



HIGHWORTH

British School Building, Brewery Street, Highworth, Swindon, SN6 7AJ.

Telephone: 01793 763668

Email: vordapreschoolhighworth@hotmail.com

Website: www.vordapreschool.wix.com/home

General Welfare Requirement: Safeguarding and Promoting Children's Welfare

The provider must promote the good health of the children, take necessary steps to prevent the spread of infection, and take appropriate action when they are ill.

Health and safety

Food hygiene

(Including procedure for reporting food poisoning)

Policy statement

Vorda pre-school regards snack and meal times as an important part of the setting's day. Eating represents a social time for children and adults and helps children to learn about healthy eating. In our setting we provide snacks and serve packed lunches (provided by parents) to the children.

Aim:

At snack times, we aim to provide nutritious food, which meets the children's individual dietary needs. Our setting maintains 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

- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in *Safer Food Better Business*. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All staff follow the guidelines of *Safer Food Better Business*.
- At least one person has an in-date Food Hygiene Certificate.
- The room leader carries out daily opening and closing checks on the kitchen to ensure standards are met consistently. (See *Safer Food Better Business*).

- 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 use as well as after use.
- There are separate facilities for hand-washing and for washing up.
- 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 Toasters etc.

Promoting Healthy eating

- Before a child starts to attend the setting, we find out from parents their children's dietary needs and preferences, including any allergies. (see the Managing Children with Allergies policy)
 - We record information about each child's dietary needs in her/his registration record and parents sign the record 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.
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- 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 display the menu of snacks for the information of parents.
 - We provide nutritious food for snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings.
 - We include foods from the diet of each of the 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 a known allergy to nuts.
 - 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 organise lunch and snack times so that they are social occasions in which children and staff participate.
- We use lunch 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 take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children. We inform children about how to obtain the water and that they can ask for water at any time during the day.
- We inform parents who provide food for their children about the storage facilities available in the setting.
- We give parents who provide food for their children information about suitable containers for food.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.
- For children who drink milk, we provide semi-skimmed pasteurised milk.

Packed lunches

Children staying for lunch are required to bring packed lunches, we:

- Ensure perishable contents of packed lunches contain an ice pack to keep food cool;
- Inform parents of our policy on healthy eating
- Encourage parents to provide sandwiches with a healthy filling, fruit and milk based desserts such as yoghurt or crème fraîche. We discourage sweet drinks and can provide children with water.
- Discourage packed lunch contents that consist largely of crisps, processed foods, sweet drinks and sweet products such as cakes or biscuits. We reserve the right to return this food to the parent as a last resort;
- Ensure staff sit with children to eat their lunch so that the mealtime is a social occasion.

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 the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.

Legal Framework

- Regulation (EC) 853/2004 of the European Parliament and of the Council on the hygiene of foodstuffs

Further guidance

- Safer Food Better Business (Food Standards Agency)

This policy was adopted at a meeting of Vorda pre-school.

Held on

Date to be reviewed

Signed on behalf on the management committee

Name of signatory

Role of signatory (e.g. Chair)