



Food Safety Management

How we manage food and drink to be consumed at ACE:

Food Items purchased by parents for children's consumption:

- Parents are given a comprehensive list of food items to be purchased at designated supermarkets. They are asked to look at use-by dates to ensure they are fit to buy and allow us the chance to consume them before the date expires.
- **When food items are brought into the Nursery they are checked by a senior member of staff; for quality and use-by dates and to ensure they are nut free and do not contain any other food allergens which may have an adverse effect on the children in the setting. Children with allergies are displayed on the allergies notice board in the kitchen and those children are not given any food items they have an allergy to.**
- All food items are stored as instructed by the manufacturer
- Fruit is kept in clean fruit bowls in the kitchen.
- Items which require refrigeration are kept in the fridge in the Parents' Room.
- Food items are used within their use-by dates and any outside of this are disposed of in the compost bin.
- Fruit/vegetables are thoroughly washed and prepared on appropriate chopping boards. Meat is NOT purchased and offered to the children for consumption.

Food Allergens:

It has been a legal requirement since December 2014 to inform consumers of the presence of allergens in the food being provided for consumption. At ACE Nursery School we provide morning and afternoon snacks for the boys and girls which consist of crackers and fresh fruit and vegetables plus a choice of water or semi-skimmed cow's milk. If a child stays for lunch, the parent/carer provides lunch for their children in a lunch box. We recommend to parents that these have a cool block inside to keep the items fresh as we do not have the facilities to keep lunchboxes in a fridge.

Which ingredients can cause a problem?

1. Cereals containing gluten We offer the children a variety of plain crackers, some of which may contain gluten. All parents are required to complete a New Child Information Form before their child joins the setting. This form asks: *Please detail any allergies your child has and please detail any dietary requirements of your child.* Any information given by parents/carers is written (and accompanied with a photo of the child) on the 'allergies board' in the kitchen area where food is prepared. If a child has a variety of food allergies we request the parents bring in a supply of appropriate snacks for their child which is kept separate, in a named, sealed box, away from the nursery ones we give the children.

2. Peanuts ACE is a nut free nursery, we have a 'nut free' policy, it is in our literature to parents and they are also reminded regularly via email. All crackers are checked as being nut free before giving to the children as part of their snack. If a parent wishes to bring in cake/cookies to celebrate their child's

birthday, they are told it must be nut free and the contents are checked on the packaging before being given to the children.

- 3. Nuts** As above; nuts are treated in the same way as peanuts.
- 4. Milk** Semi-skimmed cow's milk is purchased as described below. If a child has an allergy to cow's milk we ask parents/carers to bring in their own supply of alternative milk: soya, goats for example. The child's allergy is added to the notice board in the kitchen as described above.
- 5. Soya** If a child has an allergy to soya it is added to the allergy notice board as above and food items containing soya are not purchased
- 6. Mustard** Is not purchased and the crackers we buy do not contain mustard
- 7. Lupin** As a member of the same plant family as peanuts, we do not purchase food items containing lupin
- 8. Eggs** Eggs which are purchased for baking cakes/cookies are free range, we ensure they are in date and keep refrigerated until used. Eggs are not given to the children raw, or cooked to be eaten whole; they are only used in baking. Any child who has an allergy to eggs will be added to the allergy board in the kitchen as stated above. Parents/carers are asked if their child can consume items containing cooked egg and this is added to the child's allergy information.
- 9. Fish** Not purchased and given to the children to eat.
- 10. Crustaceans** Not purchased and given to the children to eat.
- 11. Molluscs** Not purchased and given to the children to eat.
- 12. Sesame Seeds** If a child has an allergy to sesame seed it will be added to the allergy board in the kitchen as above. Children can bring in crackers from home to eat at snack time. These are kept away from the bought crackers in a named, sealed container.
- 13. Celery** Not purchased and given to the children to eat.
- 14. Sulphur Dioxide** Can be found in dried fruits such as raisins, dried apricots and prunes. Dried fruits are seldom purchased for the children to eat and when they are they would be checked to see that they do not contain sulphur dioxide.

Drink:

Water and milk are offered to the children.

- Water is available to all children throughout the day. It is offered in clean jugs with lids to enable the children to pour their own.
- Milk is delivered by a local milk delivery service.
- Milk is placed in the fridge first thing in the morning; bottles are rotated to make sure the 'left-over' milk is used first, assuming it is within its use-by date, if not, it is disposed of.

Staff hygiene:

- Disposable aprons and gloves are available. Aprons are worn when preparing snacks, serving lunches or cooking with the children. Disposable gloves are available as and when required by staff
- A separate basin for hand washing with soap and paper towels for hand drying is available.
- Staff will wash their hands before preparing any food/drink or helping in the kitchen.
- If staff sneeze or cough or blow their nose they will wash their hands again before continuing to prepare food/drink or assist in the kitchen.

- If a member of staff feels unwell they will not prepare any food for the children and another member of staff will cover in this area.
- If a member of staff has suffered any stomach upset they will not prepare or serve food for 48 hours

Kitchen hygiene:

- All work surfaces and tables are cleaned using anti-bacterial spray (following manufacturer's instructions) and disposable paper towels before any food is prepared and after food has been prepared/consumed.
- Kitchen floor is swept after each meal or snack time.
- Kitchen floor is mopped three times a week by the cleaner and as necessary by members of staff using a kitchen only mop.
- Disposable dishcloths/washing up brushes are used when washing up and replaced as necessary.
- Disposable paper towels are used to mop up any spillages.

Fridge hygiene:

- The fridge is cleaned once a week: all items are removed, hot soapy water is used to clean all areas, then the fridge is rinsed and anti-bacterial spray is used with disposable paper towels to give final clean, following manufacturer's instructions.
- All items removed are checked for use-by dates and organised to ensure that they are consumed in correct order. Any item outside of their date will be disposed of.
- A thermometer is kept in the fridge and checked for appropriate temperature daily when storing the morning milk delivery. A recorded of the temperature/cleaning is kept on the chart attached to the front of the fridge.
- Should the temperature of the fridge rise above 6C the fridge temperature is turned down to keep the temperature below this figure. The daily check is relied on to ensure that this action has had the desired effect. If the temperature has not adjusted to below 6C then professional advice will be sought and a new fridge purchased if necessary.

Pest Control Procedures:

- As part of cleaning, staff will look out for any signs of pests such as mice droppings, damaged containers, ants etc.
- If any signs exist this will be reported to the Headteacher immediately who will contact a pest control company or the county council to deal with the problem straight away.

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Review date: Autumn term 2018

Signed on behalf of the setting Food Safety co-ordinator: Lisa Tuohy Headteacher