



## Batford Day Care

### BATFORD DAY CARE LIMITED FOOD, DRINK AND MANAGING ALLERGIES POLICY

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V2.0	September 2024	New Format
V2.1	September 2025	Updates highlighted in yellow

Batford Day Care is committed to:

- Safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Eliminating discrimination, advancing equality of opportunity and fostering good relations between different groups. These factors were considered in the formation and review of this policy and will be adhered to in its implementation and application across the whole Batford Day Care community.
- Promoting the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs: any staff member, child or visitor expressing opinions contrary to fundamental British Values, including 'extremist' views, will be actively challenged.

**BUILDING STRONG FOUNDATIONS FOR OUR CHILDREN**

Batford Day Care, Holcroft Road, Harpenden AL5 5BQ

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## **PART ONE: CATERING**

### **1. Introduction**

Batford Day Care ensures that the welfare requirements of Food and Drink 3.48 Statutory Framework of the EYFS is always adhered to.

The principles and procedures of 'Safer Food, Better Business' (SFBB) will also be adhered to, ensuring that the environments where food is prepared or served at are kept clean and safe for children and staff.

Please also see Batford Day Care's policies on:

- Health and Safety
- Hygiene and Cleanliness
- Bottle feeding and Introducing Solids

### **2. The Batford Day Care environment**

#### **Main kitchen**

A fully fitted commercial kitchen consisting of:

- 1 free standing oven and a gas oven and hob.
- 1 fridge, 2 freezers, and dry store cupboards for food storage.
- Stainless steel work preparation and service areas.
- 1 hand wash sink.
- A single sink and drainer for food preparation.
- A commercial dishwasher with double sink and rinse area.

The kitchen layout is designed to enable the cook and kitchen assistant to work in a safe environment specifically designed for the preparation and delivery of all meals and snacks. Meals are transferred to the day care rooms using a trolley, with dirty dishes being returned to the main kitchen for cleaning. A daily cleaning schedule is in place.

#### **External bin storage**

Bins are contained in a secure fenced pen at the rear of the building and outdoor play area.

- Veolia UK: (Bin collection Tuesday) 0345 606 0460
- Initial UK: 0203 668 5711
- HealthCare Services: (Clinical waste collection Tues) 0808 274 3150
- Washroom Services: 0808 252 3657

#### **Kitchenettes**

Purpose built kitchenette areas are located in Robin room, Cuckoos room and Buntings room and the main staff room (Chaffinch) for staff and children to enjoy cooking/food activities. These areas consist of a sink and drainer, microwave, fridge, kettle and storage cupboards and are used as servery for all mealtimes. Formula milk for babies is prepared in Bunting room kitchenette. Daily cleaning schedules are in place.

#### **Staff Room**

Provision for staff to use as a rest area during working hours. The kitchenette consists of a single sink unit and drainer, storage cupboards and work surface. A standard fridge, dishwasher, and microwave are provided for staff use.

### 3. Meal Provision

All meals and snacks are provided within fee-paying sessions, families accessing childcare support funding also have the choice to opt in to this service. All food is freshly prepared and cooked daily on the premises ensuring that meals are nutritionally balanced for babies and children under 5.

Groceries are purchased via local wholesalers (see the kitchen's SFBB file for a list of current suppliers).

We cater for alternative dietary requirements on request, with parents/carers identifying a preference or need on application. We prepare pureed vegetables and fruit for lunch meals for babies where specified.

Batford Day Care caters for children's specific dietary needs due to allergies or food intolerances, or because of religious, cultural or ethical reasons.

Staff are made aware of children's dietary requirements through individual care plans and other information provided by parents/carers. A red bib or place mat system and picture name labels for the children who receive a specific meal alternative provides a visual reminder to all adults serving food.

### 4. Food Management

#### Managing allergies

We comply with the EU Food Information for Consumers which lists 14 allergens that need to be identified if used as ingredients in a dish. (See appendix 1)

To help manage the risks associated with food allergies or intolerance, the day care has the following in place:

- Pre-entry information from parents/carers
- Induction information from staff
- Parent/carer meeting with chef and manager (See Appendix 2)
- Food allergen risk assessment
- Written procedures for children with food related conditions

To ensure that we provide a safe environment for both children and adults who may have intolerances or allergies the following restrictions to foods apply:

- No nuts or nut-based products to be brought into the rooms – dried, in spreads or in cereal bars

Allergen information/restrictions will occasionally be updated or changed to reflect the needs of new children or adults joining the day care.

