



VSB SCHOOL FOOD EVENT CHECKLIST (FOR PRINCIPALS AND SCHOOL FOOD SPONSORS)

A VSB SCHOOL FOOD EVENT REQUIRES:

- ☐ A SPONSOR WITH A VALID FOOD SAFE LEVEL 1 CERTIFICATE FROM VANCOUVER COASTAL HEALTH

ALL FOOD PROVIDED OR SOLD TO STUDENTS AT SCHOOL MUST COMPLY WITH:

- | | |
|---|--|
| <input type="checkbox"/> 1. VCH (VANCOUVER
COASTAL HEALTH) FOOD SAFETY STANDARDS | <input type="checkbox"/> 2. VSB POLICY EF (HEALTHY LIVING AND THE PROVINCIAL GUIDELINES FOR
THE SALE OF FOOD & BEVERAGES IN BC SCHOOLS) |
| <input type="checkbox"/> 3. VSB BUSINESS REQUIREMENTS | <input type="checkbox"/> 4. VSB ENVIRONMENTAL SUSTAINABILITY PRACTICES |

1. FOOD SAFETY. A VSB SCHOOL FOOD EVENT REQUIRES:

- ☐ A WRITTEN FOOD SAFETY PLAN SUBMITTED TO THE SCHOOL PRINCIPAL
- ☐ A COMMUNICATION PLAN, APPROVED BY THE SCHOOL PRINCIPAL, IN THE EVENT THERE IS A CANADIAN FOOD INSPECTION AGENCY (CFIA) RECALL OR CONCERN FOR ANY OF THE FOOD SERVED TO STUDENTS
- ☐ A COPY OF COMMERCIAL GENERAL LIABILITY INSURANCE IN AMOUNT NOT LESS THAN \$5M (PROVIDED BY SUPPLIER)

A FOOD SAFE PLAN WILL IDENTIFY POTENTIAL HAZARDS THAT CAN CAUSE UNSAFE FOOD AT THE FOLLOWING CRITICAL STAGES:

- | | | |
|---|---|--|
| <input type="checkbox"/> CHOICE/MENU | <input type="checkbox"/> FOOD SERVICE | <input type="checkbox"/> PREPARATION (SUPPLIER) |
| <input type="checkbox"/> CLEAN UP AND DISPOSE | <input type="checkbox"/> STORAGE (PRE-DELIVERY) | <input type="checkbox"/> STORAGE (POST DELIVERY) |
| <input type="checkbox"/> TRANSPORTATION | <input type="checkbox"/> SANITATION | <input type="checkbox"/> PREPARATION (ON SITE) |

2. HEALTHY FOOD. A VSB SCHOOL FOOD EVENT REQUIRES:

- ☐ COMPLIANCE WITH THE PROVINCIAL GUIDELINES FOR SALE OF FOOD & BEVERAGES IN BC SCHOOLS (2013)

3. AFFORDABLE FOOD. WORK WITH A LICENSED COMPANY THAT MEETS THE FOLLOWING REQUIREMENTS:

☐ COMMERCIAL GENERAL LIABILITY INSURANCE
IN AN AMOUNT NOT LESS THAN \$5M

☐ AUTOMOBILE LIABILITY INSURANCE IN AN
AMOUNT NOT LESS THAN \$2M

☐ WORKERS' COMPENSATION INSURANCE
OR COVERAGE (WORKSAFEBC)

☐ A CITY OF VANCOUVER BUSINESS LICENSE

☐ VANCOUVER COASTAL HEALTH FOOD
PREMISE OPERATING PERMIT

☐ CRIMINAL RECORD CHECK OF ANY EMPLOYEE WITH
UNSUPERVISED ACCESS TO CHILDREN AT SCHOOL

☐ BUSINESS ID/BUSINESS UNIFORM
IDENTIFIABLE WHEN ON SCHOOL GROUNDS

☐ COMPLIANCE TO VSB POLICY REGARDING
VEHICLES ON THE SCHOOL GROUNDS

4. SUSTAINABLE FOOD. A VSB SCHOOL FOOD EVENT SHOULD CONSIDER:

☐ FOOD WITH MINIMAL
PACKAGING

☐ COMPOSTABLE OR
RECYCLABLE PACKAGING

☐ LOCAL AND
SEASONAL FOOD

*Lists are not all-inclusive. Some VSB Food Events may require additional regulation or compliance. See below.

RESOURCES

Food Safe Level 1 A person certified in Food Safe Level 1 will have the knowledge and skills to prepare a Food Safe Plan: www.vch.ca/your-environment/food-safety/

Food Operating Permit A Food Operating Permit from Vancouver Coastal Health is required when a school food event includes the general public. For example: School Fairs, Sports Tournaments: www.vch.ca/documents/temporary-event-coordinators-planning-guide.pdf

Provincial Guidelines for the Sale of Food & Beverages in BC Schools Healthy Eating Guidelines, Provincial Dietetic services and education support information available from the Provincial Healthy Living Website: www.healthyeatingatschool.ca/

VSB Policy EF Healthy Living: www.vsb.bc.ca/district-policy/ef-healthy-living

Food Allergies & Special Diets VSB does not provide an allergy-free food environment at school or cater to special diets. For information on the prevention and management of anaphylaxis refer to VSB Policy JHCCB-E-6: www.vsb.bc.ca/district-policy/jhccb-e-6-strategies-prevention-and-management-anaphylaxis-school-setting

Key Allergens CFIA Food Allergy Fact Sheets: www.inspection.gc.ca/food/information-for-consumers/fact-sheets-and-infographics/food-allergies/eng/1332442914456/1332442980290