



Thanks for engaging Sprout to run a Kids cooking class programme at your facility. Everything you need to know about the class regarding children safety and protocols is set out below to ensure that the children have an engaging, fun experience without comprising their safety. We ask that you pass this information on to those attending when booking a class to ensure that all safety requirements are met. Any attendee who does not meet these requirements will not be able to participate on the day.

If you have any questions, please email us at sprout@sprout.edu.au or call (08) 8443 4343

What should Children attending wear?

- Please ensure children are dressed wearing comfortable clothes covered shoulders, flat, closed shoes and long hair neatly tied back
- For safety reasons, open toed shoes are **strictly not permitted** in the cooking class environment

What should they bring?

- The kids will get time to enjoy the meals they prepare; however, they are welcome to bring a heatproof, airtight container to take home any leftovers
- They will be encouraged to ask lots of questions! At Sprout, we foster and facilitate an inclusive learning environment.

Sprout Sign in forms

A sign in form has been developed for use at all kid's classes. This is to be completed by a Sprout employee as children arrive at the start of every kid's class. The forms collect basic information such as child and guardian name, contact details, dietary requirements etc.

Parents / Guardians

Guardians are not required to stay at kid's classes and supervise their children and are encouraged not to interfere in the class. However, if a parent would like to stay and watch we ask them to observe from a distance.

Sprout Staff will bring with them Safety Kit / Cleaning Kit

There must always be at least one "Safety Kit" per 30 children at every kid cooking class. Every safety kit will contain:

- 1 x box SA Health food safety labels
- 1 x Hand sanitizer
- 1 x Hand wash
- 1 x Washing detergent
- 1 x Spray and wipe
- 1 x Roll Chux cloths



- 1 x Roll of paper towel
- 1 x Container gloves
- 1 x Adult Epipen
- 20 x Incident report forms
- 2 x Pens
- 1 x packet of zip ties
- 1 x Roll black tape
- 1 x First Aid kit with:
 - Bandages
 - Blue band aids
 - Burn-aid
 - Scissors
 - Cleansing wipes
 - Resuscitation face shield

Running Water

- Access to running water is required in order to comply with food hygiene standards, if for any reason running water cannot be provided, Sprout will provide a temporary solution. A large box of water must also accompany every safety kit at all kids' classes. This is to be used in a situation where running water is not available but immediately required, for example in a situation where an individual has received a burn or where there are no water facilities for handwashing.

Physical Safety

When setting up for cooking classes Sprout along with facility event organiser's must ensure potential hazards are limited. The following requirements must be met;

- Water cannot be left near electrical equipment or power sources
- Ensure all cables are taped down
- Ensure flooring is even and not slippery
- Ensure non-slip mats are used under chopping boards
- Ensure there is adequate space to move around the cooking benches without people bumping into one-another
- Ensure all trip hazards such as equipment tubs, cables etc are taped down or away from the cooking space

First aid

Sprout offers First Aid training to all Sprout Cooking Staff annually. There must be a minimum one employee at all kids cooking classes who has completed their first aid training.

Police Clearances

All Sprout staff facilitating kids cooking classes have DCSI screen checks



Incidents

If a child receives a cut or burn in a Sprout class, stop the class and attend to this immediately with appropriate first aid. If the cut or burn is not significant the child may resume the cooking class with appropriate precautions i.e gloves. If the cut or burn is severe or the child is upset, notify their guardian immediately.

If a child has an allergic reaction, attend to this immediately. The employee should stop the cooking class and ask another instructor to call for help, while they attend to the child. Notify the child's guardian once it is safe to do so.

In any situation where first aid is rendered, where a guardian is called or where a child is behaving inappropriately or unsafely and Sprout staff are forced to intervene an incident report form must be completed.

If a Sprout employee deems any incident serious enough to warrant emergency assistance, they will not hesitate to call 000 for emergency ambulance, police or fire assistance.

Behaviour

If a child is behaving dangerously, threatening other children or staff, or is being generally inappropriate, Sprout staff have the right to ask the child to behave safely. If the child does not respond accordingly Sprout staff are within their right to ask the child to sit out of the class for five minutes. If the child refuses, or upon returning they continue to misbehave the child must be removed from the class. The class must be stopped, all children must move away from the cooking bench and the child's guardian must be called to pick up their child.

An incident report form must be completed at the point where unsafe behaviour is noted irrespective of the outcome.

Number of children and ages

There must be one Sprout staff member to a maximum of 10 children at Sprout kids cooking classes.

All children taking part in the class must be five years or older.

If a child is younger than five years of age a Sprout staff member will inform the guardian that their child is too young to participate.



Dietary requirements:

All dietary requirements relating to a kids cooking class must be received 48 hours prior to commencement of the class.

A Sprout staff member will clarify if any dietary requirements exist when signing a child into the class. The Sprout staff member will ask:

- If the dietary requirement is an intolerance or allergy
- The severity of the allergic reaction
- If traces are acceptable
- If skin contact is acceptable
- If air-borne allergens are a problem

If a child requires an EpiPen, but does not have this with them, they are not to take part in the class, irrespective of whether the allergen is in the cooking class recipes or not.

If a child requires an EpiPen, the child must have it on themselves in an easily accessible location and Sprout staff members must see the EpiPen and be informed of its location.

If a child is having an anaphylactic reaction staff will not hesitate to use the child's EpiPen or the EpiPen supplied in the safety kit or if required, both.

No nuts are to be used in any kids cooking class, nor will they be in the vicinity.

Hygiene

Children's hygiene is fundamental to prevent the spreading of germs or possible cross contamination of allergens. All children must wash their hands before their cooking class with warm soapy water and then with hand sanitiser. If at any stage during the cooking class kids handle high risk foods such as raw meats, sneeze, cough or touch their mouths, noses etc. they must wash their hands again.

Terms, Conditions & Safety Policy

- Please carefully read Sprout's full terms, conditions and safety policy for attending cooking classes and events at the Sprout kitchen: www.sprout.edu.au/faqs