



Food, Nutrition and Kitchen Hygiene Policy and Procedure

The policy and procedure are in line with the requirements of:

- The Food Safety Act 1990
- The EYFS Safeguarding and Welfare requirements
- The Nutritional Guidelines for Early Years.

Aims

- To ensure that good food hygiene practices and legal requirements are followed and met in our setting by staff, volunteers and children.
- To provide healthy, balanced and nutritious food and drink.

Approach to Food

We are committed to offering healthy, nutritious and balanced meals and snacks, which meet the needs and requirements of children and which follow the Nutritional Guidelines for Early Years. The Manager will oversee the provision of food in the setting both regarding nutrition and food safety.

In accordance with The Food Premises (Registration) Regulations this setting is registered with the local authority's food safety team.

Policy Developed

School's Out Henleaze will liaise with parents, staff and children over individual needs and snack ideas.

Information On Food and Drink Provided

All snacks provided will be healthy, balanced and nutritious and in line with the Early Years Foundation Stage nutrition guidance and in line with the School Food Standards (see Appendix B).

Before a child starts, we gather information from the parent/cares about their child's dietary needs and preferences including: allergies; intolerances; religious faiths and beliefs; additional support needs and other special medical diets. This information will be stored securely and shared with staff on a need-to-know basis.

At School's Out Henleaze we provide and serve snacks and occasional food activities.



Special Dietary Requirements

Any snacks provided will take into account children's dietary needs. Parents/carers will be asked to complete the "dietary needs" section on KidsClub when registering their child with the setting. Individual dietary needs must be noted daily on the Special Needs List. This list will be regularly reviewed and be kept up to date.

Allergen Information

We have a legal responsibility to know which allergenic ingredients are present in the food we provide and to provide allergen information about the ingredients in the food which is prepared.

Drinks

Drinking water will always be available and accessible.

Structure, Equipment and Facilities

All rooms, tables and chairs used will be clean and in good repair, so as not to harbour bacteria and dirt.

Infant School: We will use the Dining Hall and sink in the kitchen for food preparation and washing of food items only. Where possible a separate sink will be used for hand washing and can be found in the school kitchen.

Junior School: We will use the school kitchen where possible to prepare food, wash up food items, and hand-washing. The Dining Hall will also be used if appropriate, and cleaned accordingly.

There are separate sinks for handwashing and washing up.

The cupboards used to store all equipment will be kept in a clean and organised way.

Appropriate refrigeration equipment will be available, kept clean and used appropriately.

Any broken or faulty kitchen equipment will be reported immediately to the Manager.

During mealtimes distractions will be minimised.



Management Of Food Allergies and Dietary Needs

We will use the information gathered at registration on diet to identify children who have food allergies, intolerances or medical conditions (e.g. coeliac disease).

- Ensure a health care plan is in place, with medication (as needed) and shared.
- Menu options will be planned to meet the child's food requirements, that also meet nutrition guidance standards.
- We will make sure that all staff working with a child are aware of each child's allergies or needs.
- Individual dietary needs will be noted on a list on the <insert location>. This list will be reviewed regularly and kept up to date.
- Ensure that staff know the signs of allergies and/or intolerances and how to take action.
- Staff to be made aware of the possibility of a reaction, when new foods are introduced to a child.
- Foods/menus will be clearly labelled with their ingredients, identifying allergens.
- Foods containing allergens will be stored separately from other foods.

Cross contamination is avoided by:

- Washing hands.
- Using colour coded equipment and utensils, or practices such as labelling a child's cup if they have a milk allergy.
- Having a separate preparation area for foods that are allergens
- Having clear rules on what foods visitors can bring to your setting.

If a food intolerance is suspected:

- We will work with parents/carers to keep a diary of foods eaten and any symptoms experienced.
- If needed a plan will be put in place.

Provision For Cultural and Dietary Preferences

We will use the information gathered at registration on diet to identify children who have specific food preferences or dietary needs according to cultural or religious beliefs.

Packed Lunch



We do not provide lunch for the children at holiday club and instead parents/carers will be asked to provide a packed lunch.

Lunch will be taken within four hours of the opening time. If lunch is taken later than four hours from opening time, packed lunches (labelled with the child's name) will be stored in a fridge.

