

# Food Safety Policy and Procedures

Ben Rhydding Pre-School

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Signed by Chairperson(s):



## Contents

Aim and objectives	3
Food preparation, storage and purchase	5
Food for play and cooking activities	9
Food planning and nutrition	11

## Aims and Objectives

### **Aim**

Our setting is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for food safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare requirements.

### **Objectives**

- We recognise that we have a corporate responsibility and duty of care for those who work in and receive a service from our provision, but individual employees and service users also have responsibility for ensuring their own safety as well as that of others. Safer Food Better Business for Caterers is the key means through which this is achieved.
- Our Health and Safety Policy is followed for general hygiene and safety in food preparation areas.
- We provide nutritionally sound snacks which promote health and reduce the risk of obesity and heart disease that may begin in childhood.
- We follow the main advice on dietary guidelines and the legal requirements for identifying food allergens (Allergen's Matrix) when planning snack based on these food groups:
  - milk and dairy products
  - cereals and grains
  - fresh fruit and vegetables.
- Following dietary guidelines to promote health also means taking account of guidelines to reduce risk of disease caused by unhealthy eating.
- Parents share information about their children's particular dietary needs with staff when they enrol their children and on an on-going basis with their key person and management team. This information is shared with all staff who are involved in the care of the child.
- Foods provided by the setting for children have any allergenic ingredients identified on the Allergen's Matrix.

- Care is taken to ensure that children with food allergies do not have contact with food products that they are allergic to.
- Risk assessments are conducted for each individual child who has a food allergy or specific dietary requirement.

### **Legal references**

Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs.

Food Information Regulations 2014

The Childcare Act 2006

### **Further guidance**

[Safer Food Better Business for Caterers](#) (Food Standards Agency)

## Food preparation, storage and purchase

### General

- All staff have up to date Level 2 Food Safety and Hygiene for Catering certificate and completed an Allergen's Course.
- The setting management team is responsible for ensuring that the requirements in Safer Food Better Business are implemented.
- One member of the management team completes Food Allergy Online Training CPD module every three years available at <http://allergytraining.food.gov.uk/>.
- The setting management team is responsible for overseeing the work of all food handlers to ensure hygiene and allergy procedures are complied with.
- Staff carry out daily opening/closing checks, monthly reviews and dated records of deep cleaning including the outside bin area.
- Twice daily fridge/freezer temperature checks are taken and recorded. Fridge temperatures are checked using a probe thermometer in lard which is wiped with hot soapy water between uses. The lard is replaced monthly and the probe is calibrated using boiling and freezing water. Fridge needs be kept between 1-5 degrees Celsius. If too cold turn the dial towards 1, is too warm, turn dial towards 5. The freezer needs to be kept below 18 degrees Celsius.
- The setting management team maintain a Food Allergy and Health Care plan and Risk Assessment for:
  - all children with known food allergies or dietary needs. This is reviewed at least once a term (the personal/medical details about the allergy or dietary needs remain in the child's file along with a copy of the risk assessment). This is clearly displayed for all staff and the risk assessment shared with all staff.
  - a record of snack along with any allergens is displayed on the parent notice board and sent within our admissions welcome pack.

- a copy of the Food Allergy Online Training CPD certificate is kept for all staff that have undertaken the training
- The setting management team is responsible for informing the Committee and Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as possible and within 14 days of the incident.

## **Purchasing and storing food**

- Food is purchased from reputable suppliers.
- Pre-packed food is checked for allergen ingredients and this information is communicated to parents through our allergen's matrix on the parent notice board.
- Parents are requested not to bring food that contains nuts. Staff check packets to make sure they do not contain nuts or nut products.
- Bulk buy is avoided where food may go out of date before use.
- All opened dried food stuffs are stored in airtight containers. Food that is decanted from packaging into containers includes the original packaging displaying sell by/use by dates and allergen information.
- Food is regularly checked for sell by/use by dates and any expired items are discarded.
- Items are not stored on the floor; floors are kept clear so they can be easily swept.
- Soft fruit and easily perishable vegetables are kept in the fridge at 1- 5 Celsius.
- Packaged frozen food should be used by use by dates.
- Freezers are defrosted every 3 months or according to the manufacturer's instructions.
- Staff's own food or drink should be kept on the top shelf of the fridge.
- Items in fridges must be regularly checked to ensure they are not past use by dates.

## **Preparation of food**

- Food handlers wash hands using hand soap (BS EN 1499 approved) and cover any cuts or abrasions before handling food.
- Hair must be tied up and gloves must be worn if staff have nail varnish on.
- Blue cloths are to be used in food preparation/serving areas.
- Apron to be worn at all times. Before use it must be wiped with hot soapy water then sprayed with anti-bac and left for 30 seconds.
- All kitchen surfaces and snack table are to be wiped with hot soapy water then sprayed with anti-bac and left for 30 seconds before use.
- Separate boards and knives are used for chopping food, the boards are colour coded.
- All vegetables and fruit are washed before preparing in a container.
- A separate toaster would be used for children with a wheat or gluten allergy.
- Food prepared for children with dietary needs is made first to prevent cross-contamination.
- Raw eggs are not to be given in any form, such as mousse or mayonnaise.

