



## Food Handling Policy and Procedure

*"Providers must comply with requirements of health and safety legislation (including fire safety and hygiene requirements" (3.54) Page 27 of the Statutory Framework for the EYFS 2014*

**Objective:** To ensure that all food items at the setting are handled according to the highest levels of hygiene and care.

**Policy:** We have strict guidelines in place to ensure that food is handled in a responsible and hygienic manner complying with nursery policy and procedure.

**Procedure:** To uphold the policy, we must ensure the following:

- Hot drinks are NEVER allowed in the classroom or any other common area where children are present
- Staff should encourage and assist children to eat but no child is to be forced into eating
- All food items for the children are to be sent from home in clearly labeled containers
- Always check children's bags in the morning to ensure the child has enough snacks to last through the day
- Items outlined in the allergy policy are to be excluded from the classroom and handed over to the manager
- Parents and children are constantly reminded about the importance of healthy eating and parents are encouraged to send healthy snacks
- Water and any other drinks are also to be brought from home in clearly marked bottles
- No child is to be given any food that does not belong to them. This would exclude special events such as International Day where prior consent is taken from parents to let children try different kinds of food
- To avoid contamination, staff and children must always wash hands before handling any food. This means all staff and children must wash hands before every meal/snack time
- Any leftover snacks must be put back into the child's bag in order for the parent to gauge what has not been eaten that day. Exclusions are yoghurt pots, etc that cannot be sealed once opened
- Snack containers should be closed properly before placing them back in the bag
- Snack items stay in the child's bag and are taken out at snack time. Food may be placed in the fridge if specifically asked by a parent
- Food is not to be reheated in the microwave and any food in the fridge should be taken out at least 30-45 minutes prior to the meal time
- Exceptions may be made by the manager for full day care children. In these cases food must not be warmed in non-microwaveable containers. Raw foods, yoghurt, and milk should never be heated. Food to be heated in small quantities and not be reheated
- Milk bottles to be kept in the fridge and warmed up by immersing in hot water in a bowl. This is to be done in the pantry
- Milk and food temperature to be checked before giving it to the child
- Food and milk should not be left open (without covering) to avoid contamination
- Staff should wear gloves while preparing the food for children
- Staff should avoid sneezing or touching hair while preparing the children's food
- All open wounds and cuts should be covered to avoid cross contamination and spread of infection
- Water to be offered to children at regular intervals
- Water bottles to be refilled from the water dispenser if empty

