



Scalliwags Pre-School CIO

Health and Safety

Food Hygiene

(Including procedure for reporting food poisoning)

Policy statement

In our setting we provide and/or serve snacks for children. We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

We are registered as a food provider with the local authority Environmental Health Department.

We provide and / or serve food for children on the following basis:

- Snacks

Procedures for the Storing and Preparing of Food

- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in *Safer Food Better Business*.

The basis for this risk assessment applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All staff follow the guidelines of *Safer Food Better Business*. The Early Years Manager is responsible for ensuring that the requirements are implemented, including conducting the risk assessment in accordance with the method set out in *Safer Food Better Business*.
- At least one person has an in-date Food Hygiene Certificate. Their certificate is readily available for parents to view.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
- We use reliable suppliers for the food we purchase.

Scalliwags Pre-School CIO

The Village Hall, Bush Road, East Peckham, Kent, TN12 5LL

Telephone: 01892 835980 E-mail: admin@scalliwags.org

Registered Charity No. 1179340, Registered Ofsted No. 2686577



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- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould. Temperatures are checked daily to ensure that correct temperatures are being maintained.
- Food preparation areas are cleaned before use as well as after use.
- Food handlers wash hands and cover any cuts or abrasions before handling food.
- Food for specific dietary needs for religious or other reasons, such as vegetarianism, is prepared separately with no mixing of utensils when appropriate.
- Food is prepared before serving, and not done hours in advance to minimise the risk of contamination.
- All surfaces are clean and non-porous.
- All utensils, crockery etc are clean and stored appropriately.
- Food is not decanted but kept in original packaging so that use by dates can be monitored appropriately, with expired times to be discarded.
- Items are not stored on the floor. Floors are kept clear to allow for easy sweeping.
- Fruit and vegetables are washed thoroughly before serving.
- All food is checked prior to serving to ensure there are no signs of the food going out of date prior to the recommended time on the package.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have unsupervised access to the kitchen.
- Staff's own food and drink are kept in a separate area in the fridge.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - understand the importance of hand washing and simple hygiene rules
 - are kept away from hot surfaces and hot water; and
 - do not have unsupervised access to electrical equipment such as blenders etc.

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Procedure for the Serving of Food

Food is served in separate containers.

Staff acknowledge the risk that children with dietary restrictions may access the food of other children and take appropriate action to prevent this from happening through, for example:

- Having a list of children with dietary requirements displayed in the kitchen
- Using labelled place mats
- Other methods as agreed by the Early Years Manager

Tables are cleaned before and after with soapy water or other appropriate non-bleach product.

Staff assisting with the preparation and serving of food must wash their hands before and after, and cover any cuts. Hair should be tied back, and an apron worn.

Reporting of food poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the Setting, the Executive Manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted. Notification is made as soon as possible, and in any case within 14 days of the incident.

Food and Drink Provision

Policy statement

This Setting regards snack and meal times as an important part of the Setting's day. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack, we aim to provide nutritious food, which meets the children's individual dietary needs.

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Procedures

We follow these procedures to promote healthy eating in our setting:-

- Before a child starts to attend the Setting, we find out from parents their children's dietary needs and preferences, including any allergies. (See the Managing Children with Allergies policy).
- We record information about each child's dietary needs in her/his registration record and parents sign the record to signify that it is correct.
- We regularly consult with parents to ensure that our records of their children's dietary needs - including any allergies - are up-to-date. Parents sign the up-dated record to signify that it is correct.
- We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parents' wishes.
- We include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts. Lunch club parents are asked to supply packed lunches that do not contain any nuts or any other foods where children have severe allergies. See Policy: Managing Children with Allergies, or who are sick or Infectious.
- Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We organise snack times and lunch club so that they are social occasions in which children and staff participate.

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- We use snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the day.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.
- For children who drink milk, we provide semi skimmed milk.

This policy was adopted at a meeting of
Held on _____

(date)

Date to be reviewed _____

(date)

Signed on behalf of the management
committee _____

Name of signatory _____

Role of signatory _____

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