

## Food Safety Policy

### General

- Freshly cooked meals will be provided on a seasonal rotational basis with a 3-week menu cycle.
- Meals will be cooked in accordance with environmental health guidelines
- Menus will be displayed by the notice board in reception
- Fresh water will be available throughout the day in the children's room.
- Cultural, special and vegetarian diets will be catered for
- A selection of cereal and toast will be provided for those children requiring breakfast
- A healthy mid-morning snack will be provided
- A two course cooked meal will be served each lunchtime
- Afternoon tea will be a light meal
- Good table manners will be encouraged
- Children are encouraged to say 'please' and 'thank you'
- Cultural differences in eating habits are respected
- Children must not go into the kitchen with staff members unless the children are having a demonstration, in which case the kitchen will be cleared of any visible hazards

We must notify Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as possible but in any event within 14 days of the incident occurring.

All staff cooking and preparing the food must have an up to date Basic Food Hygiene certificate along with food Allergen training. They must also be aware and have signed the allergy procedure.

In case of an emergency the appropriate firefighting equipment must be situated in the kitchen and clearly labelled. In addition, a complete first aid kit must be present.

### Cooking

We will ensure that all foods are cooked thoroughly with particular attention to foods in the high risk food category.

- A probe thermometer is used to test the centre of all food to ensure the correct temperature has been reached. When reheating foods the centre should reach at least 75°C, remembering food must only be reheated once after it has cooled down. Food reheated twice is a health hazard. Before and after using the probe you must instantly clean it using the antibacterial probing wipes.

### **Storage**

- Refrigerators should have reliable thermometers and be checked daily by the chef to ensure that a temperature of 5°C is not exceeded
- Ladybirds and Butterflies are responsible for checking and recording their own fridge temperatures
- Cleaning chemicals are correctly labelled and kept away from food products, in a safe cupboard with a lock on.

### **Preparation**

During preparation the main aim is to protect food from any source of contamination.

- All work surfaces used for food preparation should be thoroughly clean and easily cleansable
- Always thoroughly clean and sanitise surfaces between use of raw foods and foods needing no further preparation or cooking. The use of separate coloured coded boards for meat, bread, fish, dairy and vegetables are an enforced procedure within the nursery kitchen. These colour codes are clearly labelled in the kitchen as a reminder
- Attention must be given to the preparation of foods for those children with allergies and special dietary requirements.
- Tap handles are an example of a place where cross contamination can occur, sanitise and rinse them between the uses of high risk foods
- All food equipment must be cleaned before use and must only be used for food and stored away from non-food items

### **Cleaning**

There is a cleaning procedure in the main kitchen which explains when and how to clean equipment etc.

### **Staff**

- Any staff member suffering from any form of food poisoning symptoms or ear, nose or throat infection should not handle foods until he/she has recovered
- There are separate hand basins in the kitchen for hand washing and food preparation. Both have hot and cold water taps. Soap dispensers are provided and disposable paper towels, washing facilities are in the kitchen for maximum hygiene
- Before preparing any food staff must always wash their hands thoroughly using soap and then dry them using a paper towel
- Any cuts or sores to hands should be properly covered with a blue waterproof plaster. If it is not possible to cover the wound the staff member should not handle food

### Appearance of staff involved in food preparation

- Nails should be short and clean, with no nail varnish on them
- Long hair should be tied back, jewellery should not be worn
- Staff must wear an apron and hat provided by the company, ensuring they are clean before being used. Where gloves are used for handling food these should be food-specific and disposable

### Staff preparing food outside the kitchen

- An anti-bacterial spray must be used on all surfaces to ensure the safe preparation and serving of food
- A table top/cover will be placed on all surfaces used for the consumption of and preparation of food, where this is not possible the table will have been anti bac cleaned before and after being used.
- Children will be encouraged and supported in washing their hands before eating or taking part in any activities involving the preparation of food
- Staff must wear disposable gloves and aprons specifically designed for food handling.

### Babies' bottles and drink

- Bottles **MUST** be labelled and stored in the fridge
- Once the bottle is heated the temperature of the milk inside must be tested on the adults wrist, if it's too hot for you it will burn the child
- Staff must wash their hands before preparing a bottle
- Milk can be stored in the refrigerator at a temperature between 0oC & 5oC for up to 24 hours
- The milk fridge is to be cleaned out at least every other week
- Feeds must not be reheated more than once and must be discarded one hour after removal from the refrigerator

### Healthy Eating

It is our aim to encourage and develop children's knowledge and skills in order that they are able to make informed choices about food and drink;

- Our free flow snack bar gives autonomy to the children in catering for their own needs
- Children will be offered a range of fruit. A choice between milk and water will also be offered.
- If your child is bringing in a packed lunch, it is preferable that he/she is given food of a healthy option to bring into nursery.

