



Ladybird Forest Pre-School



27. FOOD AND DRINK POLICY *Providing Nutritional food and snacks*

At Ladybird Forest Pre-School we regard snack and meal times as an important part of the setting's routine. Eating represents a social time for children and adults and helps children to learn about healthy eating.

Rules and Regulations

Under the 1995 Food Safety Act the snack or meal that we are providing is considered to be 'sold' and therefore subject to the Food Safety (General Food Hygiene) Regulations.

These regulations aim to set out basic hygiene principles, most of which are well known, but the emphasis is now placed on identifying and controlling the risks at each stage of preparing and serving food. Ladybird Forest Pre-School must assess the risk and apply relevant controls, much of the regulations have 'where appropriate' or 'where necessary' to certain aspects of them.

The law clearly states that there should be adequate facilities to prepare and serve food safely and food handling procedures should avoid exposing food to risk of any contamination.

The Pre-School follows the 'Safer food better business for caterer's guidelines' and carries out daily checks to make sure all procedure checks are being. It is the named Lead/Deputy responsibility that all daily checks are completed within the daily checklist folder. The manager of the setting **Amanda Sanders** will complete the 4-weekly review.

Generally, if we are serving snacks the staff involved are not required to have a qualification and the present standards simply say that snacks, if served, should be varied, nutritious and chosen to reflect the cultural and religious background of the children attending. Where facilities (e.g. full day Pre-school) offer meals, staff are required to have food hygiene qualifications. However, Ladybird forest Pre-School ensures all staff have Basic food hygiene and the allergen awareness certificates as part of the setting induction process and updated every three years with regularly in-house training updates.

Basic Hygiene Standards

When preparing snacks for the children, or working with them to prepare their own, scrupulous standards of personal hygiene are obviously essential on everyone's part. Hands should be routinely washed, and blue catering gloves worn when handling food either in preparation or eating and ensure that children are aware that if they touch their hair, or their nose or mouth whilst preparing food that hands need to be re-washed. Sneezing and coughing should be actively discouraged!



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Any cut or skin abrasion should be covered with a blue plaster before food is handled.

The area where the food is going to be prepared needs to be thoroughly wiped down using clean paper towel and anti-bacterial spray or anti-bacterial wipes. Equipment should be clean when the preparation begins and obviously washed with detergent and hot water after preparation is complete.

Risk Assessment on Food Storage and Handling

The current Food Legislation requires that we must take the best possible precautions when preparing food, and provide evidence of risk assessment that have been carried out to maintain these requirements. A thorough risk assessment procedure ensures that for example food is being properly stored as recommended, and that the surfaces on which the food is prepared have all been cleaned prior to use. It might, for example, highlight the fact that the washing up is being done in the same sink as the paint pots are washed and although it appears clean this is obviously not satisfactory.

Food safety management procedures are in place to ensure written records of all our food suppliers are documented, chilled and frozen food is cold enough, packaging is not damaged, food is correctly stored, all cooked food is probe tested and documented.

Food management procedure examples can be found in Physical and Nutritional information folder.

Ladybird Forest Pre-School named *Physical & Nutrition Co-ordinator* is **Jessica Day**

Jessica liaises with staff during staff meetings and daily management meetings to provide regular activities that encourage social interaction and assist children to learn about and develop healthy eating habits. We aim to provide nutritious food, which meets the children's individual dietary needs. During snack time the children are encouraged to use an open top cup and sign language, this includes signing for milk, water, please and thank you.

- Parents are asked to inform the setting about their child's dietary needs, preferences and any food allergies before the child starts. This is recorded on the registration form.
- All current information about individual children's dietary needs is kept in the snack cupboard (Squirrel room) and in the kitchen so that all staff and volunteers are fully informed about them.
- Staff ensures that children receive only food and drink which meets their dietary needs and liaise with parents/carers with children's individual requirements.
- Our snacks menus are displayed for parents to view.
- We provide nutritious food for all snacks and after school meals, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings



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- All food and drink contents given to children are checked beforehand and information about the product is printed and displayed in the food information folder (Situating within the Squirrel room).
- We endeavour to include foods from a variety of different cultural backgrounds, to provide children with familiar foods and introduce them to new ones within the Pre-School planning.
- Our snack times, lunch time and after school meals are arranged to provide social occasions. Staff are expected to sit down with the children to promote interaction and language development.
- Snack times are used to help children to develop their independence as they are encouraged to make choices and serve their own food and drinks.
- Children are provided with eating utensils which are appropriate for their ages and stages of development.
- Fresh drinking water is always accessible and available for the children. Staff talk to the children about how to obtain the water and that they can ask for water at any time during the session/day.
- We only provide semi skimmed milk.
- All staff must wear hair nets and aprons when preparing food.
- All staff must have their hair tied back if they are serving any meals.
- All staff must stay seated with the children during snack time to prevent choking hazards.
- All staff must be vigilante during lunch club to prevent any choking hazards.

Lunch club

- We encourage parents who provide food for their children to promote healthy eating and the use of ice packs in lunch boxes.
- We provide healthy lunch information for parents to follow.
- We do not encourage sweets into the setting, including sweets on a child's birthday (When a child has a birthday, we sing happy birthday and provide the child with a card and birthday sticker).
- The children are only allowed to have Water or milk for drinks (Unless the child has a specific medical condition).
- We do not allow children to share or swap their food with one another to ensure that we protect children with food allergies.
- All staff involved in the preparation and handling of food has completed food hygiene training.
- All tables are disinfected prior to snack and lunch times
- All children are encouraged to wash their hands with soap before and after their snack/lunch.
- All staff must wear hair nets and aprons when preparing food.
- All staff must have their hair tied back if they are serving any meals.

