

HEADSTART PRE-SCHOOL
At
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Headstart Pre-school LTD
Food Safety & Hygiene Policy

Including:

1. General food hygiene practices
2. Allergens
3. Foods we offer
4. Treats and Birthdays
5. Choking hazards

1. General food hygiene practices

It is Headstart Pre-school Ltd policy that all things listed below must be completed by everyone handling or preparing food and drink:

- Hands must be washed in soap for at least 20 seconds or anti-bacterial gel before: food preparation, between handling raw food, after outdoor play, after nappy changing/ toilet support, before and after tooth brushing, after any break that may have been taken in-between e.g. toilet break. And also at any other point in which practitioners feel their hands are un-clean.
- Sinks and food preparation areas will be cleaned with the appropriate cleaning products. Named sinks for specific usages are clearly labelled on the colour coding system.
- Surfaces are to be wiped down with anti- bacterial spray throughout the day and before any food preparation or serving.
- Utensils and crockery will be cleaned thoroughly with washing up liquid after each use and dried thoroughly before storing in a clean, dry area.
- All fruit and vegetables are to be washed before being served.
- All unused foods/ out of date foods must be sealed and thrown away upon being found – this must be recorded on the daily risk assessment.
- Milk and fresh fruit will be stored in a correct temperature refrigerator.

- The refrigerator should be checked to make sure it is at the correct temperature on a daily basis: which is 5°C or below.
- Refrigerator should be cleaned at the end of each week and a deep clean should be completed at the end of every term.
- Correct coloured chopping boards and knives should be used depending on food item – following the colour-coded chart.
- All hazardous substances e.g. washing up liquid, anti-bacterial spray, knives etc, should be stored out of reach of children.
- Protective aprons must be worn when preparing food, hair must also be tied back and when necessary staff must wear gloves, (when there are cuts or wounds to the hands).
- Nobody under the age of 18 should handle foods, which require using a knife.
- Foods that may need opening should be opened with the designated food scissors – stored with the knives.
- All food that has been pre- prepared should then be covered with cling film and stored accordingly.
- Staff must have Food safety and Hygiene Level 2 before they are able to prepare snack/ foods (all staff must update this qualification on a 3 year basis).

At Headstart we provide snacks both AM & PM and children provide their own packed lunches or order school lunches online via live kitchen. We serve healthy snacks in both morning and afternoon session's.

2. Allergens

We request that any allergies are noted upon application to the setting. All staff will be made aware of children with allergens.

With recommendations from Wigan council we use the allergen check list for all foods provided on site and for school lunch's allergen check lists can be obtained from the school office.

Parents are made aware NOT to send their child to Headstart with any foods containing nuts, including, peanut butter.

Allergen Reaction – Emergency Action – plan is laminated and displayed near to the medication cabinet – this sets out actions to be taken in the event of an allergic reaction. **See Appendix 1.**

Headstart will report to Ofsted any incidents of food poisoning where two or more children cared for on the premises are affected.

See Appendix: 2, 3, 4, 5, 6 & 7 – Food Standards Agency – Food Allergy and Intolerance Training.

See Appendix: 8 Food Allergen Risk Assessment.

3. Foods we offer

Headstart Pre-school LTD offer a range of healthy snacks daily including fruit and vegetables. Water bottles are requested from home for children to access independently throughout the day, one carton of milk is provided each day (children can have this in small amounts throughout the day). We teach children about healthy food choices and on special occasions we allow children to taste different foods. Parents/ Guardians are made aware of this beforehand and can 'opt out' if they so wish.

Headstart Pre-school believes in promoting a healthy and balanced diet to ensure children grow and develop physically and mentally – we share our 'healthy lunch box' letter with parents at the start of each academic year.

4. Treats and Birthdays

On occasion when asked to by parents Headstart may accept 'treats' to be shared with other children, for example on a child's birthday. All treats **MUST** come with an allergen warning and will be cut up (if appropriate) and sent home for children parents/ guardians to decide if they wish to give it to their child. No child will be given a 'treat' which contains allergens that Headstart have been made aware of.

Headstart **WILL NOT** accept 'lolly pops' as treats within the setting due to the potential choking hazard.

5. Choking Hazards

Staff continually watch children as they eat snacks and foods. Children are reminded to stay sat down and to only consume appropriate amounts of food at one time. When required staff may 'cut up' foods (usually hot lunches) to help avoid choking – i.e. Sausages must be cut length and width ways.

Snacks provided will always be sliced/ cut into appropriate amounts and children will be monitored at all times.

Parents are reminded to cut fruits such as grapes 'length' ways to help avoid choking.

