

FOOD, HYGIENE AND NUTRITION POLICY	
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FOOD, HYGIENE AND NUTRITION POLICY

We believe the children in our setting should be offered a healthy, nutritious, and balanced food. We work closely with the café team and our catering suppliers to ensure that children's dietary needs are met and there is a good variety of flavours and textures on the menus. In our setting you will find that:

Menus and Meals:

- Menus run on a four-week cycle and are either devised and provided by the café team or ordered from early years catering <http://www.earlyyears catering.co.uk/>.
- Menus are shared weekly via 'Famly' and displayed in the reception area of the Nursery and in Farm Adventurers.
- Recipes/ingredients of the meals can be provided to parents/carers on request.
- The menus will provide the children with a tasty and varied diet that meet children's dietary needs.

Health and Dietary requirements

- We aim to cater for any dietary need or requirement.
- If your child has a particular dietary need, please discuss this with your child's key person or a staff member in your child's room.
- If your child has a health or eating disorder, we will work with you in devising a health care plan to support their needs.
- Parents of children who are on special diets will be asked to provide as much information as possible about suitable foods, and where required meet with the chef.
- If we are not able to provide for the dietary requirement, we will request parents and carers provide the food themselves.

Meal and Snack times:

- Our meal and snack times are:
 - Breakfast 8.00-8.45am- This will consist of cereal and toast/crumpets/breakfast muffins and milk or water to drink. Please note we are not able to offer breakfast to children arriving after 8.45am.
 - Mid-morning snack- This will consist of fresh fruit, with water to drink.
 - Lunch 11.45-12.30pm- This will consist of a hot meal and dessert, with water to drink.
 - Mid-afternoon snack- This will consist of vegetable sticks, a carbohydrate e.g., crackers or rice cake, with milk to drink.
 - Tea 4.00-4.45pm- This will consist of a lighter cold or hot meal and dessert, with water to drink.
 - Water will be accessible and available throughout the day to all children.

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- We recognise mealtimes are a social time and provide a wealth of opportunities for learning, health and nutrition and respecting others, their faiths, and their cultures.
- Members of staff will sit with children while they eat for safety and to provide a good role model for healthy eating.
- Children will be encouraged to develop good eating skills and table manners and be given plenty of time to eat within the routine of the day.
- All children are encouraged to try all meals. If any child does not eat their main meal, they will still be given dessert (cake, fruit, yogurt etc).
- Withholding food will not be used as a form of punishment.
- Parents and carers will be advised if their child is not eating, and we will work in partnership with you to ensure mealtimes are a pleasant experience.

Packed Breakfast/Lunch/Tea for children/families in receipt of the Government 2-year-old funding and Free Early Education Entitlement (FEEE) (3- & 4-year-olds only).

- All families in receipt of the funding have the option of providing a healthy packed breakfast, lunch, tea, or snacks.
- All meals and snacks provided must meet the criteria as laid out in our Packed Lunch Guidance (see Appendix 1)
- Please ensure all packed meal containers are labelled with your child's name.
- We are not able to heat or reheat any foods, shop bought or home cooked.
- Please ensure an ice pack is included in your child's packed meal container as we do not have fridge facilities to store these.
- If your child arrives without a packed breakfast, lunch, tea, or snacks, you will be expected to bring it in before that mealtime starts (by 8.45am for breakfast, 10.00am for mid-morning snack, 11.30am for lunch, 2.00pm for mid-afternoon snack and 4.00pm for teatime).
- If you are unable to provide a packed breakfast, lunch, tea or snacks we will provide a meal for your child at a charge of £5.00. This will be added onto your next invoice.

Food Poisoning

- All health and food hygiene procedures will be followed as recommended by the Food Standards Agency.

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- We will inform Ofsted within fourteen days of any instances of food poisoning affecting two or more children on the premises.

Breast Feeding and expressing milk:

- As a setting we encourage breastfeeding; if you require a comfortable area for this please do let us know.
- Once your child starts with us you are more than welcome to bring in expressed milk, but these are the important things that we all need to remember:
 - Ensure that all equipment used to transport the milk is sterilised.
 - Breast milk must be stored in the back of a fridge and transported to and from the setting in a cool bag with ice packs.
 - Breast milk can be stored in the fridge for up to 5 days at 4oC or lower (usually at the back).
 - For further information regarding expressing and storing breast milk, please visit: www.nhs.uk/planners/breastfeeding/pages/expressing-breast-milk.aspx

Infant Formula milk

- If your child requires infant formula, these are the things that we will need:
 - Ensure all equipment necessary is provided and is sterilised, including bottles and teats, and is named and labelled.
 - Provide infant formula milk, in either powder or liquid form.
 - Ensure we have a clear feeding plan for your child, including approximate times of milk feeds and quantity. We will make up the bottles as and when required.
 - Any infant formula that has not been drunk and has been kept at room temperature, will be discarded after a period of two hours.

