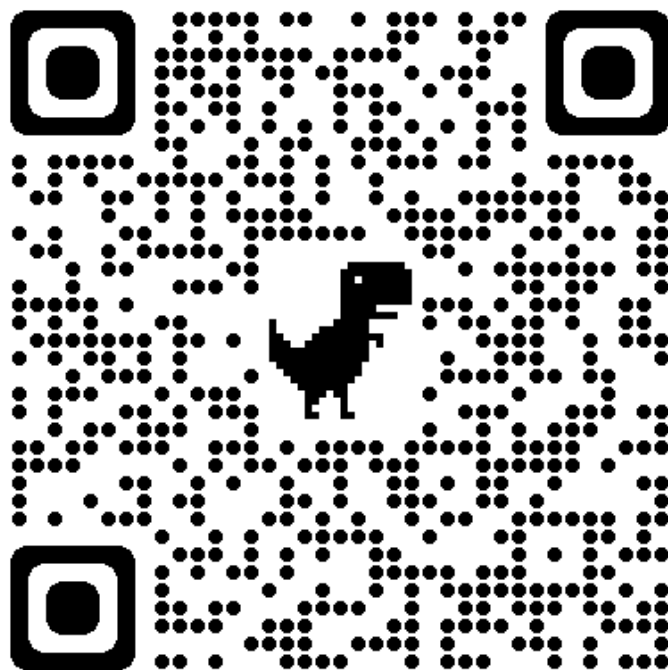




# Food Safety and Nutrition Policy Booklet





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### **3. Food safety and nutrition policy**

(Alongside associated procedures in 03.01-03.05)

#### **Healthy Eating Leads:**

**Chloe C** - Practitioner (Newlands)

**Vicky** - Practitioner (Redbridge)

**Dan** - Practitioner (Tanners Brook)

**Joslyn** - (Spring Road)

**Chloe H** - Lead Practitioner (Portswood)

#### **Aim**

Our setting 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 our provision, but individual employees and service users 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.
- Procedures and risk assessment - **01.01p Kitchen area** 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, offering fruit, vegetable and carbohydrates.
- Food will always be prepared in a way to prevent choking and we share information with parents about the safe preparation of food for children and choking hazards.
- Staff will check items in children's lunchboxes before serving it to the child and will cut up items where needed to prevent choking.
- We follow the main advice on dietary guidelines and the legal requirements for identifying food allergens when planning menus based on the four food groups:
  - meat, fish, and protein alternatives
  - milk and dairy products
  - cereals and grains

- fresh fruit and vegetables.
- We display our allergy list including information about staff and children in the food area within the room and/or in the food checklist folder, ensuring it is visible for all staff. In addition to this we display photos of children with severe allergies with information about symptoms and emergency procedures.
- Parents share information about their children's particular dietary needs including developmental needs and weaning, where appropriate with staff when they enrol their children and on an on-going basis with their key person. This information is shared with all staff and updated on the child's enrollment forms as well as the allergy/dietary list. *(See 04.04 Allergies and Food Intolerance.)*
- Care is taken to ensure that children with food allergies do not have contact with food products that they are allergic to. This is closely observed by staff when setting the tables ready for lunchtime.
- Following dietary guidelines to promote health also means taking account of guidelines to reduce risk of disease caused by unhealthy eating.
- Our **01.01a Allergen - Food** and **01.01b Allergic Reactions - General** risk assessments and procedures set out in **04.4 Allergies and food intolerance** policy are followed.
- We organise meal and snack times to help children to develop independence through making choices, serving food and drinks, feeding themselves and being able to gain social skills.
- Children will always be within sight or hearing of a member of staff whilst eating and there will always be a member of staff in the room who holds a valid paediatric first aid certificate. Where possible, staff will always be seated facing the children to prevent choking, food sharing whilst being aware of unexpected allergic reactions.
- All staff are aware that choking may be silent and are alert to the signs that a child may be starting to choke through their paediatric first aid training. We assess staff confidence levels when dealing with a choking child during our health and safety reviews throughout the year and redeliver training where required.
- Where a child experiences a choking incident that requires intervention, we will record the incident on an accident form detailing how and where the child choked and parents/carers will be notified by phone as soon as possible after the incident, they will also be required to sign the accident form on collection of the child.
- Staff promote and support the children to sit at the table on an appropriately sized chair or highchair, take turns and have meaningful conversations about the food, being healthy and children's likes and dislikes.
- 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 are not handling food will sit with the children at the table, when staffing allows, to act as positive role models, displaying good table manners whilst encouraging healthy eating and demonstrating trying new foods. Children will be provided with positive praise and stickers to celebrate when they try new things.
- Staff drinking in the room in the view of the children will only consume healthy choices such as water and juice if it is in a non see-through bottle. Fizzy drinks are not to be drunk within the sight of the children.

