

**Food Safety Policy**

**Octopus Children’s Daycare**

Next review date: December 2026

Approved:

Signature…………………………………. Date……………………

Name………………………………………

Position held…………………………………………………………….

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**Introduction:**

Octopus Children’s Daycare is committed to ensure that food is stored, prepared and served correctly by following safe and healthy practices. Octopus Children’s Daycare follow “Safer foods, better business” pack which is published by the Food Standards Agency (FSA). We are regularly inspected and have achieved the highest 5 rating. All staff who prepare food have completed their food hygiene level 2 and update this every 3 years.

**Procedures and practices:**

**Food and drink provision**

* Water is always available to children and they are able to have access to their drinks bottle throughout the day.
* We offer morning snack, lunch and afternoon snack to our children depending on how long the children are in attendance.
* Children are welcome to bring in their own breakfast and tea boxes(milk will be provided).
* Morning and afternoon snack consists of fresh fruit and vegetables. A form of carbohydrate is also on offer to children in the morning snack. Warm or cold milk and water is offered to children to drink.
* Our Lunch menu is all freshly local cooked meals by BAM and delivered to the premises. The menu is sent to the setting and handed to parents/carers. Snack offered is based around the seasonal vegetables and fruit. Parents are informed of our hot dinners that we provide when their child starts at the induction process.
* Lunch costs are £2.40 for 2 year olds and £2.60 for 3 & 4 year olds.

**Hygiene**

* Staff will ensure that high standards of personal hygiene is maintained, if involved in the handling and preparation of food.
* Any member who is showing signs of ill health will not be permitted to handle food. If a staff member is feeling unwell they will need to inform the manager, deputy manager or team leader.
* Staff will wash hands with anti-bacterial soap and hot water for 20 seconds. This is to be done before and after the handling of different foods, after using the toilet or changing nappies. There is a handwashing sink in the kitchen.
* Staff must avoid wearing jewellery especially rings, watches and bracelets.
* Any cuts, spots or sores on the hand or arms must be covered completely with a waterproof dressing.
* Finger nails should be kept short and clean. Any food handlers including children should not wear nail varnish as this may contaminate food, unless waring power free latex gloves.
* All tables must be wiped before and after meal or snack times with anti-bacterial spray.
* Staff will wear aprons. These are to be washed on a regular basis.
* Staff hair will be tied back or a kitchen hat will be worn.

**Temperature control**

Octopus Children’s Daycare ensure that all foods are stored according to safe food handling practices and at the correct temperature in order to prevent the growth and multiplication of food poisoning organisms, to reduce the rate of food spoilage and to ensure that food quality is maintained.

Fridge and freezer temperatures are checked on a daily basis to ensure that the correct temperature is being upheld. These should be 5°C or below for the fridge and -18°C for the freezer.

All food that has been opened must be labelled with the date of opening.

All food that is to be frozen must be labelled with the date and what the contents are, including any ingredients for allergies or dietary needs.

Cooked food temperatures must be checked prior to serving. The probe must be placed in the centre or thickest part of the food, examples of safe times and temperatures are:

* 80°C for at least 6 seconds.
* 75°C for at least 30 seconds.
* Reheated food MUST be at 82°C or if detrimental to food quality it MUST be 70°C for 2 minutes.
* The probe MUST be cleaned before and after each use. The probe is checked weekly to make sure it is working correctly.

**Chopping boards**

The appropriate colour must be used when preparing food:

* GREEN – Vegetables, fruit and salad
* RED – Raw meat
* BLUE – Fish
* White – Dairy
* Glass – Bread etc.

**Knives**

Knives are also colour coded:

* RED – Raw meat
* BROWN – Cooked meat

**Allergies or dietary needs**

Staff should be aware of any allergy or dietary needs of the children or other staff members. These are displayed in the kitchen. The children’s needs are recorded on the registration form by the parents before their child starts at daycare.

It is the Parents/Carers responsibility to inform Octopus Children’s Daycare of any dietary or change in dietary needs for their child.

**Food**

A staff member goes shopping for the snacks we offer on a weekly basis to a local supermarket. We try to use fruit and vegetables which are in season. Any food that is out of date will be disposed of.

All relevant staff have completed Food Hygiene courses.

**Cleaning**

All food preparation areas are cleaned with anti-bacterial spray and a disposable cloth.

