**Client Information for Food from Home**

This document will help you prepare and pack any foods you are planning to bring in from home and to the Site. We have these guidelines in place to ensure that food consumed on site meets our food safety requirements, and we ask you to abide by them. If you have any concerns or questions about what is listed below, please speak to the Site you are attending to discuss.

**Food Storage Container**

* Containers should not be an old/recycled food container.
* Containers must be disposable and will not be returned.
* Food is to be stored in a sealable container as above or in original packaging.

**Food Labelling Requirements**

All food containers must be labelled with:

* Date made/prepared or in the case of store-bought food, the food must not be beyond its use by date.
* Name and description of food/meal
* Full name of the client
* Label to be placed on each food container and information must be legible

**Transport & Arrival Requirements**

* All cold/refrigerated food must be kept cold during transport, our recommendation is to have all food items stored in an esky with cold bricks. A sample temperature will be taken when you arrive onsite and must be 5 degrees or colder if it is to be accepted and stored in the Office of Sport kitchen.
* All fresh and cold/refrigerated meals must be consumed by the client within **48 hours** of the meal being prepared at home.
* All frozen/freezer food must be kept cold during transport. A sample temperature will be taken when you arrive onsite and must be -15°C or colder / alternatively frozen hard (FH).
* All hard frozen meals received have a shelf life of 3 months.
* Potentially hazardous foods that do not meet the above conditions will be disposed of and the parent contacted to discuss alternatives to safely provide food to the client.

Clients are asked not to share their food with other clients under any circumstance or to take food from other clients as each client has their own dietary requirements and to ensure there is no cross contamination. All clients are to abide by these requirements. Office of Sport employees will supervise all clients during mealtimes however it is the client’s responsibility not to share their food or take someone else’s food.

**Client Signoff**

I have read and accept the terms above concerning any food that I may bring on site for consumption on site. I indemnify the Office of Sport and its servants and agents from any claim howsoever arising from my or others’ consumption of food that I have brought on site. Please return this form to the Office of Sport Site it concerns.

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**Client name (printed)** **Date Signature**