Weaning

- When your child is ready to start weaning onto solid foods (usually around six months) we will work with you through all stages of the weaning process.
- If your child needs their food to be liquidised or mushed, we will be able to do this in our kitchen.

Food and Kitchen Hygiene Guidance

The Food Safety Act 1990 means that anybody who handles or prepares food for public consumption is responsible for ensuring food hygiene and safety. The Act is there to set the standards for the safe handling and preparation of food to avoid the incidences of food poisoning by raising awareness and promoting good practice, specifically through training for food handlers and the registration of premises.

The food provided at the setting will be low or medium risk foods and will comply with the Government's new food-based standards for all food provided on school premises, other than lunches. Even though the food

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provided will be low or medium risk foods, there are still hazards to be aware of and controls to be put in practice. [School food standards: resources for schools - GOV.UK \(www.gov.uk\)](https://www.gov.uk/school-food-standards)

The law states that *if you sell or give away food at the premises, you are required to comply with the following requirements.*

Food Premises Registration

In accordance with The Food Premises (Registration) Regulations we are registered with the Local Authority's Food Safety Team:

Bristol City Council
4th Floor
Brunel House
St. George's Road
Bristol BS1 5UY
Tel: 0117 922 3251
Fax: 0117 922 2782
Email: HESFOOD@bristol.gov.uk

Or visit the website: www.bristol.gov.uk - enter "registering your food premises" into the search facility on the Bristol council website for link to the appropriate information.

We will work in line with the Food Standards Agency 'Safer Food, Better Business for Caterers' guidelines.

Food Safety Officers carry out spot checks at settings to make sure that settings comply with food safety and hygiene.

Food and Kitchen Hygiene Procedure

In relation to operating a catering setting, the hazards to safety and quality of food may include the following:

- Microbiological contamination
- Physical Contamination (from dirt, debris)
- Physical damage (to the product or packaging)

Hazards can occur at any stage - from shopping to serving the food.

The controls that settings are required to implement to minimise the above hazards are summarised by the following headings:

- Structure, equipment, and facilities
- Food hygiene awareness and training
- Food handling
- Personal Handling
- Temperature Control
- Stock rotation
- Cleaning

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Waste

The following controls will be taken by staff and volunteers who handle food at this setting:

Structure, equipment, and facilities

- Furniture and equipment used should be clean and in good repair, so as not to harbour bacteria and dirt.
- Each kitchen is fitted with two sinks, one for food preparation and washing of food items only and one for hand washing. If a separate sink is not available to wash up utensils, crockery and cutlery, a washing-up bowl kept for this purpose must be used.
- Equipment will be stored in the kitchen, in a clean and hygienic way.
- Appropriate refrigeration equipment will be available.
- Any broken or faulty kitchen equipment will be reported immediately to the Manager or Deputy Manager.

Food Hygiene awareness and training

- Staff and volunteers who handle food at this setting will attend basic food hygiene training within six months of starting the setting, the training will include:
 - How to store food safely and hygienically
 - How to prep and cook food safely and hygienically.
 - How to serve food safely and hygienically.
 - How food poisoning can occur.
- Training will be updated every three years, or sooner if required.

Food Handling

All food will be prepared in the setting kitchen. While food is being prepared in this area, no other activities should occur in the same area.

- Food should be obtained from a reputable source. Ensuring that packaging is clean and intact with a clear list of ingredients and allergy advice.
- Non-perishable food should be kept in a separate container/cupboard from general play equipment and resources.
- Utensils are washed thoroughly after use and stored appropriately in the kitchen to avoid contamination after being washed.
- All fruit and vegetables are thoroughly washed immediately prior to preparation.

Personal Hygiene

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- Hands MUST be washed immediately prior to preparing food and dried with a disposable paper towel, not a tea towel, using the sink specified for hand washing.
- Children MUST wash their hands immediately prior to eating and MUST sit at the area that has been cleaned and prepared for the food to be eaten from.
- Staff must keep themselves clean and let their manager know of any illness or infections. Hair should be tied back, nail varnish should not be worn, clothes should be clean and clean aprons worn when handling and preparing food. Wounds should be covered, and jewellery should be restricted.