We have a cleaning rota so that all kitchen equipment and appliances are cleaned on a regular basis. These include the tiles and worktops, handwashing sink, cupboard fronts, microwave, freezer, toaster and kettle, window sills and sinks, cooker, aprons are washed, food cupboard and fridge. At the end of each day disposable cloths will be disposed of and a new cloth will be used the next day.

**Opening and Closing checks**

Checks are completed first thing in the morning and last thing in the evening. These include:

* Food is in date and correctly placed in the fridge
* Fire extinguishers are in place
* Bins are empty, clean and hygienic and new bags are in place
* Floors are clean and dry
* Handwashing and cleaning materials are available
* All surfaces are clear, clean and disinfected
* Microwave is clean
* Staff are fit and dressed for work
* Visual check for pests
* Sinks are empty and sanitised
* Open food is covered, labelled and useable next day
* Oven and hobs are cleaned and disinfected
* External doors are locked
* Windows are closed
* All food waste is thrown away
* All washing up is done and put away

**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. Where children and/or adults have been diagnosed by a GP or hospital Doctor to be suffering from food poisoning and where it seems that the possible source of outbreak is within the setting, the manager/ deputy manager will contact the Environmental Health Department and the Public Health England, to report the outbreak and to comply with any investigation. Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as reasonably practicable and always within 14 days of the incident.

**Celebrations and special occasions**

Food and drink play an important part of special occasions and events. This may be at Christmas, Chinese New Year or Ramadan for example. We introduce new foods to the children so that they can learn about different religions and festivals. If our topic is related to food we make different foods with the children and give them new foods to taste. We encourage parents to become involved by inviting them to come in and talk about their celebrations or special occasions or tell us about any special recipes we could try. Any new foods being tried in the celebrations or special occasions parents/ carers will be notified to ask if any allergy risk or cultural preferences.

**Healthy food choices**

We try to encourage children and parents to make healthy food choices. In the welcome pack which we give to parents when their child starts we give examples of ideas for a healthy lunchbox. These include:

* Salads - Shredded lettuce, cherry tomatoes, sweetcorn
* Veg sticks- carrot, cucumber, pepper, spring onion, celery
* Dairy, cheese, hard boiled eggs, cottage cheese, yoghurt
* Meat – ham and chicken slices,
* Drinks – water, diluted fruit juice or squash

We discourage items such as fizzy drinks, chocolate bars and processed foods. If a child has these items in their lunchbox on a regular basis, we give the parent a leaflet about healthy food choices.

Parents/ Carers are also asked to put an ice pack in the child’s lunchbox to keep their food cool. If the lunchbox does not have an ice pack then we put the lunchbox in the fridge if we are able to so that all perishables are kept cool to prevent harmful bacteria making the child poorly.

Parents/ Carers are also made aware of any allergies there may be in the daycare and to avoid putting these into lunch box’s.

**Fussy eaters**

We encourage fussy eaters to try new foods by:

* Having real food to play with. There may be pasta play, real food in our role play area such as Jelly play, cereals and vegetables. This encourages the children to touch the foods to become accustomed to them.
* Sitting them with children who are not fussy eaters
* Telling them the health benefits of the new food
* To encourage them just to have a little nibble but not putting too much pressure on them to try
* To eat the food yourself if it is a tasting session.

**Breakfast, Snacks, Lunch and Tea.**

When children sit down for breakfast, snack, lunch or tea there will be a staff member sat with them at all times. This encourages and supports the children to eat correctly and all of their meal, it also supports an immediate response if a child starts to choke.

**Staff Room.**

The staff room fridge temperature is recorded daily and adjusted accordingly.

The fridge and microwave are cleaned on a rota by staff who sign the record when the cleaning is completed.

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| **Other policies to be read in conjunction with this policy**   * Health and Hygiene Policy * Health and Safety * Nutrition Policy * Octopus Children’s Daycare General Data Protection Regulation Policy |

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| **Contact Details**  Environmental Health Department- Sedgemoor District Council  **0845 408 2540**  Public Health England Food Standards Agency  Wellington House E-mail-helpline@foodstandards.gsi.gov.uk  133-155 Waterloo Road Telephone- **020 72768829**  London Monday- Friday 9.30- 16.00  SE1 8UG  **020 7654 8000** |