



Food hygiene

(Including procedure for reporting food poisoning)

Policy statement

In Southwell Smiley Faces we provide food for children on the following basis:

- Snacks.
- Breakfast.
- Parents provide a packed lunch if their child is staying throughout the lunch club session.

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

Procedures

- All staff who have responsibility for preparing snacks have achieved Level 2 Food Safety in Catering.
- Staff members responsible for preparing breakfast and snacks carry out daily checks of fridge temperatures and date codes. We use reliable suppliers for the food we purchase.
- Packed lunches are stored in a refrigerator.
- Food preparation areas are cleaned before use as well as after use.
- There are separate facilities for hand-washing and for washing up.
- All surfaces are clean and non-porous.
- All utensils, crockery etc are clean and stored appropriately.
- Waste food is disposed of daily.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children do not have access to the kitchen.
- When children take part in cooking activities, they:
 - are supervised at all times;
 - understand the importance of hand washing and simple hygiene rules
 - are kept away from hot surfaces and hot water; and

Reporting of food poisoning

- In the unlikely event that Southwell Smiley Faces is identified as a source of a food poisoning outbreak the Manager will contact the Environmental Health Department. The matter will also be reported to Ofsted.

This policy is applicable to both pre-school and out of school club.

Legal Framework

- Regulation (EC) 853/2004 of the European Parliament and of the Council on the hygiene of foodstuffs