

<b>FOOD, HYGIENE AND NUTRITION POLICY</b>	
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## **FOOD, HYGIENE AND NUTRITION POLICY**

**We believe that all the children in our setting should be offered healthy and nutritious meals at all times. We liaise closely with our catering suppliers and our chef to ensure that children's dietary needs are met and that there is a good variety of food on the menus at all times. In our setting you will find that:**

- The weekly menu will be displayed in the reception area of the Nursery as well as in or outside all the rooms. Recipes/ingredients of the meals can be provided to parents/carers on request. The menus run on a three week cycle.
- The menus will provide the children with a tasty and varied diet that are suitable to meet children's dietary needs.
- Children who arrive at 8.00am will be offered breakfast when they arrive up until 8.45am. This will consist of cereal and toast/crumpets/breakfast muffins and milk or water to drink. We recommend that if children are attending for breakfast that they do not bring their own food as we encourage all children to have the social experience of having breakfast with their peers which is offered by the setting. If your child has a particular allergy or dietary need it is of great importance that you discuss this with your child's key person or a staff member in your child's room.
- Children who stay for tea (after 4.00pm) will be provided with a light tea consisting of a variety of foods provided by the Nursery chef. Please note that this not a substitute for supper/dinner.
- Milk and/or water will be served along with fresh fruit for their morning and afternoon snack.
- Water will be available at all times to all the children.
- 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).
- Parents or guardians will be advised if their child is not eating well as we aim to work in partnership with parents at all times and make mealtimes a pleasant experience.
- 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

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the chef. If necessary, parents may be asked to provide the food themselves.

- We recognise mealtimes are a social time and provide a wealth of opportunities for learning, including about health and nutrition and respecting others, their faiths and their cultures.
- Staff will endeavour to sit with children while they eat and will provide a good role model for healthy eating.
  - Withholding food will not be used as a form of punishment
- 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.
- Children will be encouraged to play outside each day to ensure they have an opportunity to be exposed to sunlight to help their young bodies produce vitamin D.
  - Please note that when our chef is absent we will order food from Early Years Catering; you can find more information about them via: <http://www.earlyyears catering.co.uk/>

Packed 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 lunch/tea in place of a nursery cooked meal in line with this policy and our Packed Lunch Guidance (see Appendix 1)
- It is expected that you will provide a packed lunch/tea for every day your child attends.
- If you forget to provide a packed lunch/tea, you will be expected to bring it in before that meal time starts (11.30am for lunch time and 4.00pm for tea time).
- If, for whatever reason you are unable to provide the packed lunch/tea we will provide a meal for your child at a charge of £5.00 due to the administration of this request. This will be added onto your next invoice.

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**Please note: we are unable to heat packed lunch/tea food so please ensure all foods provided do not require heating and can be eaten cold. Please can you ensure that an ice pack is placed in your child's lunch/tea box as we do not have a fridge in which we can store all the lunches.**

### Food Poisoning

- All health and hygiene procedures will be followed as recommended by the Food Standards Agency.
- We will inform Ofsted within fourteen days of any instances of food poisoning affecting two or more children on the premises.

### Breast Feeding

- 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 the equipment used to transport the milk to us is sterilised.
  - The milk must be stored in the back of a fridge and always transported/carried home in a cool bag with frozen ice packs.
  - For more information on how to express and store breast milk visit [www.nhs.uk/planners/breastfeeding/pages/expressing-breast-milk.aspx](http://www.nhs.uk/planners/breastfeeding/pages/expressing-breast-milk.aspx)
  - Breast milk can be stored in the fridge for up to 5 days at 4°C or lower (usually at the back).

### Infant Formula

- If your child is at the stage where they require infant formula these are the things that you will need to know:
  - Ensure that all equipment necessary is brought in from home thoroughly sterilised.

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- We will prepare the feed when it is required by your child to reduce the risk of infection that can make your baby/child ill. Therefore, you will be required to bring in bottles, teats, formula powder/liquid and clear feeding instructions etc. all clearly labelled with your child's name.
- Please Note:  
Any infant formula that has not been used and has been kept at room temperature will be discarded after a period of two hours.

### Weaning

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

### Health/Dietary requirements

- As a setting we will respect your child's health and dietary requirements. It is of key importance that you, as the parent/carer, provide us with all the necessary information to support this. If your child has a health/eating disorder, we will work with you in devising a health care plan to support their needs.

## **Food and Kitchen Hygiene Guidance**

The Food Safety Act 1990 means that everyone who handles or prepares food for public consumption is responsible for food hygiene and safety. The Act is there to set the standards for the safe handling and preparation of food to avoid the incidence of food poisoning, through raising awareness and promoting good practice, specifically through training for food handlers and 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 provided will be low or medium risk foods, there are still hazards to be aware of and controls to be put in practice.

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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 settings must register with the Local Authority's Food Safety Team - contact Food Safety Team:

Bristol City Council  
4<sup>th</sup> Floor  
Brunel House  
St. George's Road  
Bristol BS1 5UY

Tel: 0117 922 3251

Fax: 0117 922 2782

Email: [HESFOOD@bristol.gov.uk](mailto:HESFOOD@bristol.gov.uk)

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

## **Food Hygiene awareness and training**

Staff and volunteers who handle food at the setting will need training in food hygiene. All staff need to know about basic food hygiene and need to understand how food poisoning can occur. Each staff member involved with the handling of and preparation of food will receive training on Basic Food Hygiene within six months of starting the setting.

Information about local food safety courses is available from the local environmental health officer, the Food Safety Team, BAND and other training organisations.

