

## Food and Nutrition Policy

### Aim of Policy

This policy is in place to inform parents and team members about nutrition and snack/mealtimes at St Giles Nursery School. It is in place to help identify and cater for individual food requirements and to promote healthy eating in a relaxed atmosphere.

St Giles Nursery is committed to ensuring that the food provided supports the development of healthy eating practices. We understand that early food experiences have an important effect on adult eating patterns and may influence attitudes to eating. Snack and mealtimes are enjoyable social occasions which provide an opportunity to encourage good communication skills and language development. Snack and mealtimes are also when children's natural curiosity for exploring new concepts will be extended to introduce new tastes and textures.

**National guidance:** The policy was drawn up using a range of national documents including a toolkit and a draft policy from the Children's Food Trust and Food policy in schools – a strategic policy framework for governing bodies (National Governors' Council, (NGC) 2005).

Weaning: NHS Guidelines: available at: <http://www.nhs.uk/conditions/pregnancy-and-baby/pages/solid-foods-weaning.aspx>

Schools Food Trust – Eat better Start Better programme available at: <http://www.childrensfoodtrust.org.uk/childrens-food-trust/early-years/ey-resources/>

### We will ensure that:

- A balanced and healthy breakfast, lunch and two daily snacks and tea are provided for children attending a full day at the nursery.
- Menus will be planned in advance, rotated regularly and reflect cultural diversity and variation. These will be displayed for parents to read within the school and publicised on e-media (Facebook/Website)
- Parents and children are encouraged to contribute menu suggestions.
- We provide nutritious food at all snack and mealtimes, avoiding large quantities of fat, sugar and salt and artificial additives, preservatives and colourings
- Menus will include servings of fresh fruit and vegetables
- Fresh drinking water will be constantly available and frequently offered to children
- Individual dietary requirements required for medical or cultural reasons will be respected and where possible catered for. We will gather information from parents regarding their children's dietary needs including any allergies. Where appropriate we will carry out a risk assessment in the case of allergies and work alongside parents to put into place an individual diet plan for their child
- We provide foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones
- The Nursery use meals and snack times to help children develop independence through making choices, serving food and drink and feeding themselves.
- The Nursery provides children with utensils that are appropriate for their ages and stages of development.

- Promote healthy eating using resources within the nursery
- Oral health will also be promoted.
- Children with SEND will have specific dietary plans to meet their needs, as required.
- Breast milk and formula are provided for babies.

**Team members providing meals and snacks for the children will:**

- Staff are offered opportunities for relevant training and development
- Under the Food Safety Act, 1990, persons preparing food will hold a food hygiene certificate or have been given training in the food hygiene procedures of the nursery
- Make mealtimes an enjoyable, social occasion.
- Use meal and snack times to help promote children to develop independence through participate in the preparation of meal when appropriate, making choices, serving food and drink, and feeding themselves
- Encourage children to try a bit of everything, but not make a fuss if they don't want to
- Encourage children to eat the savoury elements of their meal before any dessert items.
- Praise a child when they try something new
- Model good eating habits by sitting and eating meals with the children.
- Encourage lots of conversation, table manners, and use of words such as 'please' and 'thank you'.
- Encourage the children to stay sat at the table until most of the children have finished
- Not rush children if they are slow eaters
- Encourage the older children's independence by letting them take turns to hand out plates, cups, cutlery etc., then wash up, dry up and wipe the table after the meal if appropriate to their age and development.
- Quantities offered take account of the ages of the children being catered for.

