**Food, Drink and Food Hygiene Policy**

**Food and drink** will be nutritious which meets the children’s individual dietary needs.

* Before a child starts to attend the setting, we find out from parents their children's dietary needs and preferences, including any allergies.
* We record information about each child's dietary needs in her/his registration forms and parents sign to signify that it is correct.
* We regularly consult with parents to ensure that our records of their children's dietary needs - including any allergies - are up to date. Parents sign the up-dated record to signify that it is correct.
* We display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them on the snack trolley.
* We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences as well as their parents' wishes.
* We provide nutritious food at all snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.
* We include a variety of foods from the following food groups:
1. dairy foods (Milk is available at breakfast and snack times)
2. grains, cereals and starchy vegetables (low sugar cereals and toast spreads are available at breakfast and snack times)
3. fruit and vegetables (available at all snack times)
* For children who drink milk, we provide semi-skimmed milk
* During our cooking activities we include foods from the diet of various children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
* We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has any known allergy.
* Through discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks
* We require staff to show sensitivity in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy
* We follow the Food Standards Agency guidelines on food allergens. We advertise a list of all foods supplied for snack and cooking and their allergens
* All staff are made aware of children’s allergies and have a food allergy list which is kept on the first aid cupboard door
* We organise meal and snack times so that they are social occasions in which children and staff participate
* We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves
* We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures
* Staff who prepare and handle food receive appropriate training and understand - and comply with - food safety and hygiene regulations.
* Staff with long hair will ensure hair is tied up when working with food.
* Adults do not place hot drinks within reach of children or drink with children around, these must be drunk in the kitchen.
* Snack and meal times are appropriately supervised and children do not walk about with food and drinks
* Fresh drinking water is available to the children at all times, as well as their own drinks provided from home.

**Food Hygiene**

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

We are registered as a food provider with the local authority Environmental Health Department.

**Procedures**

* Our staff with responsibility for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our setting. This is set out in Safer Food, Better Business for Childminders (Food Standards Agency 2011). The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
* All our staff follow the guidelines of Safer Food, Better Business.
* The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
* We use reliable suppliers for the food we purchase.
* Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
* Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.
* Food preparation areas are cleaned before and after use.
* All surfaces are clean and non-porous.
* All utensils, crockery etc. are clean and stored appropriately.
* Waste food is disposed of daily.
* Cleaning materials and other dangerous materials are stored out of children's reach.
* Children do not have unsupervised access to the kitchen.
* When children take part in cooking activities, they:
* are supervised at all times;
* understand the importance of hand-washing and simple hygiene rules;
* are kept away from hot surfaces and hot water; and
* do not have unsupervised access to electrical equipment, such as blenders etc.

*Reporting of food poisoning*

Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable.

* Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within our setting, the play manager/deputy will contact the Environmental Health Department to report the outbreak and will comply with any investigation.
* We notify Ofsted as soon as reasonably practicable of any confirmed cases of food poisoning affecting two or more children looked after on the premises, and always within 14 days of the incident.

**Legal framework**

* Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs

**Further guidance**

Safer Food Better Business (Food Standards Agency 2011)

*This policy is reviewed annually by Martlesham Preschool Committee*