activity as a designated RED ‘occasional’ day.

This applies to all activities that occur on school premises and involve the canteen, regardless of whether or not the activity occurs within school hours.
### 5. Other school activities

Any other activities, that are supported or promoted by Department of Education and Training schools, and involve the canteen in any way, must be consistent with the requirements of the strategy.

### 6. Fresh Tastes resources

- **The Canteen Menu Planning Guide** (green cover, spiral bound A4 book) provides specific information on the Canteen Menu Planner and the broad food and drink categories that are recommended for sale in canteens. It includes a CD-Rom.

- **Fresh Tastes Tool Kit** (blue cover, spiral bound A4 book) is a user friendly tool that assists schools in planning, promoting, managing, implementing and reviewing a Fresh Tastes canteen. Includes CD with templates and presentations.

- **Fresh Ideas for a Healthy School Canteen Folder** (A4 folder – green cover) is designed to give canteen staff and committees a central place to keep healthy recipes, promotional ideas, and food safety and hygiene materials.

- **Come into my Canteen** DVD features a range of canteens that have successfully implemented the Fresh Tastes Strategy.

All Department of Education and Training schools were sent two copies of the *Canteen Menu Planning Guide* and Tool kit, and one copy of the Fresh Ideas Folder.

All schools can view the resources, and they can be downloaded in PDF format, via the Department's School Canteens website:


They can also be viewed, downloaded or purchased, individually or as a set, from the NSW School Canteen Association via their website [http://www.schoolcanteens.com.au/](http://www.schoolcanteens.com.au/) or by phone: 9876 1300 or toll free number for outside Sydney: 1300 724 850

### 7. Additional support or information available

- **The Coordinator Healthy School Canteen Strategy** can provide phone advice to all schools on aspects of the Healthy Canteen Strategy, the policy and its implementation. In some instances, the project coordinator can visit the school and provide more specific advice regarding operational matters.

  **Contact details:**
  - Diane Backhausen
  - Student Wellbeing Unit, Student Welfare Directorate Telephone: 9244 5502
  - Fax: 9266 8098
  - Email: SchoolCanteens@det.nsw.edu.au

  **The Project Coordinator is available to support both government and non government schools.**

  **Healthy Kids School Canteen Association**
  - phone advice, “chat line” for online canteen queries, concerns
  - fact sheets on a range of topics such as volunteering, financial management
  - healthy menu ideas
  - Healthy Kids SCA Buyers guide which lists only registered AMBER and GREEN food and drink items (available on-line from homepage and hard copy)
  - Phone: 9876 1300, Toll free number (outer metro Sydney) 1300 724 850
  - Email: freshtastes@schoolcanteens.org.au

  **Area Health Service staff can provide:**
  - advice on specific food product selection
  - menu assessment
  - promotional and marketing ideas
  - opportunities to improve the knowledge and skills of canteen operators and network with other schools at canteen network meetings.
| 8. | **Leased Canteens** | All canteens in Department of Education and Training schools, regardless of their method of operation, must follow the Healthy School Canteen Strategy. This includes leased canteens.

When tendering for a canteen the potential lessee must supply evidence of how they will implement the Strategy (they must provide a prospective menu).

Any issues regarding a canteen operator not following any element of the Strategy should first be discussed with the canteen operator.

If unresolved, the issues should be formally set out in a letter to the contractor, as named in the Canteen License Agreement. The letter should clearly outline changes that need to occur, within a specified time frame, for the contractor to comply with the Strategy.

If the issue remains unresolved, The Project Coordinator and School and Regional Financial Operations (Finance Directorate) should be notified (9244 5586).

The Association of Independent Schools of NSW and the Catholic Education Commission will encourage the implementation of the Strategy with leased canteens in their sectors. |