### 5. Food monitoring systems

The *Safer Food, Better Business* (SFBB) file is completed by the Day Care Chef which is located in the kitchen office.

#### Storage and disposal

All fridge temperatures are recorded and regularly monitored by the day care chef or kitchen assistant throughout the day. If there is a concern that the equipment is malfunctioning it is reported to the management team who will investigate further and discard any high-risk foods.

The temperatures of chilled food provided by our suppliers are recorded on arrival to ensure that they meet with regulation guidelines. The member of staff signing for deliveries will check the supplier temperature records and inform management of any discrepancies. Follow up actions may include retesting temperature or refusing the food delivery.

Milk is delivered to the day care by our supplier:

Cool Milk A/C no: S1023980

Phone: 0800 321 3248

Milk is refrigerated and any damaged or opened cartons are discarded.

Refrigerated and frozen food is checked and rotated by the day care chef or kitchen assistant. 'Use by' dates on other food products are checked regularly and any items past their 'sell by' date are discarded, including jars or long-life consumables. Food is labelled with 'use by' date once opened.

The staff caring for children are responsible for monitoring 'use by' dates on products supplied by parents that are stored in the kitchenette, e.g. baby milk formula.

Staff are responsible for the safe storage of their own food brought into the setting.

### **Staff training**

The Day Care Chef, Lunch Time Assistant and Management team all hold a Food Hygiene Certificate level 2 at a minimum. Every employee who regularly prepares or serves food as part of their duties is required to take a food hygiene qualification level 1 and this is then renewed every three years.

### **Food preparation**

All staff will have due regard to *Safer Food, Better Business* (SFBB) guidelines and will follow hygiene practices included within. The SFBB file is in the kitchen office.

Staff will ensure hands are washed prior to food preparation, with any cuts or open wound suitably covered, wearing blue disposable gloves if necessary. Personal Protective Equipment is provided for use: uniforms and chef's aprons for kitchen staff.

Staff preparing infant formula adhere to the NHS guidelines issued by the Department of Health, publication number 278959, *Bottle feeding*, and follow additional procedures outlined in the Batford Day Care Bottle Feeding and Introducing Solids Policy.

### **Reheating of food**

All meals are freshly prepared on site by our own chef. Very occasionally a meal may need to be re-heated if a child was not able to eat it during the set mealtime. In these instances, all steps will be taken to ensure that the food is re-heated safely and hygienically.

- Our kitchen is operated under and complies with the guidance of the Food Standard Agency. Completion of Safer Food Better Business is carried out as required.
- Fridge and freezer temperature checks are undertaken every morning and afternoon.
- The pre-prepared meal will be stored in the fridge (below 5° c) until it is ready to be re-heated at lunch time.
- The food probe must be cleaned before and after use, using the food probe wipes to prevent contamination.
- The meal will be re-heated to above 70° c and stirred thoroughly before inserting the probe. The probe will be inserted into the meal for two minutes.
- The meal will be transferred to a red dinner plate if the child suffers any food allergy and served to the child at the dining table as is the usual procedure at Batford Day Care. The child will also be provided with a red Bib if appropriate and a table mat detailing the child's name, photograph and allergies.
- The re-heated meal must be eaten within 20 minutes. Any leftover food must not be re-heated again and be disposed of as soon as the child has finished.

### **Cleaning schedules**

Cleaning schedules form part of the daily shut down list. It is the responsibility of staff to highlight any problems or areas of concern to the management team either verbally or by written record.

The day care deep cleaning schedule is arranged with the Batford Nursery School Site Manager; in addition, regular cleaning programs are in place. Cleaning and hygiene supplies are checked daily; supplies are replenished and restocked when required.

The kitchen maintains a COSHH file for handling hazardous substances; materials supplied and used by Haywards Cleaning Services staff are referenced in their separate COSHH file kept in the cleaning cupboard. Staff to handle any substances that may be hazardous to health within daily cleaning regimes. Haywards Cleaning Services have direct line management of the cleaning team and are responsible for staff training and supervision.