## Legal references

Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs.  
 Food Information Regulations 2014  
 The Childcare Act 2006

## Further guidance

[Safer Food Better Business for Caterers](#) (Food Standards Agency)



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## 03 Food Safety and nutrition policy

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## 03 Food safety and nutrition procedures

### 03.01 Food preparation, storage and purchase

#### General

- All staff have up to date certificated training on food safety.
- The setting's Lead Practitioner alongside the settings health and safety lead, is responsible for ensuring that the requirements in Safer Food, Better Business are implemented.
- All staff responsible for preparing food have undertaken the Food Allergy Online Training CPD module available at <http://allergytraining.food.gov.uk/>.
- The setting's Lead Practitioner, alongside the settings health and safety lead, is responsible for overseeing the work of the staff whilst handling food to ensure hygiene and allergy procedures are complied with.
- The setting's health and safety lead, supported by management, has responsibility for conducting risk assessment based on the 'Hazard Analysis and Critical Control Point' method set out in Safer Food, Better Business.
- Staff carry out and record daily opening/closing checks, weekly cleaning, half termly reviews and dated records of deep cleaning.
- We display our allergy list including information about staff and children in the food area within the room, ensuring it is visible for all staff. In addition to this we display photos of children with severe allergies with information about symptoms and emergency procedures.
- The setting's Lead Practitioner is responsible for informing the managers/trustees/ who then reports to 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.
- Sticky Fingers Pre-school have a **03.06 Nut-Free policy** and parents are requested not to bring food that contains nuts.
- All opened dried food is clearly labelled with the date of opening and packets are resealed between each use.
- Dried packaged food that is decanted from packaging e.g. cereal into dispensers, is clearly labelled with the opening date and any allergen information.

- Food is regularly checked for sell by/use by dates and any expired items are discarded.
- Water dispensers and jugs are cleaned at least daily..
- Items are not stored on the floor; floors are kept clear so they can be easily swept.
- Perishable foods such as dairy produce, meat and fish are to be used the next/same day. Soft fruit and easily perishable vegetables are kept in the fridge at 1- 5 Celsius.
- Packaged frozen food should be used by the use by dates.
- Freezer containers should be labelled, dated and used within 1-3 months.
- Fridge and freezer thermometers should be in place. The Food Standards Agency advises that fridges should be set to 5 degrees celsius or below and freezers -18 degrees celsius. Temperatures must be checked and recorded daily to ensure correct temperatures are being maintained.
- Freezers are defrosted every 3 months or according to the manufacturer's instructions.
- Meat/fish is stored on lower shelves and in drip-free dishes.
- Fruit and vegetables stored in the fridge are washed thoroughly before refrigeration to reduce risk of pests and E.coli contamination.
- Staff's own food or drink should be kept in a separate designated area of the fridge.
- 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, cover any cuts or abrasions and put on gloves before handling food.
- Separate boards and knives are used for chopping food, usually colour coded.
- Raw and cooked foods are prepared separately.
- All vegetables and fruit are washed before preparing.
- Food left out is covered, for example when cooling down.
- Where a microwave is used, food is cooked according to the manufacturer's instructions. Staff will not use the microwave to reheat children's lunches.
- Microwaved food is left to stand for a few minutes before serving.
- A separate toaster will be used for children with a wheat or gluten allergy.
- Food prepared for children with dietary needs and preferences is clearly labelled and every effort is made to prevent cross-contamination.
- Raw eggs are not to be given in any form, such as mousse or mayonnaise.
- When given to children, eggs are fully cooked.

