



Food Safety & Hygiene Policy

Date approved: -

Autumn Term 2023

Date to be reviewed: -

Autumn Term 2025

At our schools we regard snack and meal times as an important part of our day. Eating represents a social time for children and adults, and helps children to learn about healthy eating. We aim to provide nutritious food, which meets the children's individual dietary needs and maintains the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

General Procedures

- Before a child starts to attend our school we ask their parents about their dietary needs and preferences, including any allergies.
- We record information about each child's dietary needs on their individual SIMs profile and on our Medical Tracker software.
- We complete an individual Health Care Plan should those dietary needs involve allergies that require immediate medication.
- We facilitate a meeting between parents and the school cook to share individual dietary needs or allergies.
- We consult with parents on a termly basis to ensure that our records of their children's dietary needs, including any allergies, are up-to-date.
- We share individual children's dietary needs with relevant staff, students and volunteers so they are fully informed.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences.
- We plan menus in advance, involving children and parents in the planning where necessary.
- We display the menus of meals/snacks for parents to view.
- We provide nutritious food for all meals and snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.
- We include a variety of foods from the four main food groups: meat, fish and protein alternatives; dairy foods; grains, cereals and starch vegetables; and fruit and vegetables.
- 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 **do not allow nuts or nut products on the school premises**, and ask all parents to refrain from sending any foods containing nuts or nut products into school. We are especially vigilant where we have children who have known allergies to nuts.
- Through discussion with parents and research reading, we 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. We take account of this information in the provision of food and drinks.

- We provide a vegetarian alternative on days when meat or fish are offered and make every effort to ensure Halal meat or Kosher food is available for children who require it.
- We show sensitivity in providing for children's diets and allergies. We 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 use meal and snack times to help children to develop independence through making choices and feeding themselves.
- We provide children with utensils that are appropriate for their age and stage 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 accordance with parents' wishes, we offer children arriving early in the morning, and/or staying late, an appropriate meal or snack.
- Where children are required to bring packed lunches, we encourage parents to provide sandwiches with a healthy filling, fruit, and milk based deserts, and discourage the consumption of sweet drinks.
- We inform parents who provide food for their children about the storage facilities available in school setting.
- In order to protect children with food allergies, we discourage all children from sharing and swapping their food with one another.

Food Hygiene Procedures

- Our staff with responsibility for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP). The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- Our staff follow the guidelines of Safer Food, Better Business document from the Food Standards Agency (updated January 2020).
- All our staff who are involved in the regular preparation and handling of food have received training in food hygiene.
- Staff regularly responsible for food preparation and serving carry out daily opening and closing checks on the kitchen to ensure standards are met consistently (see appendix).
- 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.

- Food preparation areas are cleaned before and after use.
- There are separate facilities for hand-washing and for washing-up.
- All surfaces are clean and non-porous.
- All utensils, crockery etc. are clean and stored appropriately.
- 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.
- 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.
- 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 our setting we contact the Environmental Health Department to report the outbreak and comply with any investigation.
- We notify Ofsted within 14 days of any confirmed cases of food poisoning affecting two or more children looked after on the premises.

Legal framework

- Food Safety and Hygiene (England) Regulations 2013



Appendix

This form is to be used when providing snacks and meals. Enter a tick ✓ and initial if satisfactory. Enter N/A if not applicable. Enter X and initial if not satisfactory, and make a note below. Complete action taken and if problem is resolved, sign and date.

TO BE COMPLETED WHEN FOOD PREPARED DAILY

Opening checks date:

--	--	--	--	--

Personal hygiene:

- Hands washed.
- Clean clothes and apron.
- Hair tied back or use of hair / beard nets.

Fridge/freezer:

- Working properly.
- Temperature record.
- Raw and cooked food separate.

Equipment working:

- Cooker.
- Microwave.
- Kettle.
- Slow Cooker.
- Dishwasher.
- Hot water.
- Temperature probe.

Cloths clean:

- Dish.
- Surface.
- T-towels.

Food preparation:

Food allergies checked.

Food fresh and in-date.

Food temperature checked using probe where appropriate.

Packed lunches checked and used within 4 hours of preparation.

No physical, chemical or pest contamination of stored food.

Closing checks date:

--	--	--	--	--

Unused food put away correctly.

Leftover food and past sell-by-date food discarded.

Crockery and utensils washed up and put away dry.

Rubbish removed/bin cleaned.

Dirty cloths removed for washing and replaced.

Work surface clean and disinfected.

Floors clean.

Report any problem(s) here

--

Action taken

--

Further guidance

- Safer Food Better Business (Food Standards Agency 2020)
- This form is for providing snacks and/or packed lunches only. If providing full meals please use *Safer Food Better Business* opening and closing checks. Enter a tick ✓ and initial if satisfactory. Enter N/A if not applicable. Enter X and initial if not satisfactory, make a note below of action taken to resolve problem.



Appendix

TO BE COMPLETED FOR 'ONE OFF' FOOD PREPARATION

Date:

Hygiene:

Hands washed.

Clean apron.

Hair tied back.

Dish cloths clean.

Surfaces clean.

T-towels clean.

Appliances working:

Cooker.

Microwave.

Kettle.

Blender.

Dishwasher.

Fridge/freezer:

Working properly.

Temperature record.

Raw and cooked food separate.

Other:

Food allergies checked (see list).

Food fresh and in-date.

Packed lunches checked and used within 4 hours of preparation.

No physical, chemical or pest contamination of stored food.

Closing checks:

Unused food put away correctly.

Leftover food and past sell-by-date food discarded.

Crockery and utensils washed up and put away dry.

Rubbish removed/bin cleaned.

Dirty cloths removed.

Work surface clean and disinfected.

Floors clean.

Actions taken: