

## FOOD HYGIENE AND HEALTHY EATING POLICY

### FOOD HYGIENE

In our setting we provide and/or serve snacks for children. We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food, and adhere to all relevant legislation, including the latest 'Allergen' laws introduced in 2014. We are registered with the Food Standards Agency and follow their 'Safe Methods' as follows:

#### Cross-contamination

- Staff should wash hands under running water with hand soap, and dry thoroughly with a disposable towel, before handling food, after using the toilet, blowing their nose, emptying a bin, or touching items such as light switches or door handles
- Staff should wear clean, appropriate clothing when handling food. We supply disposable aprons for situations when this is not possible
- Disposable gloves must be worn over nail varnish or false nails
- Staff should inform a Manager of any cuts or sores so that they can be covered with a brightly coloured waterproof dressing
- Staff should refrain from wearing any jewellery or watches when handling food
- Staff should not eat, drink or chew gum whilst handling food, and avoid touching their face or coughing or sneezing near food
- Staff should be 'fit for work', meaning they should not be suffering from any illness that could cause a food safety issue. We have a 48 hour rule in place for any sickness or diarrhoea cases across the setting
- If children are taking part in a cooking activity, we encourage and teach them the importance of good hygiene. Children are not permitted into the kitchen, so our usual procedures are followed wherever the activity takes place
- Disposable cloths are used wherever possible. A new or clean and disinfected cloth is used for wiping work surfaces prior to food preparation. If a cloth is to be re-used, it should be thoroughly washed on a hot cycle
- We order our food online from well established suppliers / supermarkets, so food is delivered at the correct temperature
- Raw meat, poultry, fish and eggs are stored below any ready-to-eat food in the fridge. Fruit and vegetables are stored away from ready-to-eat food and above raw meat
- Any defrosting food is stored away from other foods
- Different boards / knives are used for preparing raw meat / poultry to ready-to-eat food. Raw meat/poultry is not washed
- Any food allergies or intolerances are highlighted on our 'Beware of Me' display in the kitchen
- Food is checked to ensure it is in date and not subject to contamination by pests, rodents or mould
- All food preparation / serving tools, including cutlery and cookware, are stored appropriately
- Cleaning materials and other chemicals are stored in a base cupboard, away from food
- We repair or replace any equipment or utensils that are damaged or have loose parts
- We do not have glass in the kitchen
- Children attending all day bring a packed lunch. We encourage parents/carers to supply a cool pack inside during warm weather
- We use a registered local company to dispose of our waste, which is stored in the car park between collections
- Any structural damage in the kitchen is reported to the School caretaker immediately
- We record daily the temperatures displayed on thermometers in our fridges and freezers, and adjust the appliance's setting if need be, to ensure they are running within the legal requirements
- Where children and/or adults have been diagnosed by a GP to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the setting, a Manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation. In line with the Statutory Framework for the EYFS, we will also notify Ofsted of any food poisoning affecting two or more children, within 14 days of the incident

#### Cleaning

- Staff should wash hands as detailed above
- Disposable cloths are used as detailed above
- Food preparation areas are cleaned before and after use. We follow manufacturer's guidelines when using cleaning materials
- We use a dishwasher to ensure a high level of cleanliness, which is maintained regularly
- Any packaging is thrown away immediately
- Staff are encouraged to keep the kitchen free from clutter

#### Chilling

- Any cooked food that is not being served immediately is cooled down as quickly as possible then stored, covered, in the fridge

#### Cooking

- Staff follow the manufacturer's cooking guidelines for cooking food
- We refrain from cooking foods that require any extra care, such as eggs, shellfish, pulses, fish and rice
- Temperature probes are used for recording the temperature of hot food
- Any food or drink that requires heating will be heated immediately prior to serving
- We do not serve food that requires 'hot holding'
- We will not reheat any food or drinks provided from home
- Fresh fruit, vegetables and salad are washed thoroughly in clean water before serving

#### Management

- At least one member of staff on the premises at all times will have a relevant Food Hygiene certificate. All staff involved in preparing and handling food will receive food hygiene training which is renewed every three years
- We log any allergens that are listed on food ingredient packaging and keep the records in accordance with legislation
- Opening and closing checks will be carried out in the kitchen daily to ensure standards are met consistently (including checks for signs of pests, equipment is working etc.)

**HEALTHY EATING**

- Eating well is an important part of keeping healthy
- Children who eat a healthy balanced diet tend to be ill less often, have more energy and a better attention span; they also have better dental health
- We refer to the Children's Food Trust for advice and updates on healthy eating in early years
- We encourage the children to learn about healthy eating and the importance of a healthy lifestyle
- Children are given the opportunity to grow, prepare and cook food through activities
- At snack times, we aim to provide nutritious food, which meets the children's individual dietary needs. This will always include a selection of fresh fruit/vegetables and a carbohydrate, promoting energy and a balanced diet. We avoid large quantities of fat, sugar, salt, and artificial additives, preservatives and colourings
- Parents/carers record information about their child's dietary requirements or allergies on his/her Registration Form
- Parents/carers are informed of our food procedures and given examples of snacks via our website, their Welcome Pack and home visit when their child starts with us.
- All children are offered snack and it is their decision whether to have it or not. They are encouraged to wash their hands before they start
- Snack times are used to help the children develop independence through good hygiene practices, introducing table manners, making choices and helping themselves to the food and drink on offer
- There is fresh drinking water, in the form of a water fountain, available to the children at all times
- We take care not to provide food containing whole nuts. We are especially vigilant with foods that may contain nuts when we have a child with a serious allergy. This is also the case with any other food allergies
- We encourage parents/carers to provide healthy packed lunches if their child attends all day. We ask parents to refrain from providing fizzy drinks or sweets / chocolate bars
- Staff are expected to encourage children to make healthy choices with their lunch, for example, selecting a sandwich to eat first, rather than a cake. This promotes discussion about healthy eating
- We provide plenty of time (up to 45 minutes) to allow children to eat their lunch in a relaxed manner, exploring the different choices of food they have
- We never force a child to finish a meal or lunch before leaving the table, and will work with parents/carers closely to support and encourage any 'fussy' eaters
- If after a reasonable amount of time and encouragement, a child refuses to eat some or all of their meal / lunch, we will speak to the parent/carer to find a suitable solution. We do believe that if exhaustive encouragement does not work, then it is more beneficial for a child to eat 'something rather than nothing', particularly if they are in our care all day
- No child is ever left alone to eat or drink, to minimise the risk of choking
- We support parents/carers with any issues surrounding healthy eating, for example, when a child refuses to eat vegetables at home; we may offer support in the form of a sticker chart that can go between us and home
- We will sometimes celebrate special occasions, such as birthdays or events, which may include the occasional treat of foods such as cake, sweets or biscuits
- We allow parents to bring in celebration food from home to be distributed by the child, e.g. cake or sweets for a birthday. In this situation, we ensure the items meet our typical food hygiene procedures, and follow usual guidelines for allergen logging etc.
- Additional foods may be used from time to time for curriculum purposes, such as for baking activities, or finding out about foods from different cultures
- We work with external agencies where necessary to support families, and can signpost parents/carers for further advice should they need it, such as from a health visitor, dentist, GP, dietician, nutritionist or environmental health

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This policy was adopted at a meeting of Clocktower Childcare Ltd held on 30<sup>th</sup> August 2019. Latest date to be reviewed: 31<sup>st</sup> August 2020.

Signed on behalf of Clocktower Childcare Ltd:

*J. Law*

Jane Law, Director

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