**Food and Nutrition Information and Record Keeping**

The Nursery follows these procedures to promote healthy eating:

- Before a child starts at the Nursery, parents provide details about their child's dietary weaning needs and preferences, including any allergies.
- Each child's dietary needs are recorded in the Children's Personal Details Record and parents sign the form to confirm that dietary information is correct. Information is added to the school record keeping system.
- Weaning The Nursery understands and respects that all babies and children develop differently and at different paces, and it can be a worrying and confusing time for parents/carers during this time. We aim to make this transition as smooth as possible by ensuring our key persons work closely with you to discuss any dietary requirements your child may have and make appropriate provisions to accommodate any additional needs parents may have.
- The introduction of new foods is a gradual process. For babies weaning from breast milk or formula, our nursery will steam, grill and puree fruit, meats such as chicken and fish, and vegetables at a consistency that is suitable for the baby's feeding needs. We will help babies become familiar with a great range of tastes and textures through to the beginning of self-feeding. Key persons will aim to help babies and toddlers progress toward solid food and encourage all children to experience a variety of different foods by creating opportunities for them to taste and feel different textures of food e.g. via food tasting activities.

- The initial process of weaning babies can start around 6 months and can take several months. We have used guidelines from the NHS which contains valuable information on weaning children and would recommend that all parents to visit the link above, and to discuss with their health visitor. The nature of many food intolerances often remains unclear, nevertheless we don't see fit that we delay the introduction of new foods most commonly associated with atopic reactions. The usually accepted list of allergic foods are gluten containing cereals (wheat, barley, rye, and oats), cow's milk, eggs, fish, cheese. The nursery does not serve meals containing nuts.
- We will use daily planning and observation to ensure that staff is aware of the pace and textures of food a child is accustomed to, and careful one to one supervision will ensure that children are gradually taught how to chew and begin to eat independently at a calm, steady pace with a supportive person there to help them.
- When parents join us, they are required to complete a weaning plan, before their child begins nursery stating what stage of weaning their child is at and what foods they are already having so that we can continue this. Management will carry out a risk assessment in the case of allergies and work alongside parents to put in place an individual Dietary plan for their child.
- We will visibly display Menus and Dietary Needs Lists throughout the nursery daily and continue to regularly communicate with parents regarding their child's progress. Menus and further information on food management are displayed on our nursery's website and shared on Tapestry.
- We offer babies healthy and balanced home cooked meals including desserts, using Eat Better Start Better menus.
- The nursery regularly serves fruit in a raw or cooked form, fruit are available for babies daily either pureed or mashed, on their own or they can be combined with natural yogurt, or porridge. Semolina and fromage fraise are also offered to babies and young children, carefully selected to ensure they are low in sugar.
- Our nursery discouraged the use of tinned, packaged or jarred baby foods except for some baby cereals and baby rice, as labels show that these foods are high in fat, additives such as sugar or salt and are less healthy than home cooked meals. Parents are required to register for nursery meals.
- We would like parents and carers to support us to ensure that children are encouraged to try a variety of common foods. We know that at this age young children may not be keen on trying new foods, or food they are not used to. To help children become independent learners and ensure they make good food choices, we ask parents to cooperate with us. Below are some strategies to support a partnership approach regarding eating:
  1. The nursery will as much as possible cook foods that meet the dietary requirements and preferences for all children.
  2. At the same time the nursery has a duty to encourage children to get in the habit of trying a variety of common foods that may promote a healthier lifestyle, and that they will likely encounter at primary school e.g., mash potato, fish pies, carrots, peas and cous cous.
  3. Whilst it may be difficult to see a child refuse food, we recommend that it is important for parents and practitioners to persevere and encourage a child to try new tastes and textures, offering an immediate alternative will only teach them that adults will give in to any demands. We expect parents to support us with this at home.
  4. It is good practice for parents and carers to cook some of the meals we provide to children at home. This will increase the chances of a child getting used to foods, evidence suggests children may need to try a new food at least seven times before they will like it, so it is necessary to persevere at home and at nursery. Please take a copy of the menu.
  5. The nursery will not be able to offer alternative menus, but minor substitutions may be considered in some exceptional cases e.g. where a child has sensory needs.
  6. If parents or carers have any further concerns about their child's meals, please ask for a sample to be left for you at home time. This will give you an idea of the portion sizes we offer and ingredients, and textures of foods served.