Food provided from home needs to be in line with the healthy options provided at the setting, so children have consistent messages on healthy eating.

We will provide guidance to parents/carers

- Food brought from home should be checked for potential allergens to reduce the risk of cross contamination.
- The four food groups will be promoted to parents/carers: Fruit and vegetables; starchy carbohydrates; dairy or dairy alternatives; proteins.
- Food will be prepared in a way to reduce the risk of choking; it is important to avoid round shapes. Cut small fruits lengthways and if very young halve again. (e.g. grapes; raspberries; strawberries and cherry tomatoes)
- Clearly label their child's name on the lunch bag and detail the contents
- Lunch will be taken within four hours of the opening time. If lunch is taken later than four hours from opening time, packed lunches will be stored in a fridge if refrigeration is available
- Parents/carers are advised to pack the lunch container with an "ice pack" and to be careful to avoid using dairy or poultry products during hot weather. Advice regarding other food products to put in/avoid, will be given.

Celebrations and Special Occasions

We are happy to celebrate birthdays or other special events in collaboration with parents/carers. We would ask that any food items provided meet our food guidelines e.g. a platter of fruit to share. Alternatively non-edible items may be provided, e.g. stickers. Any food shared in the setting will be checked for potential allergens. Staff will discuss celebrations and any arrangements with parents and carers.

Procedure For Cooking Activities with Children

Cooking is a valuable learning experience and has many benefits including creating a positive relationship with food. It can be considered a high-risk activity and so a plan or a risk assessment will be needed. Staff that have undertaken food hygiene training will oversee the activity to ensure standards are maintained.

1. Children and staff will wash and dry their hands immediately prior to starting the cooking activity and dry them with a disposable paper towel (not a tea towel).
2. Staff will ensure that surfaces, utensils and equipment are clean before use. They will wipe down work surfaces (where food is to be prepared) with a kitchen cloth and an antibacterial surface cleanser. Surfaces will then be immediately dried to maintain dry conditions. Utensils will be stored in a clean container in a cupboard in the kitchen to avoid contamination after being washed.
3. A member of staff will supervise children throughout the cooking activity.
4. Children will not have unsupervised access to sharp cutting implements or the area where the oven is located. If sharp cutting implements are to be used, a risk assessment must be completed.
5. Cooking utensils etc. will be washed up straight after use (with hot water and detergent followed by rinsing) and dried immediately. Uneaten food will be discarded and surfaces wiped down with an antibacterial cleanser and dried with a clean, dry kitchen cloth or paper towel.
6. Uneaten food will be discarded and surfaces wiped down with an antibacterial cleanser and a kitchen cloth.
7. Any food that is to be saved until parents/carers collect their children will be stored appropriately, in the kitchen, which is inaccessible to the children.

Food for Play

A sensitive approach will be taken in relation to food being used for play. Children who are Muslim, Jewish, Rastafarian, vegetarian or vegan should not be given any food to play with that contains animal products.

Additionally, consideration needs to be given to children with allergies or medical needs.

Food for play may include dough, corn flour, jelly, pasta, rice, food colourings or flavourings.

- Food will be risk assessed for allergens
- Children will be supervised closely
- Staff will be alert to risks in food play e.g. choking
- Pulses will be only used where children are able to understand that uncooked, they may be poisonous
- Dried food used for play will be stored separately from food used for cooking
- Cornflour is mixed with water before being given for play
- Cornflour is to be discarded after use as there is a high risk of bacteria forming
- Playdough is to be made with cooked flour, as raw flour poses a risk of e-coli
- If a child or member of staff is allergic to any ingredients then an alternative will be used
- Utensils used will be washed after use



- All hands will be washed before and after the activity
- Food activities will be suspended during outbreaks of illness

Food Safety and Hygiene

We maintain the highest possible hygiene standards with regards to the purchase, storage and preparation of food and will follow procedures as set out below.

