



## Food safety policy

### Purpose of policy

Rising Stars is committed to ensure that safe and healthy practices around the storage, preparation and service of food are maintained throughout the setting.

### Who is Responsible?

It is the responsibility of all the members of staff to ensure that safe practices are maintained in the preparation and storage of food and that all food hygiene practices are complied with the relevant legislation and policy.

### How will this policy be implemented?

Detailed procedures exist to ensure that there are high standards of health and safety in all aspects of food handling. The policy and the methods of implementation will be continuously monitored; the policy will be reviewed at least annually.

Rising stars provide or serve food for children on the following basis:

- Breakfast
- Snack
- Lunch
- Tea

Before a child starts to attend the setting, we find out from parents their children's dietary needs and preferences, including any allergies (see 'Managing Children with Allergies' policy).

- We record information about each child's dietary needs in her/his registration record and parents sign the 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.
- The setting has staff members with up-to-date Food Hygiene Certificates.
- We organise meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We have fresh drinking water constantly available for the children, and this is encouraged, especially on hot days.
- We provide whole milk or water with snacks
- 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.
- 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 discussion with parents and research reading by staff, we obtain information about the dietary rules of the religious groups to which children and their parents belong, and of vegetarians, vegans and other special diets, and about food allergies. We take account of this information in the provision of food and drinks. The nursery provides Halal meat only.

- We organise meal and snack times so that they are social occasions in which children and staff participate, promoting positive social interaction, to encourage healthy choices and cleanliness.
- Staff model good table manners and are positive about trying new foods and eating together.
- Children have opportunities to learn about growing food, food preparation, healthy eating, balanced diet, hygiene and oral health.

## **Procedure**

Personal Hygiene: The setting has set high standards of personal hygiene for all members of staff involved in the handling and preparation of food. Members of staff will be responsible for ensuring that any children involved with preparation of snack follow strict hygiene procedures and will ensure that the children in the setting maintain a high level of personal hygiene whilst in the setting and especially if they are to be involved in food handling. In addition, any person showing signs of ill health will not be permitted to handle food.

## **Food Safety Policy - Hygiene Standards**

### **Purpose of policy:**

The purpose of this section of the food hygiene policy is to ensure that the personal hygiene procedure for Rising Stars is followed and that people handling food maintain high standards of hygiene in order to minimise health risks to themselves and others.

### **Who is responsible?**

It is the responsibility of all members of Rising stars employees to ensure they maintain high standards of the hygiene.

### **How will the policy be implemented?**

All staff and visitors must adhere to Rising Stars no smoking policy.

Food handlers, including children, should wash their hands regularly especially:

- After using the toilet
- When entering the kitchen area
- After eating, coughing, sneezing, blowing nose etc.
- After handling waste food or refuse
- After handling cleaning materials
- After outside activities, e.g. sports, trips or collections
- In addition, all members of staff must wash their hands thoroughly when returning to the setting after a break.
- When preparing food, members of staff should not chew gum or sweets and must never taste the food being prepared by sticking fingers in or eating off cooking utensils. This is particularly relevant when children are involved in cooking activities.
- Staff should avoid wearing jewellery, especially rings, watches and bracelets.
- In addition to these precautions it is the responsibility of each member of staff to ensure that the following clothing precautions are taken when they or the children are handling food:
- Clean protective clothing is worn the whole time and members of staff to wear disposable, plastic aprons and gloves when preparing or serving food.
- When preparing food, staff should avoid touching their hair and face where possible, hair should be tied back. Members of staff should wash their hands after touching their hair and face.

- Members of staff should report any symptoms of poisoning i.e. diarrhea, vomiting, fever, etc. affecting either themselves or the children to the manager. Staff should under no circumstances continue to prepare food if they are feeling unwell.

## **Food Safety Policy - Cleaning of food Preparation Areas**

The purpose of this section of the food safety policy is to ensure that all areas of Rising Stars Pre-school that are used for food preparation are kept clean and tidy in order to minimise food related risks and hazards.

### **Who is Responsible?**

It is the responsibility of the manager to ensure that the cleaning schedule for food preparation areas is accessible and available to all members of staff. It is the responsibility of all members of staff preparing the food to ensure that the food preparation area is clean and tidy.

### **How is this policy to be implemented?**

- The manager of Rising Stars will devise a cleaning schedule that should be followed by all members of staff, this schedule will include:
  - What is to be cleaned
  - How often it should be cleaned
  - Method of cleaning
  - Who is responsible

All members of staff should be aware of the importance of keeping food preparation areas clean and tidy. The cleaning schedule should be kept on the wall of the food preparation area and the members of staff cleaning the area should complete the schedule, sign and date it. The manager is responsible for checking that the cleaning schedule has been completed and signed and dated.

### **Fridge**

All members of staff have a responsibility to ensure that the fridge is cleaned at least once a week. Items should be checked daily. Items should not be kept in the fridge when their due date has passed. Temperature of the fridge should be kept between the 4°C and 8°C.

Cleaning the fridge should include:

- Taking out the shelves and draws and cleaning them with warm soapy water.
- Cleaning the seals around the fridge door to ensure there is not spillage and stains.

This includes the milk kitchen where children's milk/food from home is stored.