7. If a child has significant developmental needs, we ask parents to take a copy of the menu and highlight or make written suggestions. Once returned to the office, we will arrange a formal meeting to discuss any suggestions or changes.

8. Parents and carers are required alert the nursery if a child has any changes regarding their health or weaning plan can be updated.

- Parents are regularly consulted to ensure that the records of their children's dietary needs are up to date. Parents sign the updated record to confirm that dietary information is correct. The Nursery displays current dietary information about individual children so that all staff are fully informed of them. This information is also detailed on children's individual placemats. The Nursery implements systems to ensure that children only receive food and drink that is consistent with their dietary needs and preferences, as well as their parents' wishes.
- We ensure that packet baby cereals or normal cereals are made with boiled water, formula milk, cow's milk for breakfast.
- We will ensure that babies aged 6months – 24 months have milk readily available: we provide a range of milk formulas including big brands such as Aptamil and Cow and Gate and will substitute milk to meet a child's dietary needs.
- Babies can have breast milk. We advise parents to bring breast milk to nursery in a sealed and labelled container, with the date it was expressed, which will be place this in the fridge. The change from breast milk/ formula to cow's milk is encouraged from after 1 year of age.

### **Weaning**

- The nursery will provide parents with daily records of feeding routines for all children under 2years using Tapestry. please note parents must ask if they wish a record to be kept for children aged 12 months and over.
- We promote healthy positive attitudes to healthy eating through play opportunities and discussions. Children will be encouraged to look at books illustrating different foods and use pictures to communicate preferences, they will engage in daily exercise to support a healthy lifestyle.

### **Snack Time**

Our Nursery offers breakfast cereal, toast, a range of fruits and vegetables during the session.

Children may drink water or milk from cups on the Snack table. Squash in bottles is not permitted as it increases the chance of dental decay.

### **Cooking activities with children**

- Children must wash hands before and after cooking activities.
- Children must be supervised at all times.
- Children must wear suitable protective clothing, see PPE
- Children who are unwell should not participate in food activities.
- Staff need to give due notice to the general manager of recipe needs.
- Do not allow children to taste raw eggs either as it is or in mixtures.
- Raw flour is carefully managed.
- Children should not handle hot foods or products containing chocolate or nuts. Ingredients for cooking activities should be checked carefully.
- Ideally child safe plastic ware and utensils should be used.
- Children should not handle knives or sharp equipment, or any other equipment that could cause serious harm. All activities will be carefully planned, and risk assessed in advance.
- Children are not permitted to enter any kitchen preparation areas.

- High risk foods such as eggs, dairy, chocolate should be discussed with the manager if they are planned to be used in cooking.

### **Hand washing and Hand washing Facilities**

- Hand washing facilities are always available for children and staff and include hot (not exceeding 43 degrees) and cold water, liquid soap and paper hand towels/ or air dryers.
- Hand washing is vital and should be carried out thoroughly to prevent spread of contamination. An Effective Hand Washing Technique must be used.
- Hand washing facilities are available in all kitchen preparation areas, toilets, nappy changing areas, kitchens, baby, toddler and pre-school areas.
- Kitchen and dining areas have a separate sink for washing food and dishes.
- Children are encouraged and reminded to wash their hands after using the toilet, before eating and after playing outside.
- Babies have a gentle wash with a warm flannel and water.