Temperature Control

- All perishable food e.g., milk, bread, fruit, vegetables and spreads must be kept in the refrigerator which is kept between 0-5 degrees.
- The fridge must have a thermometer showing the temperature of the interior. A daily recording of this temperature must be made.

Stock Rotation

- Stock is rotated on a regular basis to prevent spoilage beyond the product shelf life.
- All opened food should be marked with the date opened and where applicable the use by date.
- The contents of the refrigerator must be checked daily and anything past the use-by date is discarded.

Cleaning

- Surfaces and utensils are checked for cleanliness before use. Surfaces (where food is to be prepared) and tables (where food is to be eaten), are wiped down with a disposable paper towel and antibacterial surface cleanser before and after use.
- Cloths used to clean in the kitchen MUST not be used anywhere else in the setting.
- Utensils, plates, and cups etc. are washed after use (with hot water and anti-bacterial detergent followed by rinsing).
- Tea towels are washed after use.
- A kitchen cleaning rota is in place to ensure the area is kept clean and hygienic and to reduce the risk of food contamination.

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Waste

- Uneaten food will be discarded immediately.
- Bins will be emptied regularly, and rubbish taken to the designated refuse area.

Special Dietary Requirements

- Any meals and/or snacks provided will consider children's dietary needs as informed by parents on their registration form and 'All about Me' form.
- Information regarding common allergens found in foods and meals are displayed in the kitchen.

Drinking Water

- Drinking water will be available and accessible throughout the day. It will be stored in an appropriate container such as a jug with a lid or in cups with lids.

Registration

- In accordance with The Food Premises (Registration) Regulations this setting is registered with the local authority's food safety team.

Cooking activities with children

Cooking activities can be considered a high-risk activity and as such should be subject to a risk assessment process. Staff members that have undertaken food hygiene training will oversee the activity to ensure standards are maintained.

1. Children and staff will wash their hands immediately before starting the cooking activity and dry them with a disposable paper towel.
2. Children and staff will wear aprons during food activities. These aprons are different to the creative activity aprons and are stored separately to them.
3. Surfaces and utensils are checked for cleanliness before use. Surfaces (where food is to be prepared) and tables (where food is to be eaten), are wiped down with a disposable paper towel and antibacterial surface cleanser before and after use.
4. Children will be supervised when using cooking utensils and kitchen equipment.
5. Children are not permitted into the kitchen areas.
6. Cooking utensils etc. are washed after use (with hot water and detergent followed by rinsing) and dried immediately.

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7. Uneaten food is discarded, and surfaces wiped down with antibacterial surface cleanser.
8. Any food that is to be saved until parents and carers collect their children will be stored appropriately.

Appendix 1

Windmill Hill City Farm Children & Family Services Packed Food Guidance



As a setting we offer parents/carers the option of bringing in healthy packed meals for their child when they attend.

So, what foods are acceptable to bring in for each meal?

Breakfast:

Low sugar cereal such as Weetabix

Fresh fruit

Yogurt (either dairy or plant based)

Banana sandwich

Lunch and Tea:

Pasta – cannot be reheated so something like tuna & sweetcorn pasta salad.

Salad – fresh veggies with protein such as chicken or falafel

Sandwiches or wraps e.g., cheese & cucumber or ham & salad.

Vegetarian pizza slice

Sausage rolls with salad.

Snacks:

Yogurt – dairy or plant based.

Vegetables & fruit e.g., carrot, cucumber, peppers or grapes, apples, berries (see below for advice)

Small cake or biscuit e.g., blueberry muffin, rice cakes, crackers

Crisps – must be baked, or maize based and must have low levels of fat, salt, and sugar.

Drinks:

We provide water and milk (dairy and plant based) throughout the day, so you do not need to provide this. Please note we do not allow squash or fizzy drinks.



Things to remember:

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- Always clearly label your child's lunchbox and provide an ice pack with that lunchbox.
- We cannot reheat foods and do not accept food flasks.

Foods not permitted:

Nuts – allergens	Pesto
	Hummus
	Nut butters
Seeds – allergens	Sesame, pumpkin, sunflower
Unhealthy foods	Sweets or chocolate
	Squash or fizzy drinks
	Fried crisps
Choking hazards	Popcorn
	Celery

Tips and advice to prevent choking:

- Grapes and cherry tomatoes should be halved length ways, quartered or chopped smaller.
- Remove stones from fruits.
- Cut fruits and vegetable such as apples, carrots, peppers, cucumber etc. into long thin strips.

A great way of determining if food is acceptable (especially snacks!) use the traffic light system:

