# Froxfield Pre-School Food Hygiene Policy

FROXFIELD
CE SCHOOL

**Policy statement**

We provide and/or serve food for children on the following basis:

- Snacks.
- Packed lunches.
- Hot school lunches – prepared by catering contractors Hungry Moose in line with school legislation.
- During cooking sessions.

The pre-school adheres to the Early Years Foundation Stage nutrition guidance 2025 at all times.

**Procedures**

- The members of staff for responsibility for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies in the pre-school. This is set out in 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.
  - All our staff follow the guidelines of Safer Food, Better Business.
  - All pre-school staff have received training in food hygiene.
  - The Pre-school Manager carries out daily opening and closing checks on the kitchen to ensure standards are met consistently. (See Safer Food, Better Business)
  - 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.
  - Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.
  - Food preparation areas are cleaned before and after use.
  - There are separate facilities for hand-washing and for washing-up.
  - All surfaces are clean and non-porous.
  - All utensils, crockery etc. are clean and stored appropriately.
  - Waste food is disposed of daily.
  - School meals are delivered to the neighbouring school site and transported in heat-proof containers.
  - School meal contractors operate in line with the EYFS nutrition guidance.
- Cleaning materials and other dangerous materials are stored out of children's reach.
- Children eat in a quiet environment and are in sight and hearing of a member of staff at all times.
- 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.

*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 our setting, the headteacher will contact the Environmental Health Department 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, will be reported to the Local Authority and dealt with following their guidelines.

*Allergies*

- Parents inform the school of any allergies on registration.
- Children use colour coded, name mats to avoid meals becoming mixed up and ensure all staff are aware of any allergies.
- The pre-school operates a strict no nut policy.

**Legal framework**

- Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs
- Early Years Foundation Stage nutrition guidance May 2025

**Further guidance**

- Safer Food Better Business (June 2025)

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| This policy was adopted by | Froxfield Pre-School | name of setting |
| On | 05/05/2026 | (date) |
| Date to be reviewed | May 2027 | (date) |
| Signed on behalf of the provider | | |
| Name of signatory | Vickie Farrow | |

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