3. Food Safety and Nutrition Procedures

3.1 Food Preparation, Storage and Purchase

General

- All staff attend Food Hygiene training before being permitted to prepare and serve any food.
- We refer to Eat Better, Start Better (Action for Children 2017) and take guidance from The Children's Food Trust archive, HENRY and the EYFS nutrition guidance (2025).
- All staff are responsible for ensuring that the requirements in Safer Food Better Business are implemented as well as the EYFS safeguarding requirements around 'safer eating' 2026
- All staff responsible for preparing food have undertaken the Food Allergy Online Training CPD module available at http://allergytraining.food.gov.uk/.
- The manager is responsible for overseeing the work of all food handlers to ensure hygiene and allergy procedures are complied with.
- The setting manager has responsibility for conducting a risk assessment based on the 'Hazard Analysis and Critical Control Point' method set out in Safer Food Better Business, when applicable.
- Staff carry out and record daily opening/closing checks.
- The setting maintains information on allergens and takes this into consideration when reviewing the snack menus.
- Individual posters of all children with known food allergies are clearly displayed in the kitchen for all staff and their Health Care Plan is shared with all staff.
- The setting manager is responsible for informing Committee and Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as possible and within 14 days of the incident.
- We follow the guidance provided by Child Accident Prevent Trust on how to prevent choking hazards. This information is also shared with the parents prior to starting with us. The link can be found under 'further guidance'
- The statutory EYFS requirements regarding supervision at mealtimes are adhered to.

Purchasing and storing food

- Food is purchased from reputable suppliers.
- Pre-packed food (any food or ingredient that is made by one business and sold by another such as a retailer or caterer) is checked for allergen ingredients.
- Parents are requested not to supply food that contains nuts. Staff check packets to make sure they do not contain nuts or nut products.
- Bulk-buy is avoided where food may go out of date before use.
- All opened dried food stuffs, for consumption, are stored in labelled, airtight containers.
- Dried packaged food, for consumption, is not decanted from packaging into large bins or containers as this prevents monitoring of sell by/use by dates and allergen information.
- Food is regularly checked for sell by/use by dates and any expired items are discarded.
- Bottles and jars are cleaned before being returned to the cupboards.
- 'Squeezy' plastic bottles are not used for sauces.
- Items are not stored on the floor; floors are kept clear so they can be easily swept.
- Perishable foods such as dairy produce, are to be used by the 'use by' date. Soft fruit and easily perishable vegetables are kept in the fridge at 1-5°C.
- Packaged frozen food should be used by use by dates.
- A fridge thermometer should be in place. The recommended temperature for the fridge is below 5. The temperature is recorded daily to ensure the correct temperature is being maintained.
- Freezers are defrosted every 3 months or according to the manufacturer's instructions.
- Items in fridges must be regularly checked to ensure they are not past use by dates.

Preparation of food

We follow these procedures where applicable (we do not currently serve hot meals):

- Food handlers must check the content of food/packets for allergens.
- Details of food allergens can be made available to parents on request.
- Food handlers wash hands and cover any cuts or abrasions before handling food.
- Separate boards and knives are used for chopping food and are usually colour coded.
- Raw and cooked foods are prepared separately.
- All vegetables and fruit are washed before preparing.
- Parents are requested to use thermal flasks/containers for any hot foods for lunch. We do not re-heat any foods.
- Food prepared for different religious dietary needs and preferences, such as Halal or Kosher meat, is cooked in separate pans and served separately.
- Food cooked for vegetarians does not come into contact with meat or fish or products.

- Food cooked and prepared for children with specific dietary needs is cooked in separate pans and served separately.
- Food prepared for children with dietary needs and preferences is clearly labelled and every effort is made to prevent cross-contamination.
- Raw eggs are not to be given in any form, such as mousse or mayonnaise.
- When given to children, eggs are fully cooked
- Where possible, foods should be prepared in strips rather than chunks e.g. carrots, cheese, cucumber and sausages.
- Small, round foods such as grapes, cherry tomatoes and blueberries are cut in half, lengthways.

Serving Food

- Snack times are always supervised by an adult.
- The likelihood of children with dietary restrictions accessing the food of other children is prevented from happening by:
  - checking the details of children's dietary requirements displayed in the food preparation area
  - using coloured plates
  - using coloured name cards
  - children with 'red' plates being allocated a member of staff who sits with the children throughout the period of snack/lunch time
- Tables are cleaned before and after eating, with anti-bacterial spray or wipes.

E.coli prevention

Staff who are preparing and handling food, especially food that is not pre-prepared for consumption e.g. fruit and vegetables grown on the premises, must be aware of the potential spread of E.coli and must clean and store food in accordance with the E.coli 0157 guidance