## **Serving Food**

- Staff risk assess the likelihood of children with dietary restrictions accessing the food of other children and must take appropriate action to prevent this from happening.
- Children with allergies/food preferences are not made to feel 'singled out' by the methods used to manage their allergy/food preference.

## **E.coli prevention**

Staff who are preparing and handling food, especially food that is not pre-prepared for consumption e.g. fruit and vegetables grown on the premises, must be aware of the potential spread of E.coli and must clean and store food in accordance with Safer Food, Better Business.

## Further guidance

Eat Better, Start Better (Action for Children 207) [www.foundationyears.org.uk/eat-better-start-better/](http://www.foundationyears.org.uk/eat-better-start-better/)

Safe Food Better Business [www.food.gov.uk/business-guidance/safer-food-better-business-sfbb](http://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb)



## Food for play and cooking activities

Some parents and staff may have strong views about food being used for play. It is important to be sensitive to these issues. For example, children who are Muslim, Jewish, Rastafarian, or who are vegetarian, should not be given any food to play with that contains animal products (Gelatine). Parents' views should be sought on this. In some cases, it is not appropriate to use food for play at all, particularly in times of austerity.

- Food for play may include dough, corn flour, pasta, rice, food colourings/flavourings.
- Food for play is risk assessed against the Allergens Matrix and is included in the written risk assessment undertaken for children with specific allergies.
- Staff are constantly alert to the potential hazards of food play, in particular choking hazards and signs of previously undetected allergies.
- Dried food that is used for play should be kept away from food used for cooking.
- Foods that are cooked and used for play, such as dough, have a limited shelf life.
- Cornflour is always mixed with water before given for play.
- Cornflower and cooked pasta are discarded after an activity; high risk of bacteria forming.
- Utensils used for play food are washed thoroughly after use.

### **Children's cooking activities**

- Before undertaking any cooking activity with children, members of staff should check for allergies and intolerances by checking children's records.
- Children are taught basic hygiene skills such as the need to wash hands thoroughly before handling food, and again after going to the toilet, blowing their nose or coughing.
- The area to be used for cooking is cleaned.
- Children should wear aprons that are used just for cooking. These are cleaned with hot soapy water, then with anti bac for 30 seconds before use.
- Utensils provided are for children to use only when cooking, including chopping/rolling boards, bowls, wooden spoons, jugs, and are stored in the kitchen.

- Members of staff encourage children to handle food in a hygienic manner.
- Food ready for cooking or cooling is not left uncovered.
- Food play activities are suspended during outbreaks of illness.

## **Food planning and nutrition**

Food supplied for children provides a healthy and balanced diet for healthy growth and development. Foods that contain any of 14 allergens identified by the FSA are identified on our matrix. The setting follows dietary guidance to promote health and reduce risk of disease caused by unhealthy eating. When planning snack, the setting management team ensure that:

- Foods that contain any of the 14 major allergens are identified on the allergens matrix that is displayed for parents.
- Parents share information about their children's particular dietary needs when they enrol their children. Any changes must be emailed to the office.
- Staff refer to the Eat Better, Start Better (Action for Children 2017) <https://foundationyears.org.uk/eat-better-start-better/>
- The children's dietary needs are displayed on the kitchen door.

## **Packed lunches**

Children have packed lunches, staff promote healthy eating, ensuring that parents are given advice and information about what is appropriate content for a child's lunch box. All packed lunches are kept in a designated fridge until lunchtime.

Children are encouraged to eat their carbohydrates and fruit/vegetables before any sugary items to encourage health eating.

## **Meeting dietary requirements**

Snack and mealtimes are an important part of the day. Eating represents a social time for children and adults and helps children to learn about healthy eating.

Staff are aware of children's dietary needs, allergies and any ethnic or cultural food preferences.

If a child has a known food allergy, procedure Allergies and food intolerance within the health policy is followed.

- Up-to-date information about individual children's dietary needs is displayed so that all staff and volunteers are fully informed.
- Staff ensure that children receive only food and drink that is consistent with their dietary needs and cultural or ethnic preferences, as well as their parent's wishes.
- Staff aim to include food from children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Through on-going discussion with parents and research reading by staff, staff obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, as well as about food allergies. Staff take account of this information when providing food and drink.
- All staff show sensitivity in providing for children's diets, allergies and cultural or ethnic food preferences. A child's diet or allergy is never used as a label for the child, they are not made to feel 'singled out' because of their diet, allergy or cultural/ethnic food preferences.
- Fresh drinking water is available throughout the day. Staff inform children how to obtain the drinking water and that they can ask for water at any time during the day.
- Meal and snack times are organised as social occasions.

## **Fussy/faddy eating**

- Children who are showing signs of 'fussy or faddy eating' are not forced to eat anything they do not want to.
- Staff recognise the signs that a child has had enough and remove uneaten food without comment.
- Children are not made to stay at the table after others have left if they refuse to eat certain items of food.
- Staff work in partnership with parents to support them with children who are showing signs of 'faddy or fussy eating' and sign post them to further advice, for example, How to Manage Simple Faddy Eating in Toddlers (Infant & Toddler Forum) <https://infantandtoddlerforum.org/health-and-childcare-professionals/factsheets/>