### **Repairs and maintenance**

Equipment and the environment are monitored using organisational health and safety checklists and risk assessment procedures. Any minor repairs and maintenance issues regarding the environment are highlighted and the management team forward any requests to the Site Manager. Faulty equipment is repaired or replaced.

### **Pest control**

There is a monthly pest control schedule covering the external bin storage area, with daily checks, both undertaken by the Day Care Chef. The maintenance records are in the Environmental Check List in the Safer Food Better Business (SFBB) file.

The Site Manager monitors the site for pests, including kitchens and bin areas, on a monthly basis. The Pest Control Audit/Checklist is kept in the Premises file in the Site Manager's office.

## **PART TWO: PROVISION OF FOOD AND DRINK**

### **1. Policy statement**

We are committed to providing children with a healthy and well-balanced diet. All meals are prepared and served on site and where possible food is locally sourced. We will work in partnership with parents/carers to ensure that dietary requirements of their children are met and promote the importance of a healthy well-balanced diet. A range of activities will be planned to enthuse and increase knowledge and understanding about food and how to lead a healthy lifestyle.

### **2. Aims**

- To ensure that all children are safeguarded against possible allergic reactions.
- To improve the health and fitness outcomes of the whole community by providing high quality information, advice and opportunities.
- To ensure that children have access to nutritious and tasty food and snacks and water is available throughout the day.
- We will ensure that the food and snacks we provide reflect the cultures of our families and meet medical and dietary requirements of the children.

### **3. Procedure**

#### **Parent/carer Partnership**

- Parents/carers are required to provide information regarding special dietary requirements when they complete the registration form for their child.
- Parents/carers are required to make an appointment with our manager and/or chef and complete the Dietary Requirements Record form to detail any allergies or special dietary requirements their child may have.
- Parents/carers are responsible for updating staff of any changes to dietary requirements.
- Menus are displayed in the room and put on tapestry for parents/carers to see.
- Vegetarian and vegan menus are available. We understand that young children are being introduced to new textures and flavours and we will work in partnership with parents/carers to encourage them to try new foods and drinks. If a child is suffering a particular anxiety over mealtimes, they will not be forced to remain at the table.

#### **Food Handling and Preparation**

Any staff and adults involved in the preparation of food are expected to follow stringent health and hygiene instructions including:

- Washing hands with soap and water before touching and preparing food.
- Covering all skin blemishes, cuts and open wounds with blue plasters.
- Washing and drying hands after going to the toilet.
- Only using equipment provided by the setting to prepare food.
- Wiping all surfaces with a clean cloth and antibacterial spray.
- Following careful instructions when using knives or sharp equipment.
- Ensuring food is stored and cooked according to current legislation.

#### **Serving Meals**

- Information regarding individual dietary needs is displayed in the main kitchen and children's rooms

- **Children will be provided with:**
- **Bunting Room** Red bibs, plates, bowls, place mats and named labels.
- **Cuckoo Room** Red bibs (when appropriate), plates, bowls, place mats and named labels.
- **Rainbow Room** Red plates, bowls, place mats and named labels.
- Staff will include children in the preparation of snacks enabling them to develop their independence.
- At all mealtimes children will be encouraged to self-serve where appropriate.
- Mealtimes are an important aspect of developing social skills and therefore all opportunities will be taken to model good table manners and social conversations with children.
- Staff will always provide children with fresh drinking water.
- A three-week rolling menu of healthy meals and snacks are provided for all children throughout the day. All meals and snacks for children in the 0-3s unit will be served in their rooms to create a homely environment for them.
- Staff will attend food hygiene/preparation training every three years.
- Members of staff and visitors to the setting always have access to fresh drinking water.

#### **Celebrations and special occasions**

Food and drink often play an important role at special occasions and events. These occasions are also useful to provide opportunities for children to learn about food and drink from different religions and cultures. Where relevant, we will promote these throughout Batford Day Care.

