



Food safety and nutrition policy and procedure

Policy

Skylarks Community Preschool is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for food safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare requirements

Objectives

- We recognise that we have a corporate responsibility and duty of care for those who work in and receive a service from Skylarks Community Preschool, but individual employees also have responsibility for ensuring their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- Kitchen procedure is followed for general hygiene and safety in food preparation areas.
- We provide nutritionally sound snacks which promote health and reduce the risk of obesity and heart disease that may begin in childhood.
- We ensure that children are supervised at mealtimes and that children are within sight and hearing of a member of staff at all times and where possible staff are sat facing children when eating to ensure they are eating in a way that prevents choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.
- We ensure that there is a qualified Paediatric First Aider present in all rooms when children are eating.
- Following dietary guidelines to promote health also means taking account of guidelines to reduce risk of disease caused by unhealthy eating.
- Parents/carers share information about their children's particular dietary needs and allergies with staff when they enrol their children and on an on-going basis with their key person. This information is shared with all staff who are involved in the care of the child.
- Skylarks Community Preschool ensures that all staff are aware of the symptoms and treatments for allergies and anaphylaxis and the differences between allergies and intolerances which may develop at any time.
- Foods provided by the setting for children have any allergenic ingredients identified.
- Care is taken to ensure that children with food allergies and intolerances do not have contact with food products that they are allergic to.

- We notify Ofsted of any food poisoning affecting two or more children in our care as soon as possible and at least within 14 days.
- Risk assessments are conducted for each individual child who has a food allergy or specific dietary requirement.
- If a child chokes at mealtime and intervention is given. We record details of the incident and ensure that parents/carers are informed.

Procedures

General

- Relevant staff have up to date certificated training on food safety.
- We refer to Early Years Foundation Stage Nutrition Guidance (2025) which contains guidance on menu planning, food safety, managing food allergies and reading food labels.
- The setting manager is responsible for overseeing the work of all food handlers to ensure hygiene and allergy procedures are complied with.
- Staff carry out required checks daily.
- The setting manager maintain:
 - a list of all children with known food allergies, intolerances or dietary needs updated at least once a term (the personal/medical details about the allergy or dietary needs remain in the child's file along with a copy of the risk assessment). This is clearly displayed for all staff and the risk assessment shared with all staff.
- The setting manager is responsible for informing Ofsted 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.

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 and this information is communicated to parents.
- Parents/carers are requested not to bring 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 are stored in airtight containers.
- Dried packaged food 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.

- Items are not stored on the floor; floors are kept clear so they can be easily swept.
- Dairy produce, soft fruit and easily perishable vegetables are kept in the fridge at 1 - 5 Celsius.
- Fridge thermometers should be in place. Recommended temperatures for fridge 37 degrees Fahrenheit (3 degrees Celsius), Temperatures must be checked and recorded daily to ensure correct temperatures are being maintained.
- Packaged frozen food should be used by use by dates.
- Fruit and vegetables stored in the fridge are washed thoroughly before refrigeration to reduce risk of pests and E.coli contamination.
- Items in fridges must be regularly checked to ensure they are not past use by dates.

Preparation of food

- Food handlers must check the content of food/packets to ensure they do not contain allergens.
- Food handlers wash hands and cover any cuts or abrasions before handling food.
- Separate boards and knives are used for chopping food, usually colour coded.
- All vegetables and fruit are washed before preparing.

Serving Food

- There is a named person who is responsible for ensuring that the food being provided meets all the requirements for each child.
- Staff risk assesses the likelihood of children with dietary restrictions accessing the food of other children and must take appropriate action to prevent this from happening.
- Children with allergies/food preferences are not made to feel 'singled out' by the methods used to manage their allergy/food preference.
- Tables are cleaned before and after.
- Members of staff serving food wash their hands and cover any cuts with a blue plaster

This policy was adopted by	Skylarks Community Preschool	(name of provider)
On	1 st August 2022	(date)
Date to be reviewed	1 st August 2023	(date)
Signed on behalf of the provider		
Name of signatory	Kathleen Thomson	
Role of signatory (e.g. chair, director or owner)	Manager/Trustee	

Date Reviewed	Changes	Signature
7 th August 2023	N/A	<i>ATHOMSON</i>
14 th August 2024	N/A	<i>ATHOMSON</i>
15 th August 2025	Choking/intolerances/incident recording/notifying Ofsted/children are in sight of an adult at all times when eating	<i>ATHOMSON</i>
1 st August 2026	First Aider are in room when children are eating.	<i>ATHOMSON</i>