### **Serving Food**

- Staff risk assess the likelihood of children with dietary restrictions accessing the food of other children and must take appropriate action to prevent this from happening, for example:
  - check the list of children's dietary requirements displayed in the food preparation area, including individual photo cards for severe allergies
  - purple coloured plate where the child's name will be written on the bottom to prevent cross contamination
  - other methods as agreed by the setting manager
- Children with allergies/food preferences are not made to feel 'singled out' by the methods used to manage their allergy/food preference.
- Food served to children with identified allergies is checked by the food handlers to ensure that the items in their lunchboxes (and its ingredients) do not contain any of the allergens for that child or any other children within the setting.

- Children will be directed to wash their hands with soap and water prior to eating and again once they have finished eating.
- Tables are cleaned before and after, with an antibacterial spray, soapy water or a suitable non-bleach product.
- Members of staff serving food wash their hands and cover any cuts with a blue plaster and apply gloves.

### E.coli prevention

Staff who are preparing and handling food, especially food that is not pre-prepared for consumption e.g. fruit and vegetables grown on the premises, must be aware of the potential spread of E.coli and must clean and store food in accordance with the E.coli 0157 guidance, available at:

[www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide#.U7FCVGIOWdl](http://www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide#.U7FCVGIOWdl)

### Further guidance

- Eat Better, Start Better (Action for Children 207)  
[www.foundationyears.org.uk/eat-better-start-better/](http://www.foundationyears.org.uk/eat-better-start-better/)
- Example Menus for Early Years Settings in England (PHE 2017)  
[www.gov.uk/government/publications/example-menus-for-early-years-settings-in-england](http://www.gov.uk/government/publications/example-menus-for-early-years-settings-in-england)
- Safe Food Better Business [www.food.gov.uk/business-guidance/safer-food-better-business-sfbb](http://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb)
- Allergen information for loose foods (Food Standards Agency 2017)  
[www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf](http://www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf)
- Campylobacter (Food Standards Agency)  
[www.food.gov.uk/news-updates/campaigns/campylobacter/fsw-2014](http://www.food.gov.uk/news-updates/campaigns/campylobacter/fsw-2014)



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## 03 Food safety and nutrition procedures

### 03.02 Food for play and cooking activities

Some parents and staff may have strong views about food being used for play. It is important to be sensitive to these issues. For example, children who are Muslim, Jewish, Rastafarian, or who are vegetarian, should not be given any food to play with that contains animal products (Gelatine). Parents' views should be sought on this. In some cases, it is not appropriate to use food for play at all, particularly in times of austerity.

- Food for play may include dough, cornflour, jelly, pasta, rice, food colourings/flavourings.
- Jelly (including cubes) will be gelatine free,

- Food for play is risk assessed against the 14 allergens referred to and is included in the written Food play risk assessment.
- Staff are constantly alert to the potential hazards of food play, in particular choking hazards and signs of previously undetected allergies.
- Pulses will be individually risk assessed before use as they can be poisonous when raw or children may choke.
- Dried food that is used for play should be kept away from food used for cooking.
- Foods that are cooked and used for play, such as dough, have a limited shelf life.
- Cornflour is always mixed with water before being given for play.
- Cornflour and cooked pasta are discarded after an activity; high risk of bacteria forming.
- Utensils used for play food are washed thoroughly after use.
- Flour will have its own risk assessment.

