

Section 1 Introduction

What is Smart Choices?

What is a Smart Choices tuckshop?

The *Smart Choices Tool Kit*

Background to Smart Choices

Smart Choices in the school environment

Smart Choices in the tuckshop



Introduction

Welcome to the *Smart Choices Tool Kit*. This resource package will assist schools to meet the requirements of *Smart Choices — Healthy Food and Drink Supply Strategy for Queensland Schools*. *Smart Choices* is essential background reading for this Tool Kit.

What is Smart Choices?

Smart Choices is all about offering healthy food and drink choices to students in Queensland schools. The strategy requires that schools offer students a range of healthy food and drinks, consistent with the *Australian Dietary Guidelines for Children and Adolescents*. Foods and drinks that lack nutritional value or are high in saturated fat and/or added sugar and/or salt may only be supplied by schools on two designated occasions per term. (Refer to page 7 for more information on Smart Choices in the school environment).

Healthy eating at school and at home will help to establish good eating habits from an early age that can be carried through life.

What is a Smart Choices tuckshop?

A Smart Choices tuckshop plays a very important role in the school. It can be viewed as the central hub or 'engine room' within the school that keeps students' 'fuel' supplies topped up and, in addition, supports social and learning objectives throughout the school. As an integral part of the school it has responsibilities beyond those of the corner store or takeaway food outlet.

A healthy school tuckshop models the positive nutrition messages that are taught in the classroom and may introduce students to new foods that they have not experienced. School tuckshops can also provide a substantial proportion of a child's daily nutritional intake if both lunch and snacks are regularly purchased from the school tuckshop.

The tuckshop should provide a high standard of food service with regard to nutrition, menu planning, hygiene and management.

A Smart Choices tuckshop should also:

- involve students and parents in decision making
- communicate well with the whole school community



- run efficiently and effectively
- comply with food safety and hygiene requirements
- promote healthy foods and seek customer feedback
- prepare and display food in a safe and appealing manner
- attract, keep and reward volunteers and paid staff.

The *Smart Choices Tool Kit*

Why a Tool Kit?

The *Smart Choices Tool Kit* is a user-friendly tool to assist schools to plan, promote, manage, implement and review Smart Choices in their school.

What is in the Tool Kit?

The *Smart Choices Tool Kit* is set out in seven sections.

Section 1 provides background information.

Section 2 provides information on ways to get ready for the process of moving to a Smart Choices tuckshop.

Section 3 provides ways of assessing the current situation.

Section 4 is concerned with planning for change.

Section 5 is about managing the change process and getting on with the job. There are tips and hints on managing staff, food, money and promotions in the tuckshop.

Section 6 is about keeping up the momentum and reviewing progress.

Section 7 contains the appendixes.

Sections 1–6 begin by outlining the key elements for success. This helps users to see what they are aiming for as they work through the material.

Case studies providing tips and ideas from schools that are working towards Smart Choices tuckshops are also included. The 'Check your progress' component at the end of sections helps with reviewing progress. Checklists and planning tools are provided as templates on the CD-ROM.

Background to Smart Choices

In recent years, Australia has seen increasing levels of overweight and obesity in children and young people. Overweight and obesity are usually a result of eating too much food, or the wrong type of food, combined with doing too little physical activity. In response to this issue, the Queensland Government has launched Eat Well, be active — healthy kids for life: action plan 2005–2008. The aim of this Action Plan is to achieve healthier weight in Queensland children and young people. A key initiative in this plan is the 'Fit and fuelled in schools' programs which incorporates the Smart Choices strategy. To download the Action Plan visit www.health.qld.gov.au

The Queensland Government has placed great importance on improving the healthiness of foods and drinks available in schools. This sends a strong message that good nutrition matters for all children and young people, as it helps them to grow and learn.

Two copies of *Smart Choices — Healthy Food and Drink Supply Strategy for Queensland Schools* were sent to all Queensland schools in July 2005. It is important to refer to this document while working through the Tool Kit.

The Food and Drink Spectrum on page 8 of *Smart Choices* is a visual model that shows where foods and drinks fit from foods offered 'occasionally' to those that should 'be encouraged and promoted'. It is based on the *Australian Dietary Guidelines for Children and Adolescents* and the *Australian Guide to Healthy Eating*. Foods and drinks have been classified into three categories: GREEN, AMBER and RED.

The definite line between the AMBER and RED categories emphasises the importance, under the Smart Choices strategy, of limiting the supply of foods in the RED category to two designated 'occasions' per term. (Refer to page 7 of *Smart Choices* for more information).

A set of nutrient criteria has been developed that covers the range of food and drink categories that may contain products that fit into the RED category. (Refer to page 15 of *Smart Choices* for the 'Occasional' Food and Drink Criteria Table).

Descriptions of the types of foods that fit into AMBER and GREEN are described on pages 9–12 of *Smart Choices*.

