

# Food Safety Policy

Dainty Little Hands Ltd Out of School Clubs is committed to ensuring that safe and healthy practises around the storage, preparation and service of food are followed at all times. Staff involved in food handling and preparation have to meet high standards of personal hygiene. Any member of staff showing signs of infection or ill health will not be permitted to handle food.

Dainty Little Hands Ltd Out of School Clubs follows the template food management system ‘Safer Food, Better Business’ (FSA) and is registered as a food business with our local authority. We are regularly inspected by Environmental Health to ensure that health and hygiene standards are being met.

All staff involved in food handling have received food handling and hygiene training. When preparing food, staff follow the requirements of current food hygiene legislation, including:

1. Always washing hands with anti-bacterial soap and hot water for at least 20 seconds before and after handling food and using the toilet;
2. Using clean, disposable cloths;
3. Using the correct colour coded chopping boards (e.g. red for raw meat);
4. Not being involved in food preparation if they are unwell. If Staff develop diarrhoea and vomiting then they are to be absent from Club for 48 hours, and no food preparation is to be completed until symptoms have passed.
5. Making sure all fruit and vegetables are washed before being served;
6. Removing jewellery, especially rings, watches and bracelets, before preparing food;
7. Covering spots or sores on the hands and arms with a waterproof dressing;
8. Keeping fingernails short, clean, and free from varnish.
9. Wearing appropriate PPE as provided, which includes aprons, gloves, and face masks. Staff should also tie back hair before preparing any food.
10. Regular checks for pest control. Pest control checks are completed on the Pest Control Record, and Staff are trained in looking for the signs of pests in Club, which is included in the Food Hygiene course which is a mandatory course for all Staff members to complete. This is also included on the opening checklist which is completed daily by Staff members.
11. Structural maintenance checks. Staff are to report any structural maintenance issues to the Support Manager(s) immediately. Staff are to remove and replace any items which are damaged or broken. Staff should also check the temperature probes in Club on a weekly basis to ensure that the temperature readings are accurate.
12. Opening and Closing checklists. Staff are to ensure that the premises is safe and secure at all times. Before opening Club, Staff should complete the ‘Opening Checklist’ document on a daily basis, which includes but not limited to - checking the fridge temperature, removal of any food that is out of date, and pest control. Before Club closes, Staff should also complete the ‘Closing Checklist’, to ensure that the premises is left in a clean and high standard. Both of these checks are completed daily, and the Club Manager should ensure that these checklists are filed away at the end of each week.
13. Food is checked for freshness – anything past the use by date will be disposed of. This will be identified by looking at the labels added by Staff when the food is first opened and used in Club. This check must be completed on a daily basis, first thing in the morning, before Breakfast Club operates. If Breakfast Club is not in operation, then this check must be completed before the collection of the children for After School Club.

## Food storage

All foods are stored according to safe food handling practices and at a correct temperature, to prevent the growth of food poisoning organisms and to ensure that food quality is maintained.The maximum permitted temperature should not exceed 5 degrees Celsius. Fridge temperature must be recorded on the opening and closing checklists daily, and if the fridge temperature exceeds 5 degrees Celsius, then the Staff members must inform the Support Manager(s) immediately. If the fridge in Club remains higher than 5 degrees Celsius, the Staff members in place will be asked to try to change the temperature of the fridge using the dials located on the inside of the fridge. If the temperature continues to be higher than 5 degrees Celsius, then a new fridge will be purchased and replace the existing fridge.

Dainty Little Hands Ltd. Out of School Clubs are not permitted to cook any raw meat on the premises. This therefore means that no raw meat should be on premises at any time, and Staff are not permitted to bring food in to store themselves for their own use.

Fridge temperatures are checked and recorded on a daily basis as part of our daily environment checks. A water bottle labelled ‘fridge temperature only’ is stored in the fridge to record daily temperatures, and a temperature probe is used to record the temperature in the fridge.

**Food waste**

Any food waste is disposed of using the bins that are located in the kitchen area of the Club premises. All food waste is put in a bin bag which is then tied at the top, and removed from the premises on a daily basis. Any food waste is removed and added to the Host School’s bin collection.

**Defrosting**

When food is taken out of the freezer, it is important to defrost it safely before cooking or eating it. Food should not be defrosted at room temperature. Food should be defrosted fully in the fridge. If this is not possible, Staff must use a microwave on the defrost setting, directly before cooking.

## Cleaning (Amended for COVID-19)

1. The fridge is cleaned thoroughly, with warm, soapy water, on a DAILY basis.
2. Freezers are defrosted and cleaned once PER WEEK.
3. All food preparation surfaces are wiped clean after use with CLEANING PRODUCT SUPPLIED BY THE Host school and disposable cloths. This must be completed daily, before and after the surface is used for food preparation. The disposable cloth must be thrown away after its use, and never used more than once.
4. All chopping boards are cleaned after use with CLEANING PRODUCT SUPPLIED BY THE Host school and then thoroughly rinsed.
5. Appropriate controls are implemented to reduce the risk of cross contamination.

**Allergies/Intolerances**

Dainty Little Hands Ltd. Out of School Clubs will ensure all allergies are catered for during Breakfast and After School snack. Dainty Little Hands Ltd. Out of School Clubs cannot guarantee that all food is allergy free, however, all Staff are aware of allergies present in Club, and will not offer any food which may have been in contact with food groups which may trigger an allergic reaction. Staff ensure this by checking the ingredients on the food labels and will not give food that may have been in contact with foods which may cause an allergic reaction (this is usually stated on the food ingredients label if manufactured in factories with nuts, for example). Information regarding allergies can be found on IPAL (this is our online booking system which we use for registrations of the children’s details), and a paper copy of allergies can be found on site for all children that attend Club. When new children start, all allergies are checked on the registration form that is completed online and will then be added to the allergy list that is located in Club. The allergy list that is kept on the Club premises includes a photo of the child, the allergies which are recorded and recognised, their symptoms, and any medication that is needed to prevent an allergic reaction. Dainty Little Hands Ltd. Out of School Clubs work alongside the Host Schools, all of which are nut free sites. This therefore means that Dainty Little Hands Ltd. Out of School Clubs do not accept or offer any foods which contain nuts. If a child has an allergy, this will be highlighted on the food label which Staff put on the food boxes, such as ‘dairy’ and ‘wheat’, to ensure that all Staff are aware of the contents, and to offer alternatives to specific children with allergies. When children start at Dainty Little Hands Ltd. Out of School Clubs, they are asked to create a food placemat for them to put underneath their plates when they eat. On their placemats, the children include any allergies or intolerances that they have using different colours so that Staff remain aware at all times that the correct food is being prepared and given to the correct children.

Any food which is being prepared for allergies/intolerances must be completed separate to any other food preparation. Staff members must ensure that they wash their hands thoroughly, change their PPE before preparing any food for allergies/intolerances, and that all surfaces used are wiped down using a disposable cloth and cleaning products provided by the Host School. Staff must also ensure that any cutlery (including but not limited to sharp knives, forks, spoons, food tongs) is changed before preparing food for allergies/intolerances to avoid any cross contamination.

Any Staff member who holds a Level 2 Food Hygiene qualification is responsible for the management of allergies/intolerances in Club (all Staff members are aware of which allergies are present in Club and can identify which children these affect).

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| This policy was adopted by: Dainty Little Hands  | Date: 29/11/2021 |
| To be reviewed: 01/08/2022  | Signed: Jayne Dainty |

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2017):*

*Safeguarding and Welfare Requirements: Food and drink [3.48].*