SAFEGUARDING & WELFARE REQUIREMENT: HEALTH

6.6 Food Hygiene

Policy Statement

At St John's Playtime Pre-school we provide and/or serve food for children on the following basis:

- Breakfast (for children who arrive from 8.15am)
- Snacks (in the morning and afternoon)
- Packed lunches (at our Lunch Club)

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food. Our safer food better business rating is the highest level – 5.

We are registered as a food provider with the local authority Environmental Health Department.

Procedures

- All our staff responsible for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our setting. This is set out in Safer Food, Better Business (Food Standards Agency 2024). The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All our staff follow the guidelines of Safer Food, Better Business.
- All our staff involved in the preparation and handling of food have received training in food safety and renew this training every 3 years.
- All staff responsible for food preparation and serving carry 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 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 our setting, our Manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.
- Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as reasonably practicable, and always within 14 days of the incident.

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 (Food Standards Agency 2024)

This policy was adopted at a meeting held by St John's Playtime Pre-school committee on 17th June 2009.

This policy was reviewed & updated on: June 2026

This policy will be reviewed again on: June 2027

Signed on behalf of the Management committee and provider:

Name of Signatory: **Polly Fyfe**

Role of Signatory: **Committe**

