



**BOWERHAM PRIMARY & NURSERY SCHOOL**

**&**

**BABY UNIT**



## **Food and Food Hygiene Policy and Procedures**

**DATE: July 2024**

**Review date: July 2025**

**Stand tall, reach high, love learning**

*The Bowerham School community is proud to nurture aspiration, inspire love for life-long learning and prepare children for a changing society.*

At Bowerham School we:

- Ensure all children have access to a fun and engaging, ambitious and creative curriculum that widens their life experiences
- Develop confident and independent learners with motivation, curiosity and a love of learning
- Ensure all children learn about and demonstrate the British Values of: tolerance, mutual respect, individual liberty, democracy and rule of law, while respecting differences including gender, ethnicity, religion and ability.
- Nurture, develop and challenge children to be aspirational and secure within themselves in order to prepare them for their future

Within our Bowerham Baby Unit we follow all Bowerham Primary & Nursery School's policies and procedures. Any wording highlighted in blue within the policies are specific additions only applicable to our Baby Unit.

### **Introduction**

Staff are committed to ensuring that safe and healthy practices around the storage, preparation and service of food are maintained throughout the setting. All staff handling food are appropriately trained and we make use of guidance published by the Food Standards Agency (FSA).

Our aim is to meet dietary and cultural requirements, to provide children with a range of nutritious, healthy and well-balanced snacks and meals, which promote children's growth and development.

### **Food Safety Hazards**

Staff at Bowerham Primary and Nursery School and Baby Unit are aware of potential food safety hazards and procedures are in place to ensure all potential risks are well managed. Food safety hazards include:

- Physical hazards: glass fragments, dust, pests
- Chemical: cleaning products, insecticides
- Biological: poor personal hygiene, poor storage
- Allergenic risk: cross-contamination

## **Good Food Hygiene**

At Bowerham Primary and Nursery School and Baby Unit we adopt a number of practices to ensure we maintain good food hygiene. These practices can be categorised under the 'four c's':

### **Cross-contamination**

To prevent cross-contamination of produce we:

- Always wash hands with anti-bacterial soap and hot water before and after handling food, using the toilet or changing nappies.
- Wash all surfaces and chopping boards with disinfectant
- Use clean cloths in accordance with the school hygiene policy and procedures (green)
- Store food correctly (see additional notes on food storage)
- Do not participate in food preparation if unwell
- Wear correct clothing eg. aprons, gloves
- Make sure all fruit and vegetables are washed before being served.
- Avoid wearing jewellery, especially rings, watches and bracelets
- Cover any cuts, spots or sores on the hands and arms with a waterproof dressing
- Making regular checks to ensure there is no evidence of pests or an insect infestation

### **Cleaning**

It is crucial for the health and safety of all children and adults that the nursery and baby rooms are cleaned regularly and to a high standard. Healthy practices are also put in place, these include:

- All hands must be washed before and after handling food
- Children are to wash their hands before and after eating
- All surfaces, chopping boards and equipment are washed before and after use to kill bacteria
- Ensuring all storage units, kitchen drawers, the fridge and freezer are cleaned regularly

### **Chilling**

Storing food properly helps stop harmful bacteria from growing. At Bowerham Primary and Nursery School and Baby Unit we adopt a range of systems to ensure our food is stored safely and ready for consumption. These include:

- Putting food in the correct storage place immediately eg. fridge, freezer, cupboard
- Storing food correctly in the fridge and in cupboards
- Checking the daily temperature of the fridge in the internal kitchen area

## **Cooking**

In order to ensure food is safe for consumption it must be cooked properly. This helps kill harmful bacteria. See appendix 1.

- Consistently check the use by dates on all products
- Consistently check the cooking instructions and ensure they are maintained
- Ensure food is cooked through properly before serving

## **Food Storage**

Inadequate storage can result in cross-contamination, food spoilage and the build-up of potentially harmful bacteria. All food must be examined carefully to ensure that it is ready for consumption before being prepared, cooked and served. At Bowerham Primary and Nursery School and Baby Unit we adopt a range of practices to ensure food is stored safely. These include:

- Ensuring the storage area is well ventilated and well lit
- Ensuring food items are well rotated, so older items are eaten first
- Storing non-perishables together eg. cereals, dry pasta, bread, biscuits
- Ensuring the fridge temperature is consistently below 5 degrees
  - The fridge temperature is checked and recorded on a daily basis to ensure the correct temperature is being upheld. See appendix 2.
  - All children's food will be labelled with their full name and date
  - Fridges will be emptied on a daily basis.

