



25.1 Food and Drink Policy (including food hygiene)

Section 2: Health & Safety			
Initial Policy Approved By:	The WonderWorks RSP Ltd	Version Number:	1
Review Date:	July 2023	Date of Next Policy Review:	July 2024

Review Details:		
Date	Reviewed by:	Comments (List changes and refer to page if applicable)
18.8.22	Jane C	Added clarification about holding hot food when children are sleeping.
30.8.22	Jane C	Combined with food hygiene policy (was policy 42)
12.22	JC	Added reference to making adaptations for children with SEND
06.02.23	JC	Changed from IConnect to Parent APP (Blossom)
17.07.23	JC	Updated link to NHS and guidance for making up a bottle of formula milk for babies.

Policy statement

We regard snack and mealtimes as an important part of our day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We promote healthy eating. At snack and mealtimes, we aim to provide nutritious food, which meets the children's individual dietary needs.

Procedures

We follow these procedures to promote healthy eating in The Wonderworks.

- Before a child starts to attend The Wonderworks, we ask their parents about their dietary needs and preferences, including any allergies.
- We record information about each child's dietary needs.

- We regularly consult with parents to ensure that our records of their children's dietary needs - including any allergies - are up to date. Parents sign the updated record to signify that it is correct.
- We display current information about individual children's dietary needs so that all our staff are fully informed about them. This is displayed both in the kitchen and staff room.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences, as well as their parents' wishes.
- We plan menus in advance, involving children and parents in the planning.
- We display the menus of meals/snacks for parents to view and share information of any of the 14 common allergens if present in recipes and food.
- We follow National guidance to support us in planning healthy menus and snacks (Scotland) Nutritional Guidance for Early Years: food choices for children aged 1-5 years in early education and childcare settings - gov.scot (www.gov.scot)
Or (England) Healthy eating guidance published for the early years sector - GOV.UK (www.gov.uk)
- We provide nutritious food for all meals and snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives, and colourings.
- We include a variety of foods from the four main food groups:
 - meat, fish, and protein alternatives.
 - dairy foods.
 - grains, cereals, and starch vegetables; and
 - fruit and vegetables.
- We take care not to provide food containing nuts or nut products and we are especially vigilant where we have a child who has a known allergy to nuts.
- We provide a vegetarian alternative on days when meat or fish are offered.
- We show sensitivity in providing for children's diets and allergies. We do not use a child's diet or allergy as a label for the child, or make a child feel singled out because of her/his diet or allergy.
- We are happy to explore and make reasonable adaptations to support children with individual needs.
- We organise meal and snack times so that they are social occasions in which children and adults participate. Staff sit with children at mealtimes.
- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.
- We have fresh drinking water constantly available for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the day.
- To protect children with food allergies, we discourage children from sharing and swapping their food with one another.
- Children learn about keeping healthy through discussions, activities, stories, mealtimes and with cooking activities.
- For each child under two, we provide parents with daily written information about feeding routines, intake, and preferences.
- We follow up to date health guidelines regarding baby weaning. We currently

- encourage the baby led weaning.
- When children are asleep during mealtimes and where hot food is being served, we would not wake the child, but would plate their meal up and either keep freshly cooked/hot meals covered at room temperature for up to 1 hour, or 'hot hold' at a minimum temp of 63 degrees. We do not re-heat food/meals. After this time the food would be thrown away and the child offered a freshly made alternative, this may be a cold dish such as a sandwich.

Our Approach to Mealtimes at The WonderWorks

- Individual dietary requirements are respected
- Staff set an example of good table manners
- Cultural differences in eating habits are respected
- Children will be encouraged to say 'Please' and 'Thank you' and to sit at the table
- Quiet conversation is encouraged
- Any child who does not want to eat will have their food removed without any fuss
- Children who are not on special diets will be encouraged to try new foods but should never be forced to eat them. New foods can be introduced regularly, and it is anticipated that children will become accustomed to the new foods over a period of time
- Staff set a good example by eating the same food as the children, with the children
- Children who are slow eaters will be given time and not rushed
- The quantity offered will consider the age of the children
- Drinks are offered with the meal and the children should be allowed to choose when they want them
- Children will be encouraged to use a range of eating utensils
- Children will not be forced to eat meals or finish everything on their plate
- Children should not have to finish everything on their plate to be offered more food
- Children will be encouraged and allowed to decide for themselves whether they want to eat all their dinner or not as well as if they want dessert or not
- Children will be encouraged, where reasonably possible, to wait until everybody has finished their first course before starting on their dessert
- Menus will be displayed in The Wonderworks for parents/carers to see
- No child is ever forced to eat food they do not want
- Equally, food will never be withheld as a punishment or offered as a reward
- Food served does not contain nuts, to protect children who may be allergic to nuts.
- Staff do not have hot drinks when children are present, to avoid the risk of scalding children
- Those responsible for the preparation and handling of food are fully aware of, and comply with, regulations relating to food safety and hygiene and hold a current Food Handling Hygiene Certificate