Staff must wash their hands:

- before preparing or serving food, and before feeding children
- before eating or drinking
- after going to the toilet
- after assisting children at the toilet
- after nappy changing
- after dealing with any body fluids
- after cleaning procedures
- after caring for sick children
- after handling soiled clothing or items or after dealing with waste
- after removing disposable gloves and/or aprons
- after blowing their nose

### **Hand washing technique**

- Wet hands under hot water (not exceeding 43°C for children to prevent scalding), apply liquid soap, rub vigorously paying particular attention to palms, backs, wrists, fingernails and fingers and rubbing between each finger and around the thumbs, rinse, dry thoroughly using disposable paper towels and turn off taps using the paper towel. An aid dryer can also be used to dry hands.:
- Staff should cover all cuts and abrasions with waterproof dressings.
- As long as hands are washed correctly, there is no need to use an antibacterial soap, an ordinary soap with moisturizers will adequately clean and kill germs.
- If a Liquid hand wash is used, it must meet the BS EN 1499 Standard (with disinfectant properties) is recommended for extra protection against cross contamination. Information on this label is found on the product label or by contacting the manufacturer or supplier.
- Hygienic Hand Rubs meeting the BS EN 1500 standard can provide an additional level of protection against cross contamination and are recommended after hand washing where there is an increased risk of cross contamination, e.g. when raw foods have been handled prior to hand washing. It should be noted that hygienic hand rubs should never be used as a replacement for hand washing. Hand rubs are available in all kitchen areas, bathrooms, classrooms and hallways.

### **Personal Cleanliness**

Every person working in the food- handling area must maintain a high level of personal cleanliness. They must wear suitable, clean clothing and where necessary protective clothing.

- Staff will not engage in any aspects of minding children while preparing food.
- Hair should be tied back and preferably covered. The minimum expectation is that hair will be tied back irrespective of gender and no grips or clips should be worn.
- Correct protective equipment will be worn. When serving food all staff are required to wear disposable plastic aprons and to wear suitable head covering e.g. hat or a hair net.
- Sensible footwear should be worn, not open sandals. Shoes should have suitable grip to prevent slipping.
- Food handlers should not sneeze or cough over food
- Cuts and sores should be covered with a waterproof (preferably highly visible) dressing
- Jewellery should be kept to a minimum when preparing and handling food. Staff should not wear watches or jewellery when preparing food (except a plain wedding band). Any other items of jewellery that cannot be removed must be covered with a blue plaster.
- Staff should try to minimize direct contact with raw food using tongs, utensils and the safe use of disposable gloves.
- Fingernails should be kept short and clean, food handlers should not wear nail varnish, false nails or nail extensions.
- Staff should not smoke, drink, eat or chew gum while handling food. Staff should also avoid touching their face or nose, or coughing and sneezing over or near food, and wash hands if they do.

### **Personal Protective Clothing (PPE)**

- All staff working in the food preparation area should wear suitable, clean protective clothing. Ideally, they should be light - coloured with no external pockets, which should be changed and laundered regularly at a suitably high temperature, in order to protect the food, you are preparing. Personal Protective Clothing (PPE)
- If protective clothing becomes contaminated from handling raw food, it must be changed before handling ready-to-eat food. • It is also a good idea to wear a clean apron or disposable apron over work clothes.
- The use of disposable plastic aprons is recommended when carrying out any activities where raw foods are being handled and where there is a high risk of protective clothing being contaminated by raw foods.
- Hand washing should take place after removing contaminated clothing and before putting on clean protective clothing.

### **Food Preparation**

- Food should be prepared in a suitable environment. Food Preparation
- Food handlers must use the correct colour coded chopping boards (e.g. red for raw met etc.)
- Raw and cooked foods should be in separate areas.
- Perishable food must be stored at the correct temperature below 5 °C in a refrigerator when not being used.
- Food should be kept covered at all times.
- Waste should be disposed of properly and out of the reach of children, particularly young children.
- Keep a lid on dust bins and wash hands after using it.
- All fresh fruit and vegetables should be washed thoroughly before use.
- The water supply used for washing up should be 60 °C.
- Tea towels will be kept clean and stored in a dust – free place. Clean dish cloths and tea towels must be used for each food session.
- All aprons will be wiped down with an anti-bacterial product or washed after use.

