
SAINT NICHOLAS SCHOOL

FOOD HYGIENE POLICY

Note: This policy applies to all sections of the school including EYFS

Reviewed January 2015

Review Date January 2017

1. FOOD HYGIENE

1.1 Procedures

Our staff with responsibility for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our setting. The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.

- All our staff who are involved in the preparation and handling of food have received training in food hygiene.
- The person responsible for food preparation and serving carries out daily opening and closing checks on 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.
- 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, such as blenders etc.

1.2 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 our setting, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.

We notify the ISA/ISI as soon as reasonably practicable of any confirmed cases of food poisoning affecting two or more children looked after on the premises, and always within 14 days of the incident.

2. EYFS - FOOD AND DRINK

Little Saints Pre-school 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 promote healthy eating, and at snack and meal times, we aim to provide nutritious food, which meets the children's individual dietary needs.

2.1 Procedures

We follow these procedures to promote healthy eating in our setting.

Before a child starts to attend the setting, we ask their parents about their dietary needs and preferences, including any allergies. We record information about each child's dietary needs on the Pupil Information Form and parents sign the form 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. Parents sign the updated record to signify that it is correct.

We display current information about individual children's dietary needs so that all our 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 plan menus in advance, involving children and parents in the planning. 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 take care not to provide food containing nuts or nut products and we are especially vigilant where we have a child who has a known allergy 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 organise meal and snack times so that they are social occasions in which children and adults participate.

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 that are appropriate for their ages and stages 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.

In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.

For young children who drink milk, we provide whole pasteurised milk. Although we slowly introduce semi-skimmed milk from the age of two years; firstly into meals and dishes, such as on cereal or in white sauces, before offering it as a drink, so that the transition is gradual.

See - Basic kitchen opening and closing checks (annex 1 below)

APPENDIX 1 - PRE-SCHOOL BASIC KITCHEN OPENING AND CLOSING CHECKS

Enter a tick ✓ and initial if satisfactory. Enter X and initial if not satisfactory and make a note below. Add action taken and if problem is resolved, sign and date.

TO BE COMPLETED DAILY

Opening checks date:

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Personal hygiene:

- Hands washed.
- Clean apron.
- Hair tied back.

Fridge/freezer:

- Working properly.
- Temperature checked – record temps.
- Raw and cooked food separate.
- Separate containers for shared fridge.

Appliances working:

- Cooker.
- Microwave.
- Kettle.
- Blender.
- Dishwasher.

Cloths clean:

- Dish.
- Surface.
- T-towels.

Children's food allergies checked (see list).

Food fresh and in-date.

Packed lunches checked and used within 4 hours of preparation.

No physical or 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