- In accordance with The Food Premises (Registration) Regulations, we are registered with the local authority's Food Safety Team
- The food lead and management will ensure that all hygiene standards are followed
- We follow the principles of Hazard Analysis and Critical Control Point (HACCP). This is the basis for Risk Assessment for purchase, storage, preparation and serving food to prevent growth of bacteria and food contamination

Kitchen

- We will use separate sinks for washing up and handwashing.
- The sink area will be cleared and cleaned in between uses.
- All equipment will be stored in the porch cupboard in a clean and organised way.
- Refrigeration equipment will be available, used appropriately and kept clean.
- Any broken or faulty kitchen equipment will be reported immediately to the Manager.

Food Hygiene Awareness and Training

All staff and volunteers who are involved in the preparation and handling of food at this setting, including cookery activities, will receive appropriate supervision and training in food hygiene. We will aim for this to be done by completing a basic food hygiene course, either in person or online, within the first three months of employment. Where this is not possible (for example in the case of parent helpers), we will ensure somebody in a supervisory position who holds an up-to-date food hygiene certificate, delivers in-house training prior to the person being involved with food in any way.

Local Authority Food Safety Officers do carry out spot checks at settings to make sure that they comply with food safety and hygiene.

Food Handling

All food will be prepared in the areas listed under Structure, Equipment and Facilities. If children are to be involved, the procedure for cooking activities with children will be followed (see below).

- Food will be obtained from a reputable source. We will ensure that packaging is clean and intact.
- Non-perishable food will be kept in a separate container/cupboard from general play equipment and resources.
- Utensils will be stored in a clean container or cupboard to avoid contamination after being washed.
- All fruit and vegetables will be thoroughly washed immediately prior to preparation.

Personal Hygiene

- Hands will be washed immediately prior to preparing food, using the sink specified for hand washing.
- Children will wash their hands immediately prior to eating and will sit at the area that has been cleaned and prepared for the food to be eaten from.
- Staff will keep themselves clean and let the Manager know of any illness or infections.
- Hair will be tied back and clothes will be clean when handling and preparing food.
- Wounds will be covered and jewellery will be restricted.

Temperature Control

- All perishable food e.g. milk, bread, fruit, vegetables and spreads will be kept in the refrigerator which is kept between 0-5 degrees.
- The fridge has a thermometer showing the temperature of the interior, and will be checked regularly.

Stock Rotation

- Stock will be rotated to prevent spoilage beyond the product shelf life.
- Use-by dates will be monitored and only in-date food will be used.
- Each Friday, the contents of the refrigerator will be checked and anything past the use-by date discarded.

Cleaning

We will ensure that surfaces and utensils are clean before use.

- We will wipe down work surfaces (where food is to be prepared) and tables (where food is to be eaten), with a kitchen cloth and an antibacterial surface cleanser. (Cloths used to clean in the kitchen **must not** be used anywhere else in the play setting, e.g., to clean up after an art activity).
- Surfaces will be immediately dried with a separate clean kitchen cloth or paper towel to maintain dry conditions.
- Utensils, plates and cups etc. will be washed up straight after use (with hot water and anti-bacterial detergent followed by rinsing) and immediately dried with a clean cloth.
- All surfaces will be wiped down with antibacterial cleanser and a kitchen cloth after use.
- Re-usable cloths will be thoroughly washed and dried in between tasks and not just when they look dirty.

Waste

Uneaten food will be discarded immediately, into the main bin.

Bins will be emptied regularly and rubbish taken to the bins.

Allergen information

We have a legal responsibility to know which allergenic ingredients are present in the food we provide and to provide allergen information about the ingredients in the food which is prepared.

Appendix B is the list of the 14 major allergens.

- When preparing any food, we will think carefully and read any labels about the ingredients within the recipe, to check if any allergens are present.
- We will put plans in place to ensure that any child with an allergy is not give any food/drink they are allergic to. Depending on the severity of the child's allergy, this may involve not serving these allergenic foods on the day(s) the child attends.
- In cases of severe allergies, this may involve excluding the use of these allergens altogether, even when the child is not present. This procedure is to avoid any possible cross contamination or exposure to the allergen.
- It is also important that parents keep us informed if their child develops any allergies or food intolerances during their time at the setting.



Emergency Health Information

In the event of any local or national health emergency, we will follow Government guidelines and will make sure all personal hygiene and cleaning routines are managed in line with this.

