**Tring Stepping Stones Pre-School**

**Food preparation, storage and purchase** (Including procedure for reporting food poisoning)

**Policy statement**

In pre-school we provide food for children for snacks.

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

We are registered as a food provider with the local authority Environmental Health Department and have yearly inspections.

**Procedures**

Our staff with responsibility for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our setting. This is set out in Safer Food, Better Business Food Standards Agency 2020. The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.

* All staff involved in the preparation and handling of food have received training in food hygiene.
* All staff follow the guidelines of Safer Food, Better Business.
* Staff responsible for preparing food have undertaken the Food Allergy Online Training CPD module available at <http://allergytraining.food.gov.uk/>.
* The preschool leaders carry out daily opening and closing checks on the kitchen to ensure standards are met consistently.
* We use reliable suppliers for the food we purchase.
* Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
* Parents provide lunches for the children for lunch club and we encourage parents to provide freezer packs in the bag to keep the lunches cool.
* Food preparation areas are cleaned before use as well as after use.
* All surfaces are clean and non-porous
* All utensils, crockery etc are clean and stored appropriately.
* There are separate facilities for hand-washing and for washing up.
* Waste food is disposed of daily.
* Cleaning materials and other dangerous materials are stored out of children's reach.
* Children do not have unsupervised 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
* do not have unsupervised access to electrical equipment such as blenders etc.

# **Purchasing and storing food**

* Food is purchased from reputable suppliers.
* All opened dried food stuffs are stored in airtight containers.
* Parents are requested not to bring food that contains nuts. Staff check packets to make sure they do not contain nuts or nut products.
* Perishable foods such as dairy produce, meat and fish are to be used the next/same day. Soft fruit and easily perishable vegetables are kept in the fridge at 1- 5 Celsius.
* Fridge and freezer thermometers should be in place. Recommended temperatures for fridge 37 degrees Fahrenheit (3 degrees Celsius), and freezers 0 degrees Fahrenheit (-18 degrees Celsius). Temperatures must be checked and recorded daily to ensure correct temperatures are being maintained.

**Preparation of food**

* Food handlers must check the content of food/packets to ensure they do not contain allergens.
* Food handlers wash hands and cover any cuts or abrasions before handling food
* All vegetables and fruit are washed before preparing.

***Reporting of food poisoning***

 Food poisoning can occur for a number of reasons; not all cases of sickness or 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 possible that the source of the outbreak is within the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will 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.

**E.coli prevention**

Staff who are preparing and handling food, especially food that is not pre-prepared for consumption eg fruit and vegetables must be aware of the potential spread of E.coli and must clean and store food in accordance with the E.coli 0157 guidance, available at:

www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide#.U7FCVGlOWdI

**Further guidance**

Eat Better, Start Better (Action for Children 207) www.foundationyears.org.uk/eat-better-start-better/

Example Menus for Early Years Settings in England (PHE 2017) www.gov.uk/government/publications/example-menus-for-early-years-settings-in-england

Safe Food Better Business www.food.gov.uk/business-guidance/safer-food-better-business-sfbb

Allergen information for loose foods (Food Standards Agency 2017) www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf

Campylobacter (Food Standards Agency) www.food.gov.uk/news-updates/campaigns/campylobacter/fsw-2014

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| This policy was adopted at a meeting of | Tring Stepping Stones Pre-school |  |
| Held on |  |  |
| Date to be reviewed | October 2023 |  |
| Signed on behalf of the management committee |  |  |
| Name of signatory |  |  |
|

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| --- | --- | --- |
| Role of signatory (e.g. chair/owner) |  |  |

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| --- | --- | --- |
| Staff name | Staff signature | Date  |
| Nicola Poulton |  |  |
| Lucy Brittain |  |  |
| Nicola Reynolds |  |  |
| Kim Smith |  |  |
| Jo Davis |  |  |
|  |  |  |
|  |  |  |

September 2012 review- no changes.

September 2013 – changes to wording for reporting food poisoning. Added that separate hand washing and washing up facilities are available.

September 2014- no changes

September 2015 – added reference to HACPP and noted that all staff have Level 2 food hygiene training

October 2016 review- added that we are registered with environmental health/ yearly inspections

October 2017 review- added the description for safer food better business ….. The basis for this is risk assessment of the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.

October 2018- no changes

November 2019 – no changes

October 2020 – no changes

June 2022- **Name of Policy- was food hygiene, now food preparation**

**Further guidance**

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**October 2023** – amended date of guidelines from 2011 to Safer Food, Better Business Food Standards Agency 2020. Changed mention of Level 2 training to training as our most recent training did not have a level. Changed “the person responsible for preparing and serving food carries out opening and closing checks of the kitchen” to “the preschool leaders”. Changed staff details to remove staff who have left.