- Parents/carers may celebrate children's birthdays by in a fruit platter or non-edible items to share out amongst the children. If parents' do bring in food items e.g. a cake. These cannot be eaten on the premises but can be sent home with children at the end of the day to be eaten under the supervision of their parents. As some children may not be included due to allergens we would encourage parents not to provide edible gifts to avoid children feeling left out.

Guidance for weaning babies

We follow the NHS guidelines for weaning by introducing a open beaker or free flow beaker at snack/lunch time to help your baby learn how to sip which is better for your baby's teeth.

We will offer your baby puree and mashed fruit as they begin the weaning process.

You will find that as your baby eats more solid foods, the amount of milk your baby wants will start to reduce. Once your baby is eating plenty of solids several times a day, you can drop a milk feed and aiming towards the NHS guidelines, which states by one year a child should be off the bottle and be drinking milk from a beaker. Breastfeeding will continue to benefit you and your baby for as long as you choose to carry on. Cow's milk can be introduced from 1 year if you wish at our snack times in a beaker with a lid.

As they progress, we will introduce them to a healthy finger food snack. The NHS guidelines promote finger foods from six months of age; please try to include some finger foods to accompany their main with your child's lunch.

Guidance for providing milk feeds to babies

The Wonderworks follow guidelines for preparing formula milk for infants in accordance with policy published by The Food Standards Agency and The Department of Health. Each baby's individual needs will be discussed with parents, to ensure that they are met.

Breast Milk

Please inform us if you are bringing breast milk to Nursery, so that we can ensure it is stored correctly in a separate area of the fridge and handled in the correct way. Breast milk should be clearly labelled placed in the designated breast milk box/shelf of the fridge.

Formula Milk

Feeds will be prepared as and when they are required by the babies and not as part of The Wonderworks routine.

All staff must ensure that they have washed their hands thoroughly prior to making

or giving a feed. A suitable sterilised bottle, which should be clearly labelled with the baby's name, will be used for feeds.

We always follow the UpToDate guidance provided by the NHS Step-by-step guide to preparing a formula feed [How to make up baby formula - NHS \(www.nhs.uk\)](https://www.nhs.uk)

- **Step 1:** Fill the kettle/water boiler with fresh water for each feed.
- **Step 2:** Boil the water. Then leave the water to cool for no more than 30 minutes, so that it remains at a temperature of at least 70C. The Nuby rapid cool bottle maker can be used to cool the water more quickly.
- **Step 3:** Clean and disinfect the surface you are going to use.
- **Step 4:** It's important that you wash your hands
- **Step 5:** Use a clean, dry sterilized bottle
- **Step 6:** Stand the bottle on the cleaned, disinfected surface.
- **Step 7:** Follow the manufacturer's instructions and pour the amount of water you need into the bottle. Double check that the water level is correct. Always put the water in the bottle first, while it is still hot, before adding the powdered formula. Check the water temperature is at 70C or above before adding the powdered formula. Use a sterilized temperature probe if necessary. The water must be at a temperature of at least 70C to kill bacteria. If necessary and the water is too cool, a shot of freshly boiled water could be added to increase the temperature of the water before adding the powder. The quantity of water must not exceed the required feed, so if necessary, a small amount of water may need pouring away to provide the correct level of water.
- **Step 8:** Loosely fill the scoop with formula powder, according to the manufacturer's instructions, then level it using either the flat edge of a clean, dry knife or the leveller provided. Different tins of formula come with different scoops. Make sure you only use the scoop that comes with the formula.
- **Step 9:** Holding the edge of the teat, put it into the retaining ring, check it is secure, then screw the ring onto the bottle.
- **Step 10:** Cover the teat with the cap and shake the bottle until the powder is dissolved.
- **Step 11:** It's important to cool the formula so it's not too hot to drink. Do this by holding the bottle (with the lid on) under cold running water.
- **Step 12:** Test the temperature of the formula on the inside of your wrist before giving it to your baby. It should be body temperature, which means it should feel warm or cool, but not hot.
- **Step 13:** If there is any made-up formula left in the bottle after a feed, throw it away.