Please also be aware of any possible choking hazards. These include the removable caps of water bottles and fruit juice e.g. fruit shoots, which should be removed before placing the bottles in lunch boxes. All hard vegetables such as carrots should be cut into very small pieces. **Please do not put nuts, including peanut butter and nutella in your child's lunch box as we are a 'nut free zone'.**

Small children will often respond better to having a small amount of a variety of foods in their lunch box rather than one large item. An example of this could be:

- A small sandwich cut into bite sized pieces
- Dried fruit
- Fruit salad cut into bite size pieces
- Crackers or breadsticks
- Cheese squares
- Salad or vegetable items
- Yoghurt or fromage frais

**Keep all chocolate items to an absolute minimum and NO sweets please!**

• Due to health and safety reasons children should not arrive eating, and are not allowed to eat anything at any time other than snack or meal times. Occasionally children may sample food as part of experiencing new tastes, baking and cultural activities.

### Allergy Procedures

When a child attends Bell House Nursery with an allergy or intolerance to food, the following procedures will be followed;

- Parents will complete an 'Enrolment Form' detailing any medical and dietary requirements.
- If the child has an allergy then the parents will be asked to fill out a 'Details of Allergy Requirement' which informs us of the foods the child must avoid and the foods that they can eat. e.g. No concentrated egg, Can have cake.
- The Parents will also need to fill out an Allergy Form detailing what will happen if the child comes into contact with the allergen and what action we need to take.
- A member of management will fill out a risk assessment for each child that has an allergy.
- If the child requires medication the parents will also need to fill in a Long Term Medication Form, and supply the prescribed medication.
- An emergency contact form will be completed and attached to the Allergy Form
- These forms will be photocopied and added to the child's file as well as the 'Children's Allergies and Risk Assessment' file that are kept in each room and the kitchen.
- Management will review these every 6 months and the parents will be required to sign the updated sheet
- Details of the allergies will also be included on the 'All About Me' that the room fills in with parents.
- Allergy lists are reviewed every six months but they are updated as and when needed. These are displayed in the kitchen and in the nursery play rooms for all staff to be aware of children's allergies

- The staff in the room complete kitchen forms each morning to let the chef know how many children are in that day; including specific children with dietary requirements, separating them into preference or allergy.
- Each child has a placemat which are colour coded; green for normal diet, yellow for preference and red for allergy/intolerance. These placemats include a picture of the child, their name and a list of foods the child is not allowed to have
- The allergy meals are plated up separately on red plates and labelled with the child's name. This is then handed by the chef to the child's Room Leader or 2<sup>nd</sup> in Charge who will then be able to verify the meal is suitable and sign it over on the child's individual allergy signing sheet, which is kept in the child's individual file in the kitchen. Room Leaders and 2<sup>nd</sup> in charge's sit with the children who have allergies at all meal times.

**No food is given to a child unless there is a member of management on site.**

- Breakfast will be completed in the room with a member of management to witness and sign the child's allergy sheet.
- A member of staff will sit at the table with the child with allergies to ensure there's no cross-contamination during the course of the meal time.
- We will ensure we have plenty of homemade allergy meals made up in the freezer labelled with the child's name for emergencies.
- Any child that has an allergy will have their meal plated up on a red plate regardless of whether the allergen is present in the food or not, labelled with the child's name and what the meal consists of.

**We use a colour coded system for plates and bowls at Bell House Nursery;**

Green - Normal diet (no allergies or dietary requirements)

Yellow - Preference (vegetarian, religious requirement)

Red - Allergy (to be used for children with allergies)

## **Nut Free Policy**

Bell House Nursery is a nut free nursery.

None of the food or drink we give to the children contains any nuts and is cooked on the premises in our kitchen which is kept completely clear of nuts.

We ask the parents and staff to respect this policy as it can lead to a life threatening reaction for some children.

When bringing a packed lunch in for your child, please ensure you do not add items of food which contain nuts, for example peanut butter, Nutella or Kinder Buenos. All packed lunches are to be checked and signed in by the room leader or 2<sup>nd</sup> in charge when brought into nursery, checking for nut products.

If you would like to bring a birthday cake in for your child to share with their peers, please ensure it is a Nut Free cake. Unfortunately, if a cake has been made at home, or may contain traces of nuts, we will not be able to cut it up and give it to the children as this could cause an allergic reaction

Staff are only allowed to eat food brought in to the nursery in the staff room and not to bring it in to the children's rooms. Wash your hands after eating, and apply the antibacterial rub that has been provided.

Staff must be vigilant and aware at all times when there is food around. All adults must ensure that they are familiar with the allergy list that is displayed in every room.

**Reviewed by Clare Hayes and Annie Tolchard**

**Reviewed March 2018**

**Next Review Date: March 2019**