[name of school/kura]

**YOUR LOGO HERE**

[*INSERT DATE*]

Procedure for the safe handling and distribution of surplus lunches and kai

**[*INSERT SCHOOL OR KURA NAME*]** commits to ensuring the wellbeing and safety of students, staff and others receiving surplus school lunches through the Ka Ora, Ka Ako | Healthy School Lunches programme. This plan supports **[*name of school or kura*]** to ensure food safety best practice.

The following steps outline procedures taken to ensure:

* the safe handling of surplus lunches for redistribution
* the safe handling and distribution of surplus lunches to [*insert recipients e.g. ākonga, parents, whānau, community*].

We will meet food safety obligations by undertaking the following actions:

[***List the actions to ensure food safety***. See Ka Ora, Ka Ako | Healthy School Lunches programme’s *Guidance on the safe handling and redistribution of surplus lunches, including sample procedures* for more information.]

Version: [INSERT DATE]