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

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

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## **Requirements**

In relation to operating a catering setting, the hazards to safety and quality of food are likely to 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
- Waste

## **Food and Kitchen Hygiene Procedure**

### **Aim**

Windmill Hill City Farm Children & Family Services recognises that we have a responsibility to ensure food hygiene practices and procedures are followed and adhered to at all times to minimise the risk of food contamination and food related illness. This policy has been written in order to limit or avoid the hazards that could occur with food handling. 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 a second 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.

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- Equipment will be stored within the kitchen in a clean and hygienic way.
- Appropriate refrigeration equipment will be available and used.
- 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 training in food hygiene including how to store, prepare, cook and serve food safely and hygienically. All staff and volunteers who handle food must know about basic food hygiene and need to understand how food poisoning can occur. Each staff member involved with the handling of and preparation of food will receive training on Basic Food Hygiene within six months of starting the setting.

### **Food Handling**

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

- Food should be obtained from a reputable source. Ensure that packaging is clean and intact with clear ingredients list 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**

- 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.

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- 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**

- Ensure that surfaces and utensils are clean before use. Wipe down work surfaces (where food is to be prepared) and tables (where food is to be eaten), with a disposable paper towel and antibacterial surface cleanser. (Cloths used to clean in the kitchen **MUST** not be used anywhere else in the play setting, e.g. to clean up after an art activity).
  
- Utensils, plates and cups etc. are washed up after use (with hot water and anti-bacterial detergent followed by rinsing).



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- All surfaces are wiped down with antibacterial cleanser after use with antibacterial spray and disposal paper towel.
- Tea towels should be washed after use.
- Kitchen cleaning rota in place to ensure area is kept clean and hygienic and minimise risk of food contamination.

## **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 take into account children's dietary needs as informed by parents on their registration form and 'All about Me' form.
- Individual dietary needs must be noted on a list within each kitchen. This list must be kept up to date.
- Information regarding common allergens found in foods and meals are available in both kitchens.

## **Drinking Water**

- Drinking water will always be available and accessible. It will be stored in an appropriate container such as a jug with a lid.

## **Registration**

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

## **Procedure for 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 that have undertaken food hygiene training will oversee the activity to ensure standards are maintained.

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1. Children and staff will wash their hands immediately prior to 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. Staff will ensure that surfaces and utensils are clean before use. Wipe down work surfaces (where food is to be prepared) with a disposable paper towel and an antibacterial surface. Then immediately dried to maintain hygienic conditions. Utensils are stored in a clean container in a cupboard to avoid contamination after being washed.
4. A member of staff with a valid food hygiene certificate will supervise children throughout the cooking activity.
5. Children will always be supervised when using cooking utensils and/or kitchen equipment. Children are not permitted into the kitchen areas.
6. Cooking utensils etc. are washed up after use (with hot water and detergent followed by rinsing) and dried immediately. Uneaten food is discarded, and surfaces wiped down with antibacterial cleanser.
7. Any food that is to be saved until parents/carers collect their children will be stored appropriately.

**We strongly believe in encouraging healthy eating and offering the best to all children. With a good balanced and nutritious diet and a stimulating physical environment we aim to ensure that all children strive both physically and mentally.**

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## Appendix 1

### Windmill Hill City Farm Children & Family Services Packed Lunch Guidance

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

What foods should be included as part of a healthy packed lunch?



Foods permitted	Foods not permitted
✓ Bread, rice, pasta, potatoes	✗ Sweets or chocolate
✓ Vegetables & Fruit	✗ Fizzy drinks/Squash
✓ Meat, fish, eggs, beans etc.	✗ Fried crisps (see guidance overleaf)
✓ Small cake or a biscuit	✗ Hummus - this has tahini in (ground sesame seeds)
✓ Yogurt	✗ Any nut-based products e.g. peanut/cashew/almond butter or peanuts/nuts.
✓ Water (we will supply this)	✗ Celery is not advised as it is a hard and stringy vegetable that could get lodged in the airway
✓ Milk (we will supply this)	✗ Shell fish as this is a common allergen food
✓ Bread sticks/rice cakes/crackers	✗ Seeds e.g. sesame, pumpkin, sunflower etc.
	✗ Pineapple - due to an reported airborne allergy
✓ Cheese	✗ Pesto - this has ground pine nuts (sometimes other nuts)

Examples of what can be offered:	
Tuna and sweetcorn pasta salad with red pepper sticks. Apple slices and plain yoghurt	Chicken and potato with salad. Ginger biscuits with satsumas.
Cheese/Ham sandwich/wrap. Banana and raisins	Egg salad sandwich. Seasonal fruit salad with fromage frais
Chickpea vegetable couscous salad. Blueberry muffin	Vegetable pizza slice, baby tomatoes, grapes or apple slices

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### 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



### Please remember:

- We do not accept foods in flasks and cannot re-heat foods.
- An ice pack must be supplied with all packed lunches.
- Please ensure your child's lunch box is clearly labelled.
- If providing crisps, they must be maize based or baked. They must also have low levels of fat, saturated fats, sugar and salt (to make it easier you can follow the 'traffic light system' on food packaging).

Check how much fat, sugar and salt is in your food



Remember that the amount you eat of a particular food affects how much sugars, fat, saturates and salt you will get from it.

Food shopping card				
	Sugars	Fat	Saturates	Salt
What is <b>High</b> per 100g	Over 15g	Over 20g	Over 5g	Over 1.5g
What is <b>Medium</b> per 100g	5g to 15g	3g to 20g	1.5g to 5g	0.3g to 1.5g
What is <b>Low</b> per 100g	5g and below	3g and below	1.5g and below	0.3g and below

