
In addition to reviewing the types of foods and drinks offered for sale through the canteen, successful implementation of the strategy requires careful attention to a number of other matters.

While the checklist on the following pages identifies the key elements for success to achieve a healthy food supply in the canteen, it also identifies other areas in the school or preschool environment where food and drink is supplied. The committee can explore and discuss each one, identify areas for improvement and plan any changes needed.

If current practice meets the key element described, a tick should be entered in the 'yes' column. If it is not met or only partially met, comments need to be entered in the 'Areas that need improvement' column following committee discussion.

| Key elements of success | Yes | Areas that need improvement |
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| <p>Right Bite committee A functioning committee, eg with representation from the staff, school leader(s), children and students, and parents is operating in the school or preschool.</p> | | The committee consists of canteen volunteers. |
| The committee is well informed about the Right Bite strategy and has accessed all relevant resources. | | |
| The committee regularly communicates information to the school/preschool community about the Right Bite strategy and the school's or preschool's plans for change. | | |
| <p>Food supply (including canteen) Go to Section 5 of the Manual for more information on designing a Right Bite canteen menu. The majority of food and drink choices are from the GREEN category (check sales volume figures for canteens.)</p> | | |
| A limited range of food and drink items are from the AMBER category (less than from the GREEN category). | | |
| Foods fitting into the RED category have been removed. | | |
| Canteen staff are well informed about the Right Bite strategy and have access to information about healthier food products. | | |
| Healthier food choices are offered at prices students can afford. | | |
| The canteen prices healthier choices competitively. | | |
| The canteen has reliable, regular access to healthier food and drink products. | | |
| Fresh fruit and vegetables are offered daily on the menu, alone and as part of recipes. | | |
| Healthy snacks from the GREEN or AMBER category are offered. | | |
| Healthy choices are easy choices, conveniently placed and clearly visible to students when they enter the canteen (eg at front counter) and always available, with no or little waiting time. | | |
| Healthy choices (GREEN) are listed first on the menu. | | |
| Key elements of success | Yes | Areas that need improvement |

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| Vending machines stock only foods and drinks that fall into the GREEN or AMBER segments of the Food and Drink Spectrum. | | |
| The menu is planned with student input. | | |
| The canteen offers foods and drinks at breakfast, recess and lunch in response to the needs identified in the school. | | |
| The food supplied reflects healthy food choices from a variety of cultural backgrounds including those relevant to the specific school or preschool community. | | |
| Policy The school or preschool has a comprehensive food supply policy – Healthy Eating Policy – developed in consultation with the school or preschool community that includes information on all aspects of the Right Bite strategy for providing healthy food and drinks to children and students. | | |
| The policy is regularly reviewed and updated. | | |
| The Healthy Eating Policy includes details of how the site will: <ul style="list-style-type: none"> restrict access to foods of poor nutritional value (eg RED category foods and drinks) | | |
| <ul style="list-style-type: none"> reflect the <i>Dietary Guidelines for Children and Adolescents in Australia</i> and <i>The Australian Guide to Healthy Eating</i> in all food-related activities | | |
| <ul style="list-style-type: none"> allow time for children and students to eat lunch | | |
| <ul style="list-style-type: none"> include food and nutrition curriculum across the early, primary and middle years | | |
| <ul style="list-style-type: none"> provide opportunities for students to learn about, experience, practise and promote healthy food choices | | |
| <ul style="list-style-type: none"> address the issue of children and students who are hungry | | |
| <ul style="list-style-type: none"> offer a fruit and vegetable program | | |
| <ul style="list-style-type: none"> apply current food safety legislation | | |
| Key elements of success | Yes | Areas that need improvement |
| <ul style="list-style-type: none"> include and work with parents and families | | |

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| <ul style="list-style-type: none"> work with families to ensure a suitable food supply for children and students with food related health support plans | | |
| <ul style="list-style-type: none"> include and work with health partners | | |
| <ul style="list-style-type: none"> identify relevant links with industry groups | | |
| <ul style="list-style-type: none"> have a healthy eating policy reflecting the guidelines of the Right Bite strategy and include information on foods offered or sold, food service or canteen operations and management. | | |
| <p>School or preschool environment Children and students receive positive nutrition messages throughout the school or preschool that are consistent and reinforce each other.</p> | | |
| <p>The food supply, including canteen, models positive healthy eating consistent with nutrition education messages students have been learning in the classroom.</p> | | |
| <p>Catering and other food provision in the school or preschool is in line with the Right Bite guidelines eg staff meetings, events, excursions.</p> | | |
| <p>Rewards and encouragements for children are non-food related.</p> | | |
| <p>Packaging of menu items is minimised or environmentally friendly.</p> | | |
| <p>There is a simple system for recycling solid waste from the food service/kitchen or canteen.</p> | | |
| <p>The canteen or food service links in with a school vegetable garden and relevant classroom activities.</p> | | |
| <p>If desired, up to two occasions per term have been identified as occasions when food and drink from the RED category can be supplied by the school or preschool in situations as defined by the Right Bite strategy.</p> | | |
| <p>Promotion The canteen offers and actively promotes daily/weekly specials or 'meal deals' based on foods and drinks from the GREEN category.</p> | | |
| Key elements of success | Yes | Areas that need improvement |
| Feedback is sought from members of the school community when introducing new foods. | | |
| Healthier food choices are well promoted | | |

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| to students. | | |
| The menu is clearly displayed in the canteen and advertised to students, parents and carers. | | |
| Sponsorship and advertising Only products from the GREEN category are to be advertised or feature on equipment, merchandise or in sponsorship. | | |
| Fundraising Non food fundraising is encouraged. | | |
| Management issues for the canteen or food service. Standard procedures are available in a written form for all paid staff and volunteers. | | |
| Canteen/food service tasks are organised in the most efficient way. | | |
| There are enough serving areas to prevent long queues at recess and lunchtime. | | |
| Training and development is available for canteen or food service staff to assist them to provide and manage healthy menus. | | |
| Food safety and hygiene Food safety is a key part of the canteen or food service's operation. | | |
| The canteen manager/supervisor has obtained appropriate training in safe food handling to meet legislative requirements. | | |
| Key canteen/food service staff (paid or volunteer) have access to training to ensure food provision follows appropriate workplace hygiene procedures. | | |
| Foods are stored and served safely at the correct temperature. | | |
| The canteen/food service has a food safety plan. | | |
| Appropriate food safety and hygiene procedures are practised across the school or preschool environment. (This issue is included within the healthy eating and/or canteen policy). | | |
| Key elements of success | Yes | Areas that need improvement |
| Staff (where onsite canteen provided) There are enough staff (paid or volunteer) to run the canteen efficiently. | | |
| The staff have a clear understanding about their role in the canteen. | | |

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| <p>The canteen staff are valued and viewed as part of the school or preschool staff.</p> | | |
| <p>Equipment The canteen/food service has adequate equipment to prepare and serve foods and drinks in line with the Right Bite strategy.</p> | | |