### **Cooked/Heated Foods**

- All cooked foods must reach minimum core temp of 75°C. Foods must be checked using a temperature probe.
- When foods are reheated, a minimum core temperature of 82°C must be reached. The temperature of a selection of foods must be checked and recorded daily using the temperature probe to ensure that it is consistently achieved.
- Foods must be cooled quickly, ideally within 90 minutes and place in the fridge for safe storage. All food should be kept covered and refrigerated where appropriate.
- All waste food should be disposed of in the appropriate bins and hands washed after use.

### **Storing Food**

- Use by dates must be checked daily and foods used or thrown out before their dates expire. Storing Food
- Opened food should be stored according to their packet instructions and in accordance with their sell by or use by dates.
- Raw and cooked meat should be stored separately within the fridge.
- Dried foods should be stored in airtight containers, clearly labelled and the use by date present.
- Food and drink stock should be rotated and checked regularly.

### **Temperature control**

It is the policy of St Giles Nursery School to ensure that all foods are stored according to safe food handling practises and at the correct temperature in order to prevent the growth and multiplication of food poisoning organisms, to reduce the rate of food spoilage and to ensure that food quality is maintained.

Control measures:

- Fridge and freezer temperatures are checked and recorded daily to ensure the correct temperature is being upheld.
- All food should be piping hot and above 63 degrees or above.
- Cold food must be kept at 8 °C or below.
- The fridge temperature should ideally be under 5°C.
- This should be checked daily and recorded. If the temperature is higher, close the door and recheck. If necessary, adjust fridge setting. If the fridge temperature is above 8°C, report to management immediately.
- The freezer temperature should ideally be between -18°C to -22°C. This should be checked daily and recorded.
- If the temperature is higher, recheck and adjust if necessary. If the temperature is above - 13°C, report to management immediately.
- Chilled foods should only be kept at room temperature during use and returned to the fridge straight away. If chilled foods are left out of the fridge for a period of more than 20 minutes, they should be discarded.
- When food is reheated, it must be steaming hot all the way through; a temperature probe should be used to ensure food is at the required temperature.
- Fridge and freezers should be regularly cleaned and defrosted as per the cleaning schedule.

### **Defrosting**

- If you defrost food, you must do this in a way that minimises the risk of harmful bacteria growing, or toxins forming in the food. Defrosting
- Following defrosting, food must be handles in a way that minimises the risk of harmful bacteria growing or toxins forming e.g. keeping food in the fridge.

### **Reporting Illness/Exclusion**

No one is allowed to handle food or enter a food area if they:

- are suffering from, or carrying, a disease likely to be transmitted through food
- have infected wounds, skin infections, sores
- have diarrhoea or vomiting
- There is a requirement to report illness that may present a hazard to food safety and to exclude people from food handling duties where there is any likelihood of causing contamination of food.
- Food handlers suffering from any of the complaints listed on the 'Return to Work Questionnaire' must be excluded from food handling until they have fully recovered.
- It is good practice to encourage staff to also report if anyone in their household is suffering from diarrhoea, stomach upset or vomiting.
- The law puts the responsibility on employers to satisfy themselves that no food handler poses a risk to food safety.
- Staff should tell their manager if they have any cuts or sores, and these should be completely covered with a brightly coloured waterproof dressing.
- If staff are not 'fit for work', move them out of food handling areas or send them home. Throw away any unwrapped foods they have handled.

### **Exclusion/return to work after illness**

- It is recommended that staff should not return to work until they have been free of gastrointestinal symptoms (vomiting/diarrhoea) for 48 hours. Exclusion/return to work after illness
- Staff who have been taking anti-diarrhoeal medication should not return to work until they have been symptom-free for at least 48 hours after stopping use of the medication.
- Certain infections including dysentery, E. coli O157, typhoid and paratyphoid require formal exclusion and then medical clearance before returning to food handling duties.
- A 'Return to Work Questionnaire' can be found in the office. Please note that some individuals may have medical conditions that cause changes to bowel habits which are not associated with a risk of infection. In such cases, only a change in bowel habit associated with a possible infection should be considered significant.