### **Children's cooking activities**

- Before undertaking any cooking activity with children, members of staff should check for allergies and intolerances by checking children's records.
- Children are taught basic hygiene skills such as the need to wash hands thoroughly before handling food, and again after going to the toilet, blowing their nose or coughing.
- The area to be used for cooking is cleaned; a plastic tablecloth is advised.
- Children should wear aprons that are used just for cooking.
- Utensils provided are for children to use only when cooking, including bowls, wooden spoons, and jugs are stored in the kitchen.
- Members of staff encourage children to handle food in a hygienic manner.
- Food ready for cooking or cooling is not left uncovered.
- Cooked food to go home is wrapped and refrigerated until home time, if necessary.
- Food play activities are suspended during outbreaks of illness.



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## 03 Food safety and nutrition procedures

### 03.03 Menu planning and nutrition

Snacks supplied for children provide a healthy and balanced diet for healthy growth and development. The setting follows dietary guidance to promote health and reduce risk of disease caused by unhealthy eating. When planning menus, the setting management ensure that:

- Our snack menu consists of a variety of fruits and vegetables and a selection of carbohydrates. The snack menu is run over a 2 week period.
- Menus reflect children's cultural backgrounds, religious restrictions and the food preferences of some ethnic groups.
- Menus are clearly displayed so that parents and staff know what is being provided.
- Parents must share information about their children's particular dietary needs with staff when they enrol their children and on an on-going basis.
- We display our allergy list including information about staff and children in the food area within the room and/or the food checklist folder, ensuring it is visible for all staff. In addition to this we display photos of children with severe allergies with information about symptoms and emergency procedures.
- Key persons regularly share information about the children's levels of appetite and enjoyment of food with parents.
- We will record what children have eaten during snack and lunch times for all 2 year olds and children who receive 1:1 support on their individual 'care diary' on Tapestry for parents to view or pass this information over to parents at the end of the session.
- Staff refer to the Eat Better, Start Better (Action for Children 2017).

#### Packed lunches

Where children have packed lunches, staff promote healthy eating, ensuring that parents are given advice and information about what is appropriate content for a child's lunch box.

Staff who are not handling food are able to sit and eat their own lunch at the table with the children, ensuring they are only eating healthy options when at the table to role model healthy eating. Any 'treat' items in their own lunchbox, including drinks will be eaten/drunk away from the children.

Staff will add an ice pack to every child's lunch box or put the lunchbox in the fridge within their snack opening checks to ensure that contents remain cool.

Where staff suspect a food product may contain nuts, we follow our *03.06 Nut-Free policy* and procedures.



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## 03 Food safety and nutrition procedures

### 03.04 Meeting dietary requirements

Snack and mealtimes are an important part of the day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We aim to provide nutritious food, which meets the children's individual dietary needs and preferences.

- Staff discuss and record children's dietary needs, allergies and any ethnic or cultural food preferences with their parents.
- If a child has a known food allergy, our policy and procedures **04.04 Allergies and food intolerance** are followed.
- We will make every effort to provide a child with an allergy an alternative option to promote inclusiveness, such as a gluten free or dairy free option.
- Parents will record information about their child's dietary requirements, preferences, allergies or intolerances, and any health requirements prior to the child starting, on their individual registration form. This is then shared with all staff and added to the medical and allergies list.
- When there is a change in dietary needs after the child's registration form has been completed, staff will update the individual child's registration form and the medical and allergies list; parents sign the form to signify that it is correct.
- Up-to-date information about individual children's dietary needs is displayed so that all staff and volunteers are fully informed, this is checked by the staff member preparing and serving snack/lunches as part of their opening checks.
- Staff ensure that children receive only food and drink that is consistent with their dietary needs and cultural or ethnic preferences, as well as their parent's wishes.
- The menus of snacks are displayed on the parent notice board for parents to view.
- Staff aim to include food diets from children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- Through on-going discussion with parents and research reading by staff, staff obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians and vegans, as well as about food allergies. Staff take account of this information when providing food and drink.
- Staff provide a vegetarian alternative when meat and fish are offered and make every effort to ensure Halal meat or Kosher food is available to children who require it.
- Where it is not possible to source and provide Halal meat or Kosher food, a vegetarian option is available; this will be discussed and agreed with parents at the time of the child's registration.