Breakfast Club

- We provide healthy breakfast and provide menu information for parents to follow.



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- Breakfast Club menus are made available to all parents and any changes parents are notified in advance.
- The children are only allowed to have Water or milk for drinks (Unless the child has a specific medical condition).
- We do not allow children to share or swap their food with one another to ensure that we protect children with food allergies.
- All staff involved in the preparation and handling of food has completed food hygiene training.
- All staff have in house refresher training to ensure they follow the food and hygiene guidelines.
- All tables are disinfected prior to breakfast being served.
- All children are encouraged to wash their hands with soap before and after their breakfast.
- All staff must wear hair nets and aprons when preparing food.
- All staff must have their hair tied back if they are serving any meals

After School club

- We provide healthy meals and provide menu information for parents to follow.
 - After School Club menus are planned on a 2-week rota basis and any changes are notified to all parents.
 - The children are only allowed to have Water or milk for drinks (Unless the child has a specific medical condition).
 - We do not allow children to share or swap their food with one another to ensure that we protect children with food allergies.
 - All staff involved in the preparation and handling of food has completed food hygiene training.
 - All staff have in house refresher training to ensure they follow the food and hygiene guidelines.
 - All tables are disinfected prior to meals being served.
 - All children are encouraged to wash their hands with soap before and after their meal.
 - All staff must wear hair nets and aprons when preparing food.
- All staff must have their hair tied back if they are serving any meals

Celebrations

For any celebrations where we provide food or food based activities in between meals, such as when celebrating Christmas, Pancake day, Easter, Chinese New Year etc. We will ensure that the food and drink will be tooth friendly i.e. fresh fruit/vegetables and savoury items, with milk or water to drink.

On occasions events such as picnics, fun days, fundraisers and fairs, we will offer a range of food, drink, activities and prizes that support healthy, tooth friendly choices.

Allergens

Ladybird Forest Pre-School have a legal responsibility to provide accurate allergen information to parents, children and staff for every food and drink item pre-school



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provides that contains any of the 14 allergens as ingredients. The 14 allergens can be found on the Food Standard Agency website:

<https://www.food.gov.uk/science/allergy-intolerance>

Ladybird Forest Pre-School caters for all known allergies and dietary requirements that are listed on a child's registration form. If this form needs updating, please speak to a senior staff member.

Healthy Eating Snack

The majority of the children's healthy snack is provided by Tesco.

The children have a choice of water or semi-skimmed milk (contains milk) to drink.

Additionally, the children may have the following products:

Cheese - contains milk

Margarine - contains buttermilk, and milk or cream

Cream crackers - contains gluten namely wheat

Bread sticks - contains gluten namely wheat, barley

Oat cakes - contains gluten namely oatmeal

Crispbread - contains gluten namely wheat, and milk

Healthy Lunch

A Parent/Carer provides their child's packed lunch. Children do not share packed lunch items.

Ladybird Forest Pre-School request that nuts or nut products are not sent to pre-school and the Food policy guidelines are followed.

Cooking activities

Ladybird Forest Pre-School will provide allergen information for any cooking activities.

Special events

Ladybird Forest Pre-School will supply allergen information for any food and drink consumed at a special event, i.e. Christmas concert, open day.

Birthday treats

We ask parents/carers not to bring in any cakes or unhealthy treats to celebrate birthdays. Healthy, tooth friendly treats are welcome, such as fruit and non-food items for example temporary tattoos, stickers or small age appropriate stationary items.

Junk-modelling

If a parent/carers is kindly supplying containers for junk-modelling, Ladybird Forest Pre-School requests that the containers are thoroughly washed and the containers have not contained nuts, nut products or raw egg.



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The new EU Food Information Consumers (FIC) regulation, affects all early years settings who provide food, as a pre-school we have a **legal responsibility** from 13th December 2014 to provide accurate allergen information to parents, children and staff for every food and drink item we provide that contains any of the 14 allergens as ingredients.

In practice this means we need to identify (with the help of our suppliers and/or by reading food labels) if any of our food and drink items (*bought in for child activities and food cooked from scratch*) has any of 14 different allergens and then communicate this to parents, children and staff.

How we will provide allergen information:

This information will be provided by the allergens being listed in the setting allergens folder situated within the Squirrel room.

All cooking activities that the children take part in will be given an allergen list to inform you what allergens are present within the food. The three-week snack rota will also be displayed on the parent's notice board and if any parents/carers would like to know what allergens are present within the snack we provide you will be able to obtain this information from the allergens folder situated within the squirrel (please ask a member of staff). **Written information** of the allergens will be listed clearly within the allergen folder, this will include a list of the 14 allergens, and product specifications available for all parents/carers and staff.

Allergen information will be obtainable within the setting allergen folder.

All staff will be aware of **policies and procedures** around handling and communicating allergen information and will be part of all staff induction process.

All staff have received **training** on handling requests for allergen information and a senior member will be available who can provide this information.

An allergen list of all cooking activities that the children take part in will be given to the child at home time, to inform parents/carers what allergens are present within the food.

Further information is available at the [Food Standards Agency](#) website

Notification

- We will notify Ofsted, within 14 days, of any food poisoning affecting two or more children looked after on the premises.
- We will inform the Health Protection Agency (HPA) and will act on any advice given by the HPA and inform Ofsted of any action taken.



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This policy was reviewed on	30 th November 2018
This policy was adopted by	Amanda Sanders
This policy was reviewed by	Amanda Sanders
Managers signature	
Date for review	30 th November 2019