Smart Choices in the school environment

The intent of the Smart Choices strategy is to offer healthy food and drink choices to students in Queensland schools. The primary focus of the strategy is on the foods and drinks supplied by schools to their students. Supply includes those foods and drinks offered for sale to students. School staff are strongly encouraged to assist with implementation of the strategy by modelling healthy eating practices to students. The strategy does not apply to what foods or drinks students or staff bring from home.

As Smart Choices outlines, foods and drinks have been classified into three categories according to their nutritional value: GREEN, AMBER and RED. GREEN foods and drinks should be encouraged and promoted, AMBER foods and drinks should be selected carefully and RED foods and drinks should be limited in their supply to no more than two occasions per term. An occasion is any instance where food or drink is supplied to students by the school. In order to assist schools with multiple campuses to determine on which two occasions they may choose to supply RED food or drinks, schools should consider a primary campus to be one school and a secondary campus to be a second school.



Guiding principles for applying Smart Choices in the school environment

When applying the strategy to the whole of school environment schools should be guided by the following principles:

- profit should not come before student health and wellbeing
- focus of the strategy is on foods and drinks supplied to students rather than the wider community
- schools should take all opportunities to eliminate the promotion and supply of RED foods and drinks
- schools should take all opportunities to promote and model consistent messages about healthy eating practices.



Moving beyond the tuckshop to embrace healthy eating

Healthy eating practices should be actively supported across the whole school environment.

Vending machines

Vending machines which are accessible to students must not stock or advertise foods or drinks from the RED category. This includes vending machines in the school hall and sports complexes.

School excursions

Schools should only provide foods and drinks from the GREEN or AMBER category to students whilst they are on a school excursion. If RED foods or drinks are supplied to students, then the excursion would need to be counted as one of the two occasions per term when RED foods and drinks may be supplied. When supplying drinks, water, reduced fat milks and soy drinks are the best options.

If students are to purchase their own foods or drinks whilst on an excursion, they should be encouraged to purchase from suppliers offering healthy options.



School Camps

Due to the diverse range of camping arrangements that take place in schools, a school camp would not count as one of the two occasions per term when RED foods and drinks may be supplied. However, to provide optimum nutrition to students while on camp, the majority of food and drinks supplied by schools to students should be from the GREEN or AMBER categories. Every effort should be made to avoid supplying RED foods and drinks.

Food and drink rewards provided to students on camps must be from the GREEN or AMBER categories. This includes vouchers for foods or drinks.

When preparing camp menus, care should be taken to choose foods low in saturated fat, salt and added sugars. Water, reduced-fat milks and reduced-fat soy drinks are the best drinks for students on camp. Full-fat plain and flavoured milks and fruit juice should be selected carefully on the menu.

To cater for the additional energy requirements that young people may have while on camp, schools are encouraged to supply more serves of foods from the GREEN and AMBER categories.

Fundraising events focused on students

The strategy applies to fundraising events where students are directly engaged in the activity and/or are the main target for the activity (e.g. they take home the product, are involved in promoting and selling the product or tickets, or often consume the product).

Therefore, in relation to food drives (e.g. chocolates, pie and doughnut drives), foods from the RED category should only be used for fundraising if the fundraising

event is one of the two occasions per term when RED foods or drinks may be supplied by the school.

Schools are encouraged to consider fundraising drives that promote health and wellbeing. These could include seasonal fruits such as mangoes, freeze dried fruits, toothbrushes, healthy food cookbooks, sunscreen, and horticulture products. The Queensland Association of School Tuckshops (QAST) has developed a helpful resource for healthy fundraising. This resource 'Fresh Ideas for Fundraising' is available at: www.qast.org.au

Fundraising events focused on the wider community

Fundraising events targeted at the wider community such as race days, jazz nights, theatre restaurants and market days would not need to comply with the strategy. However, consideration should be given to providing healthy food and drink options at these events as a means of modelling to the community the school's commitment to healthy eating.

Rewards for students

Food and drink rewards provided to students, including vouchers for foods or drinks, must be from the GREEN or AMBER categories. Rewarding with confectionery or sugar sweetened drinks sends the wrong message and reinforces the RED foods or drinks which are already being consumed excessively by children and young people. Schools should consider other rewards such as stickers, certificates and recognition in school newsletters.

Food and drinks supplied by the school to students for a class party must be from the GREEN or AMBER category. If students are providing food and drinks





to share with classmates, they should be strongly encouraged to provide products from the GREEN or AMBER category.

School events focused on students including fetes, dances and musicals

The strategy applies to events such as the school fete, school discos, dances, speech nights and school musical/theatre productions, as the main target group for the sale of foods and drinks is students. Therefore, foods and drinks from the RED category should only be supplied at these events if the event is one of the two occasions per term when RED foods or drinks may be supplied by the school.

Special Occasions

As a school formal/graduation is a special occasion marking a significant milestone for a young person, the supply of RED foods and drinks on this occasion would not count as one of the two occasions per term when RED foods and drinks may be supplied by the school.

Curriculum Activities

There are many occasions when food and drink products are used in the primary and secondary curriculum. This includes cooking as part of units of work in the primary curriculum, Languages other than English (LOTE), Home Economics and Hospitality.