### **Cleaning food preparation areas:**

A Kitchen and Dining Room Cleaning Schedule, as well as a general Classroom Equipment Cleaning schedule are in place and displayed in every food preparation and play areas. Practitioners are required to be aware of the cleaning schedules and cleaning methods that need to be used.

- Every week the fridge is thoroughly cleaned and all items in the fridge are checked for freshness, and all food past their use by or best before date are correctly disposed of.
- Shelves and drawers are removed and cleaned with warm soapy water
- The inside walls are cleaned from top to bottom with anti-bacterial cleaner
- The seals around the fridge are cleaned to ensure no spillages or stains
- Freezers are defrosted (on non-frost-free) every 3 months or sooner as needed following the same procedure.
- All work surfaces should be washed down and then cleaned with anti-bacterial cleaner and disposable cloths.
- All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed.
- All spills should be wiped up immediately.

The manager will ensure that appropriate controls are in place to prevent cross contamination and that these controls are documented and reviewed accordingly.

### **Cloths**

- Cloths can be one of the top causes of cross-contamination in the kitchen. It is essential to use them safely to prevent bacteria and allergens from spreading. Cloths



- Use disposable cloths wherever possible and throw them away after each task.
- Always use a new or freshly cleaned and disinfected cloth to wipe work surfaces, equipment or utensils that will be used with ready-to-eat food.
- Dirty cloths should be stored in a separate basket away from other dirty linens.
- Dishcloths and tea towels should be washed daily.
- If using re-usable cloths, make sure they are thoroughly washed, disinfected and dried properly between tasks (not just when they look dirty). Ideally, wash cloths in a washing machine on a very hot cycle. A suitably high temperature can be obtained using a hot cycle of 90°C.

### **Equipment Failure**

- Report all equipment failure to the general manager or management as soon as it is discovered.  
Equipment Failure
- Any hazards should be reported to the manager using a risk assessment template, so that the hazard can be properly managed and reviewed.
- Equipment inventories must be kept of all equipment stored

### **Children with Medical Conditions and Dietary Needs**

- Food handlers should consult the dietary needs list displayed in every food preparation area when they prepare or serve food. Children with Medical Conditions and Dietary Needs
- Food handlers should consult and liaise with the general management managing special requirements.
- Nuts or nut products, and pork products are prohibited from use in the nursery.

### **First Aid**

- A first aider should be consulted in the first instance. See appropriate lists in classrooms. First Aid
- Food handlers must have access to a kitchen first aid box; they must ensure this is kept fully stocked.
- Any problems should be reported to the general manager or management.

### **Signage**

Food handlers must ensure the appropriate First Aid, COSHH, CLEAPPS and Emergency notices are displayed.

### **Budget**

The Health and safety officer will be responsible for making expenditure from the Nutrition budget. Funding for food initiatives outside of the specialist food will need to be sought from the Headteacher.

### **Training and supervision**

- At nursery we make sure that any staff who handles food are supervised and instructed and / or trained in food hygiene in a way that is appropriate for the work they do.
- Only staff that holds relevant Food Handling Certificates can prepare food.
- Food handlers are trained and verified as competent in an effective hand washing technique, by the means of continuous training and supervision.
- We make use of the “Safer Foods, Better Business” pack and guidance published by the Food Standards Agency (FSA). The pack enables managers to audit that correct procedures are being followed.
- We are also annually inspected by Environmental health, to ensure health and hygiene standards are being met.
- Food hygiene training will be monitored by the Health and safety officer.
- Regular management peer observations ensure that the food handlers, food records and safety signage in relation to safe food preparation are continuously supervised and monitored.
- New staff members who will be involved in food preparation should attend a food hygiene induction with the manager and a formal training day at the earliest opportunity.

Please do not bring in food items for sharing unless requested by nursery for parties / occasions. We celebrate each child in our own nursery way. If you would like to do something to mark the occasion such as a birthday, we would love you to donate a book to our library and we will put your child's name in the front cover.