- All staff show sensitivity in providing for children's diets, allergies and cultural or ethnic food preferences. A child's diet or allergy is never used as a label for the child, they are not made to feel 'singled out' because of their diet, allergy or cultural/ethnic food preferences.
- Fresh drinking water is available throughout the day. Staff inform children how to obtain the drinking water and that they can access water at any time during the day.
- Children will not be required to bring their own drink bottles into the setting and parents will be asked to take them home. Children will be encouraged to drink from an open topped cup to support their speech and language development.
- Children will be offered milk and water at snack times.
- Meal and snack times are organised as social occasions.

### **Fussy/faddy eating**

- Children who are showing signs of 'fussy or faddy eating' are not forced to eat anything they do not want to.
- Staff who are not handling food will sit and eat snack at the table with the children (where staffing allows them to), acting as positive role models and will try new foods, encouraging children to also try foods. Stickers and positive praise will be provided to those children who try the food.
- Staff recognise the signs that a child has had enough and remove uneaten food without comment.
- Children are not made to stay at the table after others have left if they refuse to eat certain items of food.
- Staff work in partnership with parents to support them with children who are showing signs of 'faddy or fussy eating' and sign post them to further advice, for example, How to Manage Simple Faddy Eating in Toddlers (Infant & Toddler Forum)  
<https://infantandtoddlerforum.org/health-and-childcare-professionals/factsheets/>



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## 03 Food safety and nutrition procedures

### 03.05 Breast feeding

We recognise the important benefits of breastfeeding for both mothers and their babies. All mothers have the right to make informed choices and staff will ensure that clear and impartial information is available to all mothers. Staff will fully support parent's choices.

We promote the Department of Health's recommendations on feeding infants, as follows.

- Breastmilk is the best form of nutrition for infants.
- Exclusive breastfeeding is recommended for the first six months (26 weeks) of an infant's life.
- Six months is the recommended age for the introduction of solid foods for infants.
- Breastfeeding (and/or breast milk substitutes, if used) should continue beyond the first six months, along with appropriate types and amounts of solid foods.

#### General

- Support is offered to promote and maximise the benefits of breastfeeding to new and expectant mothers attending the setting. Information is provided in the form of leaflets and 'signposting' to support groups and other sources of information.
- Publicity materials for bottle feeding and formula milk are not displayed within the setting.
- Mothers are enabled and supported to feed their babies within the setting. Every effort will be made for mothers who wish to feed their babies in private to do so.
- Toilet and baby changing areas are not offered as areas for breastfeeding as these cannot offer a hygienic environment.
- If a visitor to the setting objects to a mother breastfeeding, the 'complainant' will be moved to an area where s/he can no longer view the mother. The mother will not be disturbed.
- Staff co-operate with healthcare professionals and voluntary support groups to ensure a consistent approach to the promotion of breastfeeding benefits throughout the setting. This will be achieved by sharing of information and resources
- Staff do not discriminate against any mother in her chosen method of feeding and will not dictate choices to mothers

#### Further Information and resources

Breastfeeding and bottle-feeding advice (NHS)

[www.nhs.uk/conditions/baby/breastfeeding-and-bottle-feeding/](http://www.nhs.uk/conditions/baby/breastfeeding-and-bottle-feeding/)



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Millbrook  
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023 80764499  
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% Redbridge Primary school  
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Millbrook  
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02380 764717  
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Sticky Fingers Pre-school  
Tanners Brook  
% Regents Park  
Community centre  
Elmes Drive  
Millbrook  
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Sticky Fingers Pre-school  
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% 14th Itchen Scout hut  
Spring road  
Sholing  
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Sticky Fingers aspires to provide a safe, fun and welcoming environment for everyone.