When applying the strategy to the primary curriculum schools should take every opportunity to promote healthy eating practices. Foods and drinks used in conjunction with the teaching of units of work should be from the GREEN or AMBER categories.

Where LOTE activities involve the supply of food and drinks to students (e.g. German Oktoberfest, French

Bastille Day) schools should ensure that the food and drink supplied fits the context of the cultural activity.

It is acknowledged that some foods and drinks used in curriculum experiences may come from the RED category. However, these foods and drinks should be supplied in small quantities.

Home Economics and Hospitality teachers are in an ideal position to model healthy eating practices and demonstrate, in a variety of ways, the importance of a healthy lifestyle. When engaging students in food- or drink-related activities, teachers should promote the notion that food and drink for a range of situations can be nutritious, tasty and attractive. Teachers should promote and use foods and drinks based on the *Australian Guide to Healthy Eating*. RED foods may be included if they are part of the curriculum experience, however, it is recommended that their use would be infrequent and in small quantities such as a 'taste-test' experience.

Food or drinks prepared by students, which are then supplied or sold to other students in the school, should be from the GREEN or AMBER category. If this food or drink is from the RED category, then this must count as one of the two occasions per term when RED foods and drinks may be supplied to students.

When undertaking hospitality studies, students may be required to work with a wide range of food and drink products. Food and drink products used and techniques and practices taught should match the vocational competencies being studied and must meet industry standards. It is acknowledged that this may sometimes involve the use of RED foods and drinks.

While the focus of the strategy is on the food and drink supplied to students, every opportunity should

be taken by hospitality students to model healthy eating when supplying food and drink to any function. Further information on applying the strategy to Home Economics and Hospitality can be accessed at www.heia.com.au/heiaq

Sporting Events and Clubs

In order to give consistent messages about the importance of combining physical activity with healthy eating, foods and drinks supplied at an individual school's sporting event should be from the GREEN or AMBER categories. If RED foods or drinks are supplied to students, then the event would need to be counted as one of the two occasions per term when RED foods and drinks may be supplied by the school. At district, regional, state and national school sporting events, every opportunity should be taken to eliminate the promotion and supply of RED foods and drinks.

For sporting clubs conducting regular events as a part of the school (e.g. school swimming club) all foods and drinks supplied at these events should be from the GREEN or AMBER categories. If RED foods or drinks are supplied to students at an event, then the event would need to be counted as one of the two occasions per term when RED foods and drinks may be supplied by the school.

Where an outside club or organisation uses school facilities (e.g. hall/fields) to run competitions/ events for the wider community, these organisations

should be made aware of the strategy and be strongly encouraged to sell healthy food and drink options at their canteen.

Breakfast Clubs

All foods and drinks supplied during breakfast programs must be from the GREEN or AMBER categories.

Smart Choices in the tuckshop

A process for planning and managing a Smart Choices tuckshop

There is more to becoming a Smart Choices tuckshop than changing the types of foods and drinks that are sold. Success also depends on good management and operational skills in the tuckshop. The process pictured (on page 12) shows the steps that can be taken in planning and managing change towards a Smart Choices tuckshop. It is a flexible process that can be tailored to meet the needs of each school. It can also be used to review and plan food and drink options across the whole school environment. If the school is currently operating a successful healthy tuckshop, the process can still be used to reflect on current practice and identify areas that can further support the Smart Choices strategy.

The steps in the process are described briefly on the following page.



Getting ready

Before taking action it is important to know what the Smart Choices strategy is about and communicate this to the whole school community. It is also recommended that each school establishes or consolidates a Smart Choices committee to plan and manage the change process in their school.

Assessing the current situation

The next step is to form a picture of the current situation in the tuckshop. This involves reviewing the tuckshop menu as well as looking at the management practices of the tuckshop and identifying areas that may need improvement. The Tuckshop Improvement Checklist on page 20 is designed to assist with this process. The checklist clearly identifies the key elements for success in the operation and management of a Smart Choices tuckshop.

Developing actions and alternatives

The Smart Choices committee can now decide on a plan of action. The Tuckshop Action Planner tool (page 26) will prompt discussion and provide a template to record decisions made by the committee about the tuckshop. These will relate to the areas for improvement identified in the previous step. Important menu planning considerations and practical tips for designing a Smart Choices menu are also covered. The committee needs to identify the best way to introduce new foods into the tuckshop to meet the needs of the school.

Getting on with the job

The organisation of staff, money, food and promotions all play a very important part in a successful school tuckshop. This Tool Kit provides a range of ideas to streamline organisation and workflow, manage stock, improve money management, promote healthier food choices and attract and keep paid staff and volunteers in the tuckshop.

Maintaining the momentum

It is always important to reflect on progress and to seek and incorporate feedback. Further actions and alternatives may need to be developed and applied, followed by further evaluation. A Smart Choices tuckshop is not static. It will be important to maintain the momentum to continue serving healthier choices to students.



Process for planning and managing change in a Smart Choices tuckshop

