



## [Tickton Pre-school and Play Pals, Food Hygiene Policy \(Food and Drink\).](#)

[\(Including procedure for reporting food poisoning\)](#)

### Working in conjunction with the Early Years Foundation Stage Statutory Framework (EYFS).

Quality and Consistency.  
A Secure Foundation.  
Partnership Working.  
Equality of Opportunity.

Unique Child

Positive Partnerships

Enabling Environment

Learning and Developing

### Food and Drink (EYFS)

#### Policy statement

In our setting we provide and serve food for children on the following basis:

- Healthy snacks and healthy drinks (in line with 'Eat Better, Start Better.
- Packed lunches (lunches provided from home)

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of foods and drinks.

Children are provided with healthy, balanced and nutritious food and drinks.

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

Before a child is admitted to the setting we must obtain information about any special dietary requirements they may have, including food/drink preferences and food allergies and any special health requirements.

Fresh drinking water is available to children at all times.

As a setting we must act on information from parents and carers regarding a child's dietary needs.

Staff preparing and serving snacks must have a level 2 in food hygiene.

We must be adequately equipped to provide healthy food and drinks.

### **Procedures**

- 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 is risk assessment as it 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*.
- All staff follow the guidelines set out in *'Eat Better, Start Better'*
- At least one person has an in-date Food Hygiene Certificate.
- The kitchen area must remain clean and hygienic for the safe preparation of food.
- Practitioners serving snacks must check the 'allergy list' before serving food to children.
- We use 'Milton' as a suitable, safe serialising solution.
- A daily risk assessment check sheet is completed - this includes checks in the kitchen to ensure standards are met consistently.
- We use reliable suppliers for the food we purchase.
- 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.
- Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home. Children who attend 'morning wrap around care' must have their packed lunches stored in the pre-school fridge.
- All fridges and food storage cupboards have a cleaning rota and are cleaned and appropriately disinfected on a regular basis.

- Both pre-schools fridges contain a fridge thermometer to ensure that food is stored at the correct temperature.
- We expect all staff members to attend food hygiene training.
- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand-washing and for washing up.
- All cleaning products are stored on the bottom shelf in a COSHH box.
- All surfaces are clean and non-porous.
- All utensils, crockery etc are clean, non-porous and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- A healthy diet is a key factor in determining health in later life. Eating habits are established at a young age making the early years environment an ideal setting in which to influence children's diet. Children in early years and childcare settings should be given the opportunity to try, and to taste repeatedly, a wide range of nutritious foods.

Children are supported to wash their hands before all snack and meal times.

- Children do not have unsupervised access to the kitchen. 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

Independence skills are encouraged.

Cultural differences in eating habits are respected.

Individual dietary requirements (including food allergies) are respected

Children who bring packed lunches are encouraged to eat savoury and healthy items first.

Quantities offered take account of the ages of the children.

Children who are slow eaters are given time and not rushed.

### **Good Practice Guidelines for Mealtimes**

#### **Setting Up for Meal Times:**

- Tables are covered in wipe-clean tablecloth
- Plates are placed in the centre of the table with knives, forks, spoons, cups and a small jug of water.

#### **Clearing Up After Meals:**

All used equipment is placed on the trolley in washing up bowls to be washed appropriately in the kitchen area by a staff member.

Table cloths are wiped clean using Milton solution and blue cloths

Floor is swept and mopped with 'Titan Sport' solution

#### **Staff Training.**

We are committed to providing information/training to staff on healthy eating, oral health, food safety and health & safety.

#### **Breastfeeding:**

We support the promotion and practice of breastfeeding.

#### **Rewards:**

Children will be rewarded with praise and sometimes with stickers. Food & sweets will not be used as a reward.

#### **PANco (Physical and nutritional needs coordinator).**

Our PANco (Physical and nutritional needs co-ordinator) plans and researches all food stuffs given to children appropriately (see planning).

#### **Setting PANco – Sharon Haysom.**

- We ensure that staff sit with children during snack and meal times, so that mealtimes are a social occasion and remain safe.
- We regard snack and meal times as an important part of the settings session/day.

- Eating represents a social time for children and adults and helps children to learn about healthy eating.
- We have regard for the Allergen Awareness 2014 legislation and follow a system to record ingredients of all snacks prepared on site.
- We aim to meet the full requirements of the Early Years Foundation Stage.
- Before a child starts to attend the setting, we find out from parents their children's dietary needs, including any allergies. 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.
- 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 which is consistent with their dietary needs and their parents' wishes.
- We plan snacks/food in advance, trying out new foods where we can, taking note of which particular foods the children enjoy and reflect cultural diversity and variation.
- We display the menus of snacks/food for the information of parents.

- We provide nutritious food at all snack times, avoiding large quantities of fat, sugar and salt and artificial additives, preservatives and colourings.
- 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.
- 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.
- Staff set a good example and eat with the children and show good table manners. Meal and snack times are organised so that they are social occasions in which children and staff participate in small groups.
- During meals and snack times children are encouraged to use their manners and say 'please' and 'thank you' and conversation is encouraged.
- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils which are appropriate for their ages and stages of development and which take account of the eating practices in their cultures.

- We have fresh drinking water constantly available and accessible for the children. It is frequently offered to children and intake is monitored. In hot weather staff will encourage children to drink more water to keep them hydrated.
- We inform parents who provide food for their children about the storage facilities available in the setting.
- Adults will sit with children during meals to ensure safety and minimise risks. Where appropriate, age/stage discussions will also take place with all children about allergies and potential risks to make them aware of the dangers of sharing certain foods.
- For children who drink milk, we provide semi-skimmed pasteurised milk.
- Food hygiene matters are included in the induction training for new staff and as part of their training plan, all staff must complete the Food Hygiene: Level 2/3 qualification.
- We do not allow children to bring in sweets or cakes from home. Birthday cakes are allowed and this is discussed with children.
- In the very unlikely event of any food poisoning affecting two or more children on the premises, whether or not this may arise from food offered at the setting, we will inform Ofsted as soon as reasonably practical and in all cases within 14 days. We will also inform the relevant health agencies and follow any advice given.
- No child is ever left alone when eating/drinking to minimise the risk of choking
- Information specifically regarding our allergy policies and practices can be found in our 'Allergies policy'.

### **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 manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.

The Pre-School must notify Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as is reasonably practicable, but in any event within 14 days of the incident occurring. A registered provider, who fails to comply with this requirement, commits an offence.

### **Legal Framework**

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

### **Further guidance**

*Safer Food Better Business* (Food Standards Agency)

[www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcaterers](http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcaterers)

Eat Better start Better.