We offer children experiences to support their development, empowering them to reach their full potential.

## 03 Food safety and nutrition procedures

### 03.06 Nut-free Setting

Sticky Fingers aim to be a nut-free setting. Although this cannot be guaranteed, this policy sets out all measures that we will take to reduce the risk to those children, staff and visitors with nut allergies which could potentially be very harmful to them.

Our “Nut-Free Policy” means that the following items especially should not be brought into the setting:

- Packs of nuts
- Peanut butter sandwiches
- Fruit and cereal bars that contain nuts
- Chocolate bars or sweets that contain nuts
- Sesame seed rolls (children allergic to nuts may also have a severe reaction to sesame)
- Cakes made with nuts

**We also ask staff and parents to refrain from using nut based products on their or a child’s hair, skin, nails etc, such as coconut or almond oil, while the child is entering the setting as this can have the same effect as food items on nut allergy sufferers.**

In order to reduce the risk of an allergic reaction for anyone in the setting we will:

- Follow our *04.04 Allergy & Food Intolerance policy*
- Ensure that all new parents, staff and volunteers are aware of our 03.06 Nut-Free policy.
- Have clear signage displayed to highlight that we are a nut-free setting.
- We will remind families periodically on Tapestry and newsletters
- When we suspect that a product may contain nuts, packaging will not be opened and an alternative nut-free option will be given. This includes when the following statements are written on the ingredients list:
  - Not suitable for nut allergy sufferers,
  - This product contains nuts,
  - This product may contain traces of nuts
- When there is suspicion around a food product but there is no ingredients list, e.g. a chocolate spread sandwich or an item taken out of a multipack, we will try to make contact with the parents to clarify the contents and may also require a photo of the ingredients list for future reference to avoid repeated questioning. The product will remain unopened and if applicable, in a lunchbox, until we receive clarification that it is nut-free. Where necessary, the parents will be reminded of this policy.
- When we have made an attempt to contact the parents with no success, an alternative nut-free option will be given. We will then inform the parents of this on collection of their child as well as

providing a note in their lunchbox with the product and a reminder given of our nut-free policy where necessary.

- When parents bring in food to share (such as a birthday cake) it must not be eaten on site, however the children can take the food home for the parents to give at their discretion.
- We make sure that all cooking ingredients do not include nuts.
- Should a child come into contact with a food that they cannot have, appropriate medical action would be taken immediately, and a full investigation would take place • It is a parent's responsibility to ensure that no food stuff or confectionery are brought into Pre-school where other children can access it, i.e. bags and coat pockets left in the room. To further minimise risk and protect those children with the most severe nut allergy as much as possible, we will ask parents to wash their children's hands and wipe faces before coming into Pre-school if they have had a nut-based breakfast or snack at home.

**Parents and carers** must notify staff of any known or suspected allergy to nuts and provide all medical and necessary information in line with *04.04 Allergy and food intolerance policy*.

Homemade snacks or party food contributions must have a label detailing all ingredients present and the kitchen environment where the food was prepared must be nut free. If you are unsure about a selection, please speak to a staff member before bringing the food item into the Pre-school.

We also have children that have other severe allergies and we reserve the right to ask parents to adhere to the above in relation to other allergies.

### **Staff and volunteers**

Staff and volunteers are informed of our nut-free policy during their induction process and we ensure that they understand that they must not bring in or consume nut products in the setting and ensure they follow good hand washing practice.

- Caution must be taken at certain times of year such as Easter and Christmas. If staff distribute confectionery, care must be taken to ensure that no nuts are included in the product. Fruit sweets such as Haribo are a better alternative. Particular products that are a cause for concern are: - Celebrations – Roses – Heroes – Quality Street.

Review date: April 2026

Last Edited: April 2026

Chair or Manager on behalf of Sticky  
Fingers: