



Food & Safety Policy

Purpose of Policy

Snuggle Bunnies Childcare (Nursery) is committed to make every attempt to ensure that safe and healthy practices are implemented around storage, preparations, and service of food throughout the setting. The setting will make every attempt to comply with, the Food Safety Act 1990 and Food Standard Agency (England) 2017.

Who is Responsible?

It is the childminder's responsibility to ensure that all members of staff are fully trained in Food, Safety and Hygiene and that all staff understands the procedures and implements the policy. It is the childminder's responsibility to ensure that all members of staff maintain safe practices in the preparation and storage of food and that all food hygiene practices comply with relevant food, safety, and hygiene legislation.

How will the policy be implemented?

Snuggle Bunnies Childcare procedures are put in place to aim to achieve high standards of health and safety in all aspects of food handling. The policy will be monitored, and the policy will be annually reviewed or sooner.

Procedures

Personal Hygiene:

Snuggle Bunnies Childcare has a high standard of personal hygiene for all staff when they are in the process of handling food preparation (please see the procedures and policy for personal hygiene). All staff are responsible when are children involved with food preparation during activities. With this, staff will make every attempt that children follow the handwash procedures. In addition

to that, any person showing signs of ill health will not be allowed to handle food.

High Risk Foods Identified

Where high risk foods have been identified, the member of staff responsible for their handling and preparation will identify the potential hazards, associated with them and record how they are to be handled and prepared safely in order to prevent ill health and cross contamination.

Temperature Control

It is the policy of Snuggle Bunnies Childcare to check meals provided by The Kidz Clean Kitchen arrives at the appropriate food temperature (just over 63 degrees minimum hot holding) to prevent the growth and multiplication of food poisoning organisms. This will reduce the rate of bacteria poisoning and to ensure that the quality of food is maintained. It is the policy of Snuggle Bunnies Childcare to check and record fridge/freezer temperatures daily to make sure that the correct temperature is maintained.

The provision MUST inform Ofsted of any food poisoning affecting two or more children cared for on the premises. Notifications must be made as soon as reasonably possible **Ofsted: 0800 123 1234.**

Failure to comply with Ofsted requirements within 14 days of incident, commits an offence.

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Food & Safety – Hygiene Standards

Purpose of Policy

The purpose of this part of the Food Safety Policy is to make sure that the personal hygiene procedure for Snuggle Bunnies Childcare is followed and that staff/children handling food maintain high standards of hygiene to minimise the health risks to themselves and others.

Who is Responsible?

All members of staff are responsible to make sure that they follow the Personal Hygiene procedures for Snuggle Bunnies Childcare and that they too maintain high levels of personal hygiene. All members of staff are responsible to make every effort that all children in the provision maintain high levels of personal hygiene whilst they are in the provision and especially when they are handling food.

How will the policy be implemented?

All members of staff must follow Snuggle Bunnies Childcare, No Smoking Policy.

All food handlers, including children must wash their hands regularly especially:

- After visiting the toilet
- Entering the kitchen to prepare foods (Breakfast/Snacks)
- Handling the meals by The Kidz Clean Kitchen
- After eating, blowing nose, coughing, and sneezing etc
- After handling waste or refusing to wash hands
- After handling cleaning supplies

- After outside play, indoor activities e.g. sports, gardening and trips etc
- Also, all staff must wash their hands thoroughly when returning to the setting after a break
- Finger nails should be kept short and clean
- When food handlers prepare food staff/children must not chew gum, eat sweets, and must not taste food being prepared by sticking fingers in or eating from the cooking utensils
- Any cuts, sores and spots on hands/arms must be covered with a waterproof plaster/dressing. Should check children's hands before they join in the food activity
- Staff should avoid wearing jewellery
- Wear clean protective clothing e.g., aprons and washed daily to avoid any build up of spoilage. It is the policy of Snuggle Bunnies Childcare to provide all staff with protectable wear, disposable plastic aprons, masks, hair nets, and gloves to wear when preparing food.
- Separate aprons should be provided for children when preparing food activities; these aprons are separate aprons from those children involved in arts and crafts activities
- No outdoor clothes or equipment should be brought in to the preparing food area and all protective wear should be removed when leaving the provision.
- When preparing food, staff should avoid touching their hair, face, and their hair should be tied back with hair net covering hair. All staff must wash their hands after touching their hair and face.

Any symptoms of food poisoning e.g., vomiting, diarrhoea, fever etc, staff must report and record if affecting either themselves or children. Staff with symptoms of food poisoning should refer to the Infection Control Policy for exclusion guidelines. If staff is feeling unwell, they should under no circumstances continue to handle or prepare food. When a parent notifies the provision that their child is suffering any symptoms of food poisoning, the staff receiving the information must notify the childminder immediately. The childminder must enter the details into the Incident Book and notify all members of staff and parents, especially if more than one child showing symptoms. All members of staff must refer to the Infection Control Policy for more information on exclusion guidelines for children. If children are feeling

unwell, they should under no circumstances continue to handle or prepare food.

