



Food Safety / Hygiene Policy & Procedure - support Safeguarding and Child Protection Policy.

Children in our care are activity encouraged to eat healthily; our aim is to follow safe and healthy practises around the storage, preparation and service of nutritious food to meet the children's individual dietary needs.

As a registered food business with Waltham Forest's Environmental Health Department Yellow Birds follows the guidelines set out in the 'Safer Food, Better Business'. to prevent growth of bacteria and food contamination. Please see our Food Safety and Hygiene folder which includes all food safety records.

All staff responsible for food handling (the preparation of breakfast and afternoon tea) are aware of all the allergies, dietary requirement of all the children attending the club and have received food handling and hygiene training. When preparing food, staff follow the requirements of current food hygiene legislation. The club's Play Leader (club manager) and the person responsible for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP).

- Staff who are unwell, have open spots/sores/ abrasions on their hands or face are not allowed to prepare or serve food
- All staff must adhere to the company policy of maintain a high level of personal hygiene - hair must be tied back and jewellery especially rings, watches and bracelets must be removed before preparing food.
- Staff must washing hands with anti-bacterial soap and hot water before, during* and after handling food and using the toilet. There are separate facilities for hand washing and for washing up.
- The person responsible for preparation and serving food will carry out checks before food is prepared and before food is served; this is prevent the growth of food poisoning organisms and to ensure food quality is maintained. Records can be found in our Food Safety and Hygiene folder.
- Food is stored at the correct temperature and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould. The fridge is cleaned weekly and the freezer is cleaned each half term. Records can be found in our Food Safety and Hygiene folder.
- Packed lunches prepared by a child's parent/ carer are stored in a sealed container with their name and placed in a cool, dry place until required.
- Food provided by Yellow Birds is prepared onsite with the exception of shop brought cakes for parties
- Food preparation areas and children's tables are cleaned using antibacterial cleaner and a disposable cloth before and after use. The areas and tables are non-porous
- All utensils, cups, plates, crockery, chopping boards and pots are clean and stored appropriately.
- Cleaning materials and other dangerous materials are stored out of children's reach in their own separate area, box, shelf
- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities, they:
 - o Are supervised at all times;
 - o Understand the importance of hand washing and simple hygiene rules.
 - o Are kept away from hot surfaces and hot water; and
 - o 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 and diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable. However Yellow Birds operates a 48 hour incubation period where children and adults are not allowed to enter the club following their last bout of sickness or diarrhoea.
- 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 club, the manager will contact the Environmental Health Department to report the possible outbreak and will comply with any investigation.
- Any confirmed cases of food poisoning affecting any children in our care will be reported to Ofsted

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July 2022

To be reviewed: July 2023

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