

Purpose/Background

It is the duty and responsibility of all employees, volunteers, and service providers to ensure that all of their activities, where food and food services are involved, meet and comply with RVS health and safety requirements as per Alberta Food Regulations. This procedure applies to any activities involving food and food services that are carried out in Rocky View Schools (RVS) facilities, on RVS grounds or at RVS sponsored activities.

Definition

Regular Food Service Provider: The use of a Food Service Provider more than three (3) times per school year.

PROCEDURE

1. Activities involving food and food services require administration to:
 - 1.1. Consider the risk to the consumer;
 - 1.2. identify the food service provider;
 - 1.3. source of foodstuffs as per the Healthy Eating Guidelines;
 - 1.4. ensure appropriate storage of food;
 - 1.5. ensure proper preparation of food;
 - 1.6. visually inspect food provided;
 - 1.7. provide an acceptable means of delivery of food products to the consumers; and
 - 1.8. ensure any divisionally operated food services follow up on health inspector recommendations.
2. Facilities utilizing approved regular service providers must adhere to the following procedural requirements.
3. For profit groups or business representatives who wish to provide food services, in any capacity, within an RVS facility or at an RVS event, must complete an Indemnification for RVS in addition to providing legal proof of current liability insurance with a minimum value of \$5 million.
 - 3.1. Two originals of the RVS provided indemnification statement must be signed and dated by the correct person of authority (of the Indemnifier) and returned to RVS Education Centre for signature of the Associate Superintendent of Business and Operations.
 - 3.2. A copy of the indemnification agreement will remain at the Education Centre. Both signed originals will be returned to the school; one for the school and one for Food Service Provider.
 - 3.2.1. (1) copy of proof of liability insurance will remain at the Education Centre and (1) copy will remain at the school for their record purposes and annual review.
 - 3.3. The Education Centre will be responsible to update a list of all approved regular food service providers for the Divisional schools.
 - 3.4. Any regular food service provider not on the approved list must first be approved by Community Partner Program Coordinator prior to accessing any services from that provider.

- 3.5. Franchise approvals are generally specific to a single location and will not be considered as a blanket coverage for all franchisees.
4. Facilities will be responsible for (see Alberta Food Regulation):
 - 4.1. Ensuring whether or not an indemnification agreement is required, in addition to safe practices for student kiosks, no-cost breakfast and snack programs.
 - 4.2. Ensuring terms within existing jurisdictional agreements, such as with Chartwells or similar food service provider are followed.
 - 4.3. Consider the risk to the consumer.
 - 4.4. Identify the approved food service provider (has completed the Food Safe Course) to staff.
 - 4.5. Source foodstuffs as per the AB Healthy Eating Guidelines and Alberta Food Regulations.
 - 4.6. Safe acquisition and delivery, effective and safe inspection prior to provision to consumers as per Alberta Food Regulations.
 - 4.7. Implement approved storage and handling procedures for food as per Alberta Food Regulations.
5. The School Administration, in consultation with the RVS Community Partner Program Coordinator will be responsible to annually review the accuracy of each indemnification agreement mandatory compliance to this procedure within their respective facility, and any other actions whether specified or not, that are undertaken by the service provider in participating in school activities.
6. The School Administration will be responsible to provide, in a timely manner, any updates, additions, and deletions to the list of approved regular service providers to the Education Centre, attention of the Community Partner Program Coordinator, to ensure accuracy and effectiveness.

Reference:

- AP5405 Alterations to School Buildings, Grounds or Other Division Facilities
- RVS Indemnification Agreement Form (to be created)
- Section 27(2) of the School Act - Operation of Schools - Commercial Ventures
- Risk assessment resources (Nikki - WORD doc) for the supplying and delivering of food products
- AB Healthy Eating Guideline
- AB Food Regulation
- RVS' School Nutritional Health
- Home Study Food Safety Course
- School Food Activities