

**Springboard Sunderland Trust**

**Springboard Nursery**

**Food Hygiene Policy**





## Document Control

This is a controlled document. Whilst this document may be printed, the electronic version posted on the Springboard SharePoint intranet is the controlled copy. Any printed copies of this document are not controlled. This document should not be saved onto local or network drives but should always be accessed from SharePoint.

<b>Food Hygiene Policy</b>	
Category:	Springboard Nursery
Responsible Person:	Marie Hunter
Accountable Person:	Jane Waggott
Date of First Issue:	November 2015
Next Review Date:	08/08/2024

## Policy statement

Springboard Nursery provides and serves food to children on the following basis:

- Snacks
- Meals / Lunch and Tea

We regard snack and mealtimes as an important part of the day. Eating represents a social time for children and adults promoting personal, social and emotional development, communication and language and physical development while helping children to learn about healthy eating. At snack and meal times, we aim to provide nutritious food, which meets the children's individual dietary needs whilst promoting healthy eating. Members of staff responsible for the preparation of food / meals / snacks are competent to do so. Our lunches are prepared offsite by Sunderland City council. We follow Safer Food Better Business and at least one person has an in date Level 2 Award in Food Safety Certificate. From December 2014 in accordance with new Food Regulations staff are now aware of any allergens that may be contained in the food they serve. Safer Food Better Business Guidance (Food Standards Agency) helps us to:

- Make food safer
- Protect the health of children we look after
- Comply with food hygiene regulations

We maintain the highest possible 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 we have a 5 star food hygiene rating. The 5 means we are at the top of the scale, our hygiene standards are very good and we fully comply with the law.

## Procedures

- The person in charge and the person responsible for food preparation at Springboard Nursery understand 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 Level 2 Award in Food Safety Certificate.
- We ensure that all meals, snacks, and drinks are healthy, balanced and nutritious.
- Fresh drinking water is always available and accessible.
- We discuss a child's dietary requirements with parents/carers prior to their child starting the setting, regarding any food allergies, food preferences or special dietary requirements they may have.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently (*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.

- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for handwashing 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 always supervised.
  - 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 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.

### Procedures – (for children)

- We follow these procedures to promote healthy eating in Springboard Nursery.
- Before a child starts to attend our nursery, we find out from parents their children's dietary needs and preferences, including any allergies (Managing Babies and Children with Allergies, or Babies and Children who are Sick or Infectious policy).
- We record information about each child's dietary needs in his/her 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 child'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.
- 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 menus of meals/snacks for the information of parents.
- We provide nutritious food for all meals and snacks, avoiding large quantities of saturated fat, sugar, salt, artificial additives, preservatives and colourings.

- We include a variety of foods from the four main food groups:
  - meat, fish and protein alternatives;
  - dairy foods;
  - grains, cereals and starch vegetables; and
  - fruit and vegetables.
- 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 staff's discussion with parents and via staff's own research, 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.
- Halal meat or Kosher food is available for any children who require it.
- 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 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.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and children can ask for water at any time during the day.
- In accordance with parents' wishes, we offer children arriving early in the morning - and/or staying late - an appropriate meal or snack.
- 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 whole pasteurised milk and semi-skimmed milk.
- For each child under two, we provide parents with daily written information about feeding routines, intake and preferences.

## 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

[www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/](http://www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/)

This policy was adopted at

Springboard Nursery

---

Date:

14/08/2021

---

Date to be reviewed

08/08/2024

---

Signed by the manager

*M. Hunter*

---

Signed by the signatory

*S Reay*

---

Name of signatory

Steve Reay

---

Role of signatory

Chief Executive

---

## Appendix 1 - Collection of Nursery lunches

### Policy statement

Springboard Nursery regards 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. Our lunches are cooked and provided by A-Spire Bistro and Cafe. The menu meets the new national school food standards and is designed to provide children with the required energy and nutrition and also meets the children's individual dietary needs that they need across the whole nursery day.

### Procedures

We follow these procedures and Safer Food Better Business Guidance (Food Standards Agency) as it helps us to

- Make food safer
- Protect the health of children we look after
- Comply with food hygiene regulations

### **Steps we follow are:**

- 1- Lunches are collected by Fred / Staff member at 11:45 from A-Spire Bistro Café which is across the car park (Unit 2).
- 2- The lunches are transported in a clean Hot Caddy and all food is covered correctly.
- 3- A-Spire takes the cooking temperature and time which is recorded on their daily sheet.
- 4- While the food is being transported a member of nursery staff will be in the dining room ensuring it is clean and tidy ready for lunch time to begin.
- 5- The hot caddy with the food in is placed in our dining area at 11:50 by Fred / Staff member.
- 6- A member of nursery staff will be in the dining room ready to receive the children's lunches (dressed appropriately in an apron, hair tied back and gloves on).
- 7- The staff member will take the food out of the hot caddy at 11:50/ 11:55, take and record the food temperatures with a clean probe (Wiping the probe after each food item) ensuring all the food is at a safe temperature for the children to eat.
- 8- The food will then be placed on the serving table ready for the children to arrive at 12:00 to serve themselves.