**03** Food safety and nutrition procedures

**03.7 Safer eating procedures**

We recognise the important benefits of Safer Eating and allergy control.

We promote the Government and OFSTED recommendations on safer eating as follows.

**1. Food Safety & Hygiene**

**(Also refer to 03.1 Food preparation, storage and purchase)**

* Our Catering Manager has level 2 Food Hygiene training, and also Food Allergy training. All staff preparing breakfast and teas have a level 2 Food Hygiene training and some additional staff have Food Allergy training.
* Our Catering Manager uses the food safety system ‘Safer Food Better Business’ (SFBB)

**Food Storage**

* Packaged food is stored as to the guidance on packets. Fresh produce is stored in fridges or a cool area.
* Food is stored in its original packaging so ingredients and use by or best before dates can be checked.
* All food from open days and events is removed from the setting after the event or disposed of in food bins.
* We follow food use by dates, and remove food from the setting after use by dates.

**Food Preparation**

* Food for snacks and lunches is prepared by our Catering Manager in our main kitchen which has a 5 star food hygiene rating. Breakfast and teas are prepared in the Busy Bees and Curious Caterpillar kitchens by staff with a level 2 food hygiene certificate.
* If food is reheated (for sleeping children) It is temperature checked with food probes and recorded on our room records

**Cleaning**

* The Catering Manager follows a cleaning schedule in the main kitchen which lists all items and if they need to be cleaned after use, Daily, Weekly, Monthly or other. The routine is Hot soapy water, rinse with clean water, anti-bacterial spray, leave for 5 mins and wipe away with a disposable towel. In the Busy Bees Kitchen work surfaces are sprayed with anti-bacterial spray in the morning, before snacks and meals and at the end of the day. The fridge and microwave are cleaned weekly. Sterilizers are wiped down after use. In the Curious Caterpillars & Busy Bees kitchen’s they follow a food area checklist.
* All rooms wash tables with hand hot soapy water and all crockery and cutlery is either washed in a dish washer or hand-hot soapy water, and air dried where possible.
* All picnic tables for outside eating are covered with a washable table cloth and wiped with anti-bacterial spray.

**Hygiene**

* All staff and children wash their hands before eating. Toddlers and babies in the Busy Bees room use a hand cleaning foam. Staff wash their hands and there are gloves and aprons available for dishing up.
* Hand washing activities are added to our curriculum

**Sterilization for Babies**

* Refer to procedure 03.3 Milk and baby food preparation and storage.

**1. Food Preparation and serving**

**Age appropriate foods**

* In Busy Bees they support weaning and discussions are had with parents for each stage. The information is then given to our Catering Manager who will prepare individual meals.
* Children moving up to the next room there will be a transition form that outlines the child’s needs and weaning stage.

**Choking Hazard prevention**

* Children are supervised at all times when eating and being given milk. Staff sit at children’s level to observe children eating. They watch out for possible silent choking and alertness. If children become sleepy they are removed from the table and after checking to see if they have finished their mouthfull they are put down to sleep. Food will be given when they wake up if it is before another meal or snack time.
* Children are encouraged to sit throughout the meal and staff create a calm environment.
* All dishing up is done before the children start eating or is done at the table with staff facing the children.
* Staff remain at the table and only leave if another member swaps with them.
* Food is prepared by our catering manager and staff with food hygiene certificates, to prevent choking e.g., age appropriate or cut in slices
* Children are encouraged to chew food and activities about safe eating are added to our curriculum.

**3. Meal time environment**

**Designated eating areas and comfortable seating**

* Children eat both inside and outdoors.

**Inside:**

* Each room has appropriately sized chairs and tables. The Busy Bees baby room also has low level chairs with trays for younger children.
* Children are sat together for a social meal. There is a mixture of rolling or sit together snack times depending on the situation. And numbers of staff and children
* Bright Butterfly children sit at tables which are laid out with their names, cutlery and milk glasses they eat of ceramic crockery. Children then clear away their own plates and names and help wash the crockery.

**Outside:**

* Children in the Curious Caterpillar and Bright Butterfly rooms often eat snack outside. Outside the children sit at picnic benches. Child size for the Curious Caterpillar and Adult size for the Bright Butterflies.

**Trips:**

* Trips will be risk assessed for safer eating procedures on an individual case, and carried out at the discretion of the owners.

**3. Food Allergies and Dietary Needs**

**Identification**

* All parents/carers fill in a registration form and are asked about food allergies, intolerances and food preferences e.g., Vegetarian, Clean Eating etc. These are then recorded on our allergy sheets and the office; main kitchen and each room has a copy which is displayed.
* Each day the allergy list is checked and signed in each room.
* Children with allergies are sat together and served first. Bright Butterflies children have names with red outlines as a further check.
* Parents/carers and children then have an induction session where parents are asked again about food allergies, intolerances and food preferences e.g., Vegetarian, Clean Eating etc.
* Each time our menus are published it has a reminder of allergens and keeping us updated of any changes in dietary requirements.

**Emergency Plan**

* See separate sheet

**5. Development and review**

* This plan will be reviewed annually by Owners/Management team, with contributions from our Catering Manager and staff.

**Further Information and resources**

[Help for early years providers : Food safety](https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/food-safety)

[Managing Allergies in Early Years Settings | Policies & Procedures | Anaphylaxis UK](https://www.anaphylaxis.org.uk/education/guidance-for-early-years-settings-2/)

[Guidance for Early Years Settings | Allergy UK | National Charity](https://www.allergyuk.org/resources/guidance-for-early-years-settings/)