Appendix A

Food and Kitchen Hygiene Guidance

The Food Safety Act 1990 requires that everyone who handles or prepares food for public consumption is responsible for food hygiene and safety. The Act sets the standards for the safe handling and preparation of food to avoid the incidence of food poisoning. It does this through raising awareness and promoting good practice, specifically through training for food handlers and registration of premises.

The food provided at the setting should be low or medium risk foods, but there are still hazards to be aware of and controls to be put in practice.

The Food Safety Act 1990 states that if you sell or give away food at the premises, you are required to comply with the following requirements:

Hazards and Controls

In relation to operating a childcare setting, the hazards to safety and quality of food are likely to be limited to the following:

- Microbiological contamination (even if food products used by settings are not be susceptible to food poisoning organisms, spoilage organisms may grow if shelf life is not observed).
- Physical contamination (from dirt, debris etc).
- Physical damage (to the product or packaging).

Hazards can occur at any stage - from shopping to serving the food.

The controls that settings are required to implement to minimise the above hazards are summarised by the following headings:

- Structure, equipment and facilities.
- Food hygiene awareness and training.
- Food handling.
- Personal handling.
- Temperature control.
- Stock rotation.
- Cleaning.
- Waste.



School Food Standards

If the provision is run by a school, or run on school premises, then any food or drink provided must meet the School Food Standards. For more information go to:

<https://www.gov.uk/government/publications/school-food-standards-resources-for-schools>

<http://www.legislation.gov.uk/ukxi/2014/1603/contents/made>

Appendix B

The 14 Major Allergens

This list will be used to ensure that children are not given any foods containing an identified allergen.

Celery	This includes celery stalks, leaves and seeds and celeriac. It is often found in celery salt, salads, some meat products, soups and stock cubes.
Cereals containing gluten	This includes wheat (such as spelt and Khorasan wheat/Kamut), rye, barley and oats. It is often found in foods containing flour, such as some baking powders, batter, breadcrumbs, bread, cakes, couscous, meat products, pasta, pastry, sauces, soups and foods dusted with flour.
Crustaceans	This includes crabs, lobster, prawns and scampi. It is often found in shrimp paste used in Thai curries or salads.
Eggs	This is often found in cakes, some meat products, mayonnaise, mousses, pasta, quiche, sauces and foods brushed or glazed with egg.
Fish	This is often found in some fish sauces, pizzas, relishes, salad dressings, stock cubes and in Worcestershire sauce.
Lupin	This includes lupin seeds and flour, and can be found in some types of bread, pastries and pasta.
Milk	This is found in butter, cheese, cream, milk powders and yoghurt. It is often used in foods glazed with milk, powdered soups and sauces.
Molluscs	This includes mussels, land snails, squid and whelks. It is often found in oyster sauce or as an ingredient in fish stews.
Mustard	This includes liquid mustard, mustard powder and mustard seeds. It is often found in breads, curries, marinades, meat products, salad dressing, sauces and soups.

Nuts	This includes almonds, hazelnuts, walnuts, cashews, pecan nuts, Brazil nuts, pistachio nuts, macadamia or Queensland nuts. (These can be found in breads, biscuits, crackers, desserts, ice cream, marzipan almond paste), nut oils and sauces. Ground, crushed or flaked almonds are often used in Asian dishes such as curries or stir fries.
Peanuts	This can be found in biscuits, cakes, curries, desserts and sauces such as for satay. It is also found in groundnut oil and peanut flour.
Sesame seeds	This can be found in bread, breadsticks, humus, sesame oil and tahini (sesame paste).
Soya	This can be found in bean curd, edamame beans, miso paste, textured soya protein, soya flour or tofu. It is often used in some desserts, ice cream, meat products, sauces and vegetarian products.
Sulphur dioxide	This is often used as a preservative in dried fruit, meat products, soft drinks and vegetables as well as in wine and beer.

Further Information

<https://www.food.gov.uk/business-guidance/allergen-guidance-for-food-businesses#:~:text=The%2014%20allergens%20are%3A%20celery,and%20sulphites%20are%20at%20a>

<https://www.food.gov.uk/sites/default/files/media/document/top-allergy-types.pdf>