#### **Cooking with Children**

- Cooking with children is an enjoyable activity and an effective way to encourage all children to try and eat a wide range of foods and to learn about healthy ways of living.
- Staff will check all children's allergies when planning a cooking activity.
- Staff will complete an allergen tick list covering the 14 main allergens prior to starting the activity
- Staff and children will adhere to food hygiene guidelines when handling and preparing food

## Appendix 1: List of 14 Allergens

### Food ingredients that must be declared as allergens in the EU

1. **Cereals containing gluten**, namely: wheat (such as spelt and khorasan wheat), rye, barley, oats or their hybridised strains, and products thereof, except:
  - (a) wheat-based glucose syrups including dextrose
  - (b) wheat-based maltodextrins
  - (c) glucose syrups based on barley
  - (d) cereals used for making alcoholic distillates including ethyl alcohol of agricultural origin
2. **Crustaceans** and products thereof
3. **Eggs** and products thereof
4. **Fish** and products thereof, except:
  - (a) fish gelatine used as carrier for vitamin or carotenoid preparations
  - (b) fish gelatine or Isinglass used as fining agent in beer and wine
5. **Peanuts** and products thereof
6. **Soybeans** and products thereof, except:
  - (a) fully refined soybean oil and fat
  - (b) natural mixed tocopherols (E306), natural D-alpha tocopherol, natural D-alpha tocopherol acetate, and natural D-alpha tocopherol succinate from soybean sources
  - (c) vegetable oils derived phytosterols and phytosterol esters from soybean sources
  - (d) plant stanol ester produced from vegetable oil sterols from soybean sources
7. **Milk** and products thereof (including lactose), except:
  - (a) whey used for making alcoholic distillates including ethyl alcohol of agricultural origin
  - (b) lactitol
8. **Nuts**, namely: almonds (*Amygdalus communis* L.), hazelnuts (*Corylus avellana*), walnuts (*Juglans regia*), cashews (*Anacardium occidentale*), pecan nuts (*Carya illinoensis* (Wangenh.) K. Koch), Brazil nuts (*Bertholletia excelsa*), pistachio nuts (*Pistacia vera*), macadamia or Queensland nuts (*Macadamia ternifolia*), and products thereof, except for nuts used for making alcoholic distillates including ethyl alcohol of agricultural origin
9. **Celery** and products thereof
10. **Mustard** and products thereof
11. **Sesame seeds** and products thereof
12. **Sulphur dioxide and sulphites** at concentrations of more than 10 mg/kg or 10 mg/litre in terms of the total SO<sub>2</sub> which are to be calculated for products as proposed ready for consumption or as reconstituted according to the instructions of the manufacturers
13. **Lupin** and products thereof
14. **Molluscs** and products thereof

Appendix 2:

# BATFORD DAY CARE

## RECORD OF CHILD WITH SPECIAL DIETARY REQUIREMENTS

PUPILS NAME & DATE OF BIRTH	TYPE OF DIET/ FOOD <ul style="list-style-type: none"> <li>• INTOLERANCE</li> <li>• ALLERGY</li> <li>• Preference</li> </ul>	EPIPEN REQUIRED? YES /NO	DATE OF COMMENCEMENT OF MENU FOR PUPIL	MEDICAL EVIDENCE	REACTION/SYMPTOMS ACTIONS DISCUSSED AND AGREED
NAME:       CLASS:					

DAYCARE MANAGER SIGNATURE: ..... DAY CARE CHEF SIGNATURE: .....PARENT/CARER SIGNATURE.....

The Day Care Manager must receive a copy of this form, and it is their responsibility to ensure that the day care employed staff are aware this child has a food allergy/intolerance. These staff should also be aware of potential symptoms and the appropriate course of action or treatment should the need arise.

**BATFORD DAY CARE KITCHEN WILL TAKE EVERY POSSIBLE PRECAUTION TO ENSURE THAT FOOD ITEMS MENTIONED ABOVE WILL NOT BE GIVEN TO THE IDENTIFIED CHILD. ALL APPROPRIATE PROCESSES WILL BE MANAGED.  
IT IS THE RESPONSIBILITY OF THE PARENT/CARER TO INFORM BATFORD DAY CARE OF ANY CHANGES TO THE CHILD'S ALLERGY/INTOLERANCE**