**Health and Hygiene Policy**

We serve food that has been provided for children from home and these are:

* Fruit/Healthy Snacks
* Packed lunches

We maintain the highest possible food hygiene standards with regard to the storage, preparation and serving of food.

**Kitchen/Food Procedures**

Our staff know the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to our setting.

This is set out in Safer Food, Better Business for Caterers (Food Standards Agency 2011).

The basis for this is risk assessment of the 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 our staff who are involved in the preparation and handling of food have received training in food hygiene.
* The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
* Food is stored at correct temperatures and is checked daily to ensure it is in-date and not subject to contamination by pests, rodents or mould.
* 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 with BS EN 1276 or BS EN 13697 Anti Bacterial Spray which is left for the appropriate surface contact time.
* 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.
* Dishwasher facility is checked and cleaned regularly to ensure cleanliness of crockery and utensils.

**Snack Bar/Lunch Time Procedure**

* Staff to ensure they wash their hands before handling any food or any kitchen equipment.
* Tables are cleaned BS EN 1276 or BS EN 13697 Anti Bacterial Spray
* Red cloths are to be used for tables during Food Preparation and blue cloths are to be used before and after art or craft activities.
* Fruit must be rinsed and washed before offering at snack time
* Gloves are used at all times when cutting up the fruit (or handling any food) and a disposable apron must be worn
* When washing up, staff are to wash water dishes first, then milk dishes or stacked in the dishwasher to be put on a wash cycle daily
* After finishing your duty in the kitchen, please make sure you wash your hands again
* Staff will not be involved with the preparation of food if suffering from any infectious/contagious illness or skin condition.
* Adhere to the no-smoking policy during working hours
* Never cough or sneeze over food to be served
* Use of paper towels for daily cleaning and drying hands after washing. Where used, Tea Towels will be kept scrupulously clean and washed
* Cracked, broken or damaged crockery or kitchen utensils will be disposed of
* Chopping boards will be disposed of and replaced regularly

Cleaning materials and other dangerous materials are stored out of children's reach and regularly checked if it’s still safe to use.

Children do not have unsupervised access to the kitchen.

When children take part in cooking activities, they:

* When cooking with the children as an activity, the adults will provide healthy, wholesome food, promoting and extending the children’s understanding of a healthy diet.
* 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.

**Personal Hygiene**

* Hands washed after using the toilet.
* Children with pierced ears not allowed to try on, or share each other’s earrings.
* A large box of tissues available and children encouraged to blow and wipe their noses when necessary. Soiled tissues disposed of hygienically.
* Children encouraged to shield their mouths when coughing.
* Paper towels used and disposed of appropriately.
* Hygiene rules related to bodily fluids followed with particular care and all staff and volunteers aware of how infections, including HIV infection, can be transmitted.

**Nappy Changing Policy**

* When changing a nappy use latex gloves and wash hands before and after
* Use the specified facilities i.e. the disabled toilets/changing bench
* Dispose of the nappy, wrapped, in the specified bin i.e. the sanitary bin marked nappies in the toilet.
* A child may only be changed by a member of staff, CRB checked, not a parent/helper.

**Absence notification**

If the child is unwell and will be absent from the kindergarten, we ask parents to notify us of this before the child is due in and will be asked to specify if the child has been exposed to other children in the setting if contagious.

If the child does not turn up for Pre-school, staff will be contacting parents/carers should they fail to contact us first.

**Illness**

Parents are asked to keep their children at home if they have any infection, and to inform us as to the nature of the infection so that we can alert other parents, and make careful observations of any child who seems unwell. If in doubt refer to illness chart on the wall in the office.

Parents are asked not to bring into the Pre-School any child who has been vomiting or had diarrhoea until at least 48 hours has elapsed since the last bout.

If the children of staff aged under 5 are unwell, the children will not accompany their parents/carers to work.

Cuts or open sores, whether on adults or children, will be covered with sticking plaster, blue plaster if preparing food or other dressing.



**Falling ill while at pre-school**

Should a child fall ill while at pre-school, the parents/carers will be contacted immediately to be notified of collecting the child as soon as possible.

The child will be taken away from the group and looked after by a member of staff while waiting for parent/carer.

Depending on severity (i.e.: loss of consciousness, fits, serious head injury), the family doctor or ambulance might be contacted first, by person in charge.

**Reporting of food poisoning**

Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhea are as a result of food poisoning and not all cases of sickness or diarrhea 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 manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.

We notify Ofsted as soon as reasonably practicable of any confirmed cases of food poisoning affecting two or more children looked after on the premises, and always within 14 days of the incident.

**Cleaning and Clearing**

* Any spills of blood, vomit or excrement wiped up and flushed down the toilet or exposed of in the outdoor bins. Rubber gloves are always used when cleaning up spills of bodily fluids. Floors and other affected surfaces disinfected using bleach or appropriate disinfectant according to the manufacturer’s instructions. Fabrics contaminated with bodily fluids thoroughly washed in hot water.
* Spare laundered pants, and other clothing available in case of accidents. Soiled or dirty clothing to be packed away and sealed for children to take home.
* All surfaces and floors are cleaned daily with an appropriate cleaner

**Legal framework**

Regulation (EC) 852/2004 of the European Parliament and of the Council on the Hygiene of Foodstuffs

Food Information Regulations EU1169/2011 (FIR Regs) December 2014 - Food Allergens

**Further guidance**

Safer Food Better Business (Food Standards Agency 2011)

This policy was adopted by Kingfisher Kindergarten Ltd

On 14th January 2018

Date to be reviewed Annually

Signed on behalf of the provider La-Ryne Baker

Role of signatory Owner