Staff should record the amount of formula consumed by the baby in the baby's diary on the parent APP so that the parent can be informed of the child's intake for that day and the bottle rinsed out and re-sterilised.

Parents should bring the formula to The Wonderworks in purpose-made containers, which allows the staff to measure out each feed individually or provide a tin of formula. Both should be clearly labelled with the child's name.

We are unable to reheat or serve pre-prepared formula brought in from home. We recognise that parents may wish to provide pre-prepared milk in sealed cartons so when re-warming milk feeds for babies, the practitioners will carry out the following guidelines:

1. Transfer the formula to a sterile bottle.
2. Re-warm using a bottle warmer, or by placing in a container of warm water.
3. Shake the bottle to ensure the feed has heated evenly.
4. Check the feeding temperature by shaking a few drops onto the inside of the wrist - it should be lukewarm, not hot.

It is bad practice to leave a bottle warming for longer than 15 minutes. Therefore, any feed that is left to heat for longer than 15 minutes will be discarded.

During a feed babies will never be left unsupervised. A member of staff (if possible, their key person) should sit comfortably, cuddle the baby and be responsive to the baby using eye contact, singing, or talking to the baby in a calm, comforting manner. Staff are not required to wear gloves or aprons when feeding bottles to babies as it is important to make them feel comfortable and to feed them in a 'home like' environment.

Feeding will not be rushed.

Breast Feeding

We welcome parents who are breast-feeding their children onto our premises and make every effort to accommodate their needs. We can also accept breast milk that has been expressed and are able to store this milk.

The nursery always ensures it maintains the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food As set out in the 'Promoting Health & Hygiene Policy, kitchen paperwork:

- *The required paperwork and further guidance can be found at: <https://www.food.gov.uk/business-guidance/safer-food-better-business>*

This policy sets out further details on the procedures surrounding food hygiene that take place within each nursery.

Food Hygiene Procedures

The Manager and staff responsible for food preparation understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in Safer Food Better Business. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.

All staff and kitchen/food hygiene monitoring paperwork follow the guidelines of Safer Food Better Business where necessary and any staff preparing food hold a basic food hygiene certificate.

Notifiable diseases in staff

Any staff member that knows or suspects they are suffering from, or are a carrier of, any disease that is likely to be transmitted via food, e.g. food poisoning, has the responsibility to ensure they have reported this to the manager before starting work. 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.

If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.

Staff hygiene

Cuts should be always covered within the nursery. Hands must be washed.

Clean Kitchen aprons and blue hair nets will be always worn when preparing and serving food.

Hair should be tied back in the nursery, and especially when preparing and serving food. Staff must not eat, or drink, whilst preparing or serving food; they will wait until they are away from the food preparation area.

Hygienic Food preparation and storage

Staff ensure all surfaces are sanitised before food preparation.

Daily opening and closing checks are completed in the kitchen to ensure standards are met consistently.

Chilled food is stored below 8 C and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.

When food has been opened, it is labelled/dated, covered and stored in the fridge or cupboard.

If a parent sends in a prepared meal to be reheated for a baby, it is stored in the fridge then reheated to at least 75 C and served immediately.

Food temperatures will be checked with a food probe. The food probe is cleaned both prior to use and after use with probe disinfectant wipes.

Utensils and crockery are stored in containers or trays.

Generally, all cutlery and crockery is rinsed and washed in a dishwasher, ensuring children only eat with and on suitably clean/hygienic implements.

Waste food is disposed of daily.

Cleaning materials and other dangerous materials are stored in the kitchen, out of children's reach.

Food allergies

For all information relating to managing allergies, please see the company "*Allergy and Dietary Preference Policy*"

Use of the kitchen

Children do not have unsupervised access to the kitchen. When children take part in cooking activities, they:

- are supervised at all times;
- have been made aware, and discussed the importance of hand washing and simple hygiene rules – with staff ensuring hands are adequately washed before any contact with food takes place;
- are kept away from hot surfaces and hot water; and
- do not have unsupervised access to electrical equipment such as blenders etc.

Food suppliers

The company uses reliable suppliers for the food purchased. These include supermarkets and in the event of catering needing to be bought in by outside caterers, the company uses a catering company, with all allergy specifications sent off, and additional checks carried out within the setting by staff.

The Professional Nursery Kitchen

The nursery at Leavesden use *The Professional Nursery Kitchen*. The food is delivered to the nursery chilled, and then heated on site. The food arrives sealed and remains sealed during cooking. The Professional Nursery Kitchen have a set of policies and procedures regarding to their operations, and kitchen paperwork is in place to check temperatures on delivery, and after cooking/prior to serving.