## **Fridge Organisation**

It is essential that food is stored correctly in the fridge to prevent cross-contamination. Food should be stored in the following way as much as possible:

- Top shelf: ready to eat foods (dairy)
- Middle shelf: cooked meats
- Bottom shelf: raw meat
- Drawers: fruit and salad

## **Dietary Requirements**

At Bowerham Primary and Nursery School and Baby Unit we will maintain strong relationships with parents and children to ensure all dietary requirements are met. These may include choices based on:

- Food preferences
- Age of child
- Stage of child
- Religion
- Culture
- Food related conditions

### **Allergies and Intolerances**

At Bowerham Primary and Nursery School and Baby Unit we cater for all children's specific dietary needs. These are established at registration and include allergies and/or food intolerances. Staff are made aware of children's specialist requirements and some children may require individual care plans to keep them healthy and safe. To help us manage the risks associated with food allergies or intolerances the nursery and baby unit will;

- Gather information from parents at registration
- Establish the level of risk associated with the allergy/intolerance eg. low, moderate, severe
- Ensure all allergies and intolerances are known to all staff by displaying these in the kitchen area. Each child will have a picture board documenting any allergies and/or intolerances.
- Maintain excellent food hygiene practices
- If necessary provide children with individual placemats detailing which food related conditions they have.

### **Feeding Babies**

Babies are weaned at approximately 6 months old. This begins the process of moving from solely milk, to the consumption of a wide range of nutritious, healthy foods. There are a range of things to consider when feeding a baby:

- Baby's should always sit up while eating
- Baby's should never be left unsupervised
- Baby's food should be blended or mashed to their preferred consistency
- Do not hurry the child when eating—allow plenty of time for meals
- Meal times should be a happy, calm experience
- Only put a small amount of food on the tray at a time
- Avoid round, firm foods and large chunks
- Ensure food is cut and prepared appropriately (see food chart)
- Avoid stringy foods like string beans and celery
- Offer only a few pieces of food at a time
- Cut meat and poultry across the grain, and into tiny fingertip-sized pieces
- Food pieces should be no larger than one-half inch in any direction. If in doubt, cut food into smaller pieces
- Baby's should never be forced to eat any food

### **Introducing foods Chart**

	<b>From 6 months</b>	<b>From 7 months</b>	<b>From 8 months</b>	<b>From 12 months</b>

<b>Fruit</b>	<p>Most fruit &amp; veg. needs cooking and should be pureed</p> <p>Fruits that don't need cooking include; cucumber, avocado, melon, soft peaches, bananas</p> <p>Frozen veg can be microwaved and blended</p>	<p>Introduce mashed citrus fruits, berries, pineapple and kiwi</p>	<p>Ripe, soft fruit for finger food</p>	<p>All fruits</p>
<b>Vegetables</b>	<p>Pureed root vegetables and sweetcorn</p>	<p>Puree or mash root vegetables</p>	<p>Broccoli and other finger foods</p>	<p>All vegetables</p>
<b>Carbohydrates</b>	<p>Baby rice</p> <p>Pureed potatoes</p>	<p>Puree or mash potatoes and chickpeas</p> <p>Porridge</p>	<p>Whole bread</p> <p>Brown rice</p> <p>Buckwheat noodles</p> <p>Pasta</p>	<p>All carbohydrates</p>
<b>Protein</b>		<p>Yogurts</p> <p>Eggs</p> <p>Cheese</p> <p>Fish</p> <p>Chicken</p> <p>Meat</p>		<p>Cow's milk</p>
<b>Omega 3</b>		<p>Mackerel</p> <p>Salmon</p> <p>Tuna</p>		

		Ground seeds; sunflower, pumpkin		
<b>Other</b>				Honey

### **Safe Food Preparation**

#### **Type of food**

#### **How to prepare for young children**

Grapes

Should always be cut up into quarters

Satsumas

Peeled, the stringy bits should be removed and each segment checked for pips.  
Then each segment cut into thirds.

Apples

Skin should be removed for younger children

Mango, pineapple

Should be cut into strips for younger children to hold

### **Managing Meal Times**

At Bowerham Primary and Nursery School and Baby Unit our core values feed into everything we do. We believe meal times should be part of the enjoyment of the day, providing an opportunity to develop the skills required to feed ourselves and to then use a knife and fork. They offer time to relax and all come together, to be sociable and share our discoveries and learning experiences. Children are sat together, with staff, and enjoy time away from play to delight in the delicious, healthy food, and to build meaningful, caring relationships with each other.