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Food & Safety Policy - Handling of High-Risk Foods

Purpose of Policy

The purpose of this Policy is to enable all staff to recognise high risk foods that may be used within the Snuggle Bunnies Childcare and to recognise the controls required to make sure that these foods remain safe for consumption by staff and children.

Who is Responsible?

It is the responsibility of the manager to make sure that any types of high risk foods have been identified and adequate control measures have been identified and applied. It is also the childminder's responsibility to make sure that all staff are trained appropriately when involved with food handling. All staff have a responsibility to make sure that they apply the recognised controls to high foods; all staff also, have a responsibility to make sure that the temperature of fridge/freezer is monitored and recorded.

How will the policy be implemented?

All staff handling food, will undergo training in accordance with the Food Safety Regulations 1995, which will be documented and filed in their training file and all certificates will be displayed for information purposes. It is Snuggle Bunnies Childcare's (Nursery) responsibility to give the Food, Safety and Hygiene training opportunity to staff as part of their introductory training programme.

A hazard investigation should be carried out for each of the following high risk foods:

- All cooked meat and gravy
- All cooked meat and poultry

- Milk, cream, butter, custard and dairy products
- Cooked rice
- Cooked eggs and products made from eggs

Due to the possibilities of children having allergies to nuts, fish and seafood's it is Snuggle Bunnies Childcare's (nursery) policy to make sure not to use these products when preparing food for the children and staff as well as The Kidz Clean Kitchen. Using the hazard investigation and control form all foods with the identified hazards will be recorded to control and minimise any risks with the foods and who is responsible. The completed hazard and control form must be filed in the food and safety file, which is accessible to all staff

Temperature Controls

All staff have the responsibility to make sure that the fridge/freezer temperatures are controlled and checked daily. This is to make sure that any food that requires being refrigerated or frozen is being stored out of the danger zone 5 degrees to 63 degrees. The results of these checks must be noted down on the temperature control sheet, which is kept on the refrigerator. When meals arrive each day from The Kidz Clean Kitchen and at the end of the week for fridge freezer temperatures the childminder must sign the sheet to make sure the checks have been carried out and that the results are satisfactory.

The completed temperature control sheets must be kept in the Food Safety and Hygiene file.

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Food & Safety Policy - Cleaning of Food Preparation Areas

Purpose of Policy

The purpose of this Food & Safety Policy is to make sure that all areas of Snuggle Bunnies Childcare (nursery) are used for food preparation are kept clean and tidy to minimise the food related risks and hazards.

Who is Responsible?

It is the responsibility of the childminder to make sure the cleaning timetable for food preparation areas is accessible and available to all staff. It is the responsibility of all staff to make sure when preparing food, the food preparation area is clean and tidy according to the policy.

How will the policy be implemented?

The Childminder of Snuggle Bunnies Childcare will schedule a cleaning timetable that should be followed by all staff, this schedule will include:

- What is to be cleaned
- How often it should be cleaned
- Process of cleaning
- Who is responsible?

All staff should be aware of the importance of keeping the food preparation areas clean and tidy. The fridge and freezer will be cleaned by the childminder.

The cleaning timetable should be kept on the wall of the food preparation areas and the staff using that area must complete the timetable, date, and write name. The Childminder is responsible for checking the cleaning timetable is completed, dated, and has the staff's name written on the sheet. This must be checked at the end of the week (Friday) to confirm that the required cleaning tasks have been completed.

Fridges/Freezers

- Taking out the shelves and drawers and washing in soapy warm water
- Cleaning the walls inside and outside the fridge, top and bottom of fridge (inside) with anti-bacterial wipes
- Cleaning the seals around the fridge door to make sure that there are no spillages or stains
- Freezers are to be defrosted and cleaned once per month following the same guidelines as cleaning the fridge

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Food & Safety - Cross Contamination

Purpose of Policy

The purpose of this policy is to make sure that cross contamination does not happen in Snuggle Bunnies Childcare (Nursery).

Who is Responsible?

The Childminder and all staff have the responsibility to make sure that cross contaminations are all recorded and that all members of staff are aware of them. All staff have the responsibility to make every effort to ensure that the correct implementation of cross contamination is controlled.

How will the policy be implemented?

Cross contamination of foods can happen in the following ways:

- When cooked food comes into contact with raw foods
- When cooked food being prepared on unclean surfaces or surfaces that have been used in preparations of other food
- Through poor hygiene practices
- By pests

The Childminder must make sure that the appropriate controls are put in place to prevent cross contamination and that these controls are recorded on the cross contamination- risk and control form.

All staff should be aware of the cross contamination risk and control forms and must make sure the recorded controls are implemented.

The cross contamination risk and control form must be kept in the food & Safety file.

All staff must make sure that the cleaning arrangements part of the policy is followed.

All staff should maintain great standards of personal hygiene, please see the personal hygiene part of the policy for more information.

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