

# FOOD HYGIENE POLICY AND PROCEDURES FOR WHIZZ KIDS PRE-SCHOOL

(including procedure for reporting food poisoning)

## Policy statement

Our pre-school regards snack time, food tasting and lunch-club activities as an important part of our session. Eating represents a social time for children and adults and helps children to learn about healthy eating.

At snack and food tasting activities, we aim to provide nutritious food, which meets the children's individual dietary needs.

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.

## Procedures

We follow these procedures to promote healthy eating in our pre-school.

- Before a child starts to attend our pre-school, we find out from parents/carers their children's dietary needs and preferences, including any allergies. (Also see our Managing Children with Allergies or who are sick or infectious Policy and Procedures.)
- We record information about each child's dietary needs in their registration record and parents/carers sign the record to signify that it is correct.
- We regularly consult with parents/carers to ensure that our records of their children's dietary needs - including any allergies - are up to date. Parents/carers 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 display the menus of snacks and food tasting activities for the information of parents/carers.
- We provide nutritious food at snack time and food tasting activities, avoiding large quantities of saturated 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.
- We do not provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.
- Through discussion with parents/carers 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 their diet or allergy.
- We organise snack times so that they are social occasions in which children and staff participate.
- We use snack time to help children to develop independence through making choices, laying out the table, serving food and drink and feeding themselves.

- We provide children with utensils and tableware that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.
- We inform the children of the necessity to wash their hands before they begin eating.
- We have fresh drinking water available for the children at all times. We inform the children about how to obtain the water and that they can ask for water at any time during the session.
- We give parents/carers, who provide food for their children, information about suitable containers and storage.
- In order to protect children with food allergies, we have rules about children sharing and swapping their food with one another.
- For children who drink milk, we provide semi-skimmed milk.
- Food preparation areas are cleaned before use as well as 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.

## Lunch-club

Packed lunches are supplied by parents/carers for their children to attend lunch-club we:

- Encourage parents provide an ice-pack to keep perishable contents of packed lunches cool;
- Ensure that the children understand the need to wash their hands with soap and water before eating;
- Ensure that staff sit with children to eat their lunch so that the mealtime is a social occasion;
- When children take part in cooking activities, they:
  1. Are supervised at all times.
  2. Understand the importance of hand washing and simple hygiene rules.
  3. Are kept away from hot surfaces and hot water.
  4. Do not have unsupervised access to electrical equipment such as blenders etc.

## **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.
- When 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.
- 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.

## Legal framework

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

This policy and its procedures were adopted at a meeting between Mrs Terina Wilkinson and Mrs Sara Ward on 27<sup>th</sup> November 2019 and will be reviewed annually or sooner if necessary.

Signed by

Mrs Terina Wilkinson .....

Room 1 Manager

And

Mrs Sara Ward .....

Room 2 Manager