



**Oriel Academy**  
**West London**  
an Aspirations Academy

## **WRAP AROUND CARE FOOD AND DRINK POLICY**

<b>APPROVED</b>	<b>Summer</b>	<b>2020</b>
<b>REVIEW</b>	<b>Summer</b>	<b>2021</b>

**Our scheme is committed to providing healthy, nutritious and tasty food and drinks for children during our sessions. The Scheme Leader and staff will make every effort to ensure that food and drink is safely prepared and sensitive to the dietary, religious and cultural requirements of all the children.**

Those responsible for the preparation and handling of food must be competent to do so. Training can be obtained through the Hounslow Early Years Team.

Fresh drinking water must be available at all times.

The Scheme Leader must notify the Local Authority Environmental Health Department and Ofsted of any food poisoning affecting two or more children.

The scheme will keep up to date with their responsibilities under food hygiene legislation, including registration with the relevant Local Authority Environmental Health Department.

## **PROCEDURES**

When preparing food and drink, staff will be mindful of the provisions of the **Food Hygiene Guidelines** so as to ensure that the safety of staff and children is paramount. In addition to these provisions, staff will be careful to ensure both the safety of themselves and children when using sharp or dangerous equipment in food and drink preparation.

The Scheme Leader and staff are mindful of their responsibilities and obligations under the Food Safety Act 1990. The scheme should register with the Local Authority to provide food. All staff who either handle or prepare food must have up to date Food Safety Certificates and are fully trained in food storage, preparation, cooking and food safety.

No child will ever be forced to eat or drink something against their will and the withholding or granting of food and drink will never be used as either a punishment or reward.

### **Healthy Eating**

The scheme recognises the importance of healthy eating and a balanced and nutritious diet. Because of this, the scheme will endeavour to make a variety of foods available including; meat, vegetarian and vegan options, plenty of fruit and low fat and low sugary food. Sandwiches can be made with either brown or white bread, depending on a child's preference.

The scheme will not regularly provide sweets for children and will avoid excessive amounts of fatty or sugary foods. The scheme will provide a choice of non-sugary drinks and make sure that fresh drinking water is available at all times.

### **Allergies and Dietary Requirements**

The scheme requires that the parents/carers complete the Admissions Form, including information about any special dietary requirements or allergies the child suffers from, along with their food and drink preferences. Where any child has a

specific food allergy all staff should be alerted to ensure that the specific food or ingredient is checked for. Staff will be mindful that in some cases food may have to be prohibited within the setting e.g. Peanut Allergy. The Scheme Leader and staff will ensure that food and drink offered to children takes account of this information so as to safeguard their health, and meet – as far as possible – their particular preferences.

### **Cultural and Religious Diversity**

The scheme and its staff are committed to embracing the cultural and religious diversity of the families who use our services. The Scheme Leader and staff will work with parents/carers to ensure that any particular dietary requirements are met.

The scheme is also keen to help introduce children to different religious and cultural festivals and events through different types of food/drink sessions.

## **(a) FOOD HYGIENE GUIDELINES**

The SLT has overall responsibility for ensuring high quality food hygiene practice is monitored and supported.

All staff, led by the Scheme Leader, are responsible for maintaining the food preparation and storage areas in a clean and hygienic state during scheme hours.

All staff employed by the scheme have day to day responsibility for ensuring that good practice in food hygiene is maintained within the scheme at all times as stated in these guidelines.

**A minimum of one member of staff working in the scheme will have taken training in implementing these requirements. All staff involved in the preparation and handling of food should hold a current Food Safety Certificate.**

Food Hygiene means handling, storing and serving food safely and keeping premises, staff and equipment safe. Good food hygiene prevents disease and injury, poor food hygiene can lead to outbreaks of food poisoning and result in fines, imprisonment and the closure of a business.

Food Poisoning and diseases are caused by microbes, usually bacteria, although objects, poisoning and chemicals in food can cause illness. The symptoms of food poisoning are: stomach ache, diarrhoea, vomiting, nausea and fever. The symptoms of food poisoning usually start between 1 and 36 hours after eating the contaminated food and they can last for days. The people most at risk are the young, elderly and people who are already ill.

Bacterial Contamination - bacteria are living, single cell microbes and can only be seen by using a microscope. Bacteria are found everywhere, in the air, dust, soil and even on humans. Bacteria multiply by splitting into two, this is called binary fission, and it usually only takes 15 minutes to divide. It may only take 9 hours for 1 bacterium to become 100 million. Bacteria will only multiply if they are given food, warmth, moisture and time.

The main food poisoning bacteria are: *Salmonella*, *Clostridium perfringens*, *Staphylococcus aureus* and *Bacillus cereus*.

Some foods are high risk this is because bacteria can easily grow on them and they may be eaten without further cooking, they are usually high in protein and moist and include:

- Cooked poultry
- Cooked meats
- Dairy produce (milk, cream etc)
- Soups, sauces and stocks
- Shellfish and seafood
- Cooked rice
- Eggs
- Food not cooked again before being served.

Low risk foods are low in moisture and protein or acidic and include:

- Dried or pickled food
- Food with a high sugar content e.g. jam
- Food with a high salt content e.g. bacon or chemically preserved food,

Chemical Contamination – Pesticides are sprayed on fruit and vegetables as they are growing and may still be present when harvested. Fish and shellfish caught in polluted water may be contaminated with harmful metals or chemicals. Cleaning fluids can contaminate or taint food. Some plastic containers can release chemicals into food, only use proper storage containers.

Physical contamination – objects can get into food during:

- Harvest – stones and twigs in fruit or vegetables
- Manufacture – nuts, bolts or pieces of machinery
- Food preparation – stones, pips, bones or parts of a shell
- Food handling – jewellery, hair, nails or plasters.

#### Food Storage and Temperature Control

Goods must not be taken into food premises if:

- Packaging is torn, dirty or wet
- Vacuum packages are punctured
- Tins are damaged or blown
- Use by dates have expired
- Frozen food is warmer than -12°C
- Perishable foods are warmer than 8°C

Fresh fruit and vegetables should be stored away from other foods to avoid contamination from soil in a cool well- ventilated room. Check regularly as they rot quickly. Once salads are prepared they must be stored in a refrigerator.

Dry foods including bread, canned foods, flour and cereals should be stored off the floor on racks and shelves.

Frozen foods should be placed in a freezer at -18°C. Raw and cooked foods and frozen foods should be separated and wrapped. Do not keep frozen food longer than the life shown on the packaging and rotate stocks of frozen food carefully.

Perishable foods such as meat, fish, and dairy products must be kept in a refrigerator operating between 1 - 4°C.

Stock rotation is important –the oldest food must be used first.

Beware the DANGER ZONE 5 - 63°C, – foods are at this temperature when they are: left out in a warm room

- Slowly heated up
- Cooling down after cooking
- When hot sauce has been poured onto cold food
- Keep food either HOT or COLD

### **i) Hygienic Working Practices**

Bacteria cannot move on their own they have to be transferred in some way. Direct contamination may occur when raw and cooked food touch each other or blood from raw meat drips onto cooked meat. Cross contamination is more common and occurs when a vehicle, such as a knife, is used to transfer the bacteria.

To prevent food contamination:

- Cover food
- Store raw and cooked food separately, keep raw foods at the bottom and cooked foods at the top of the fridge
- Use separate equipment for raw and cooked foods
- Handle foods as little as possible
- Clean equipment ( knives, chopping boards etc. ) each time they are used
- Keep work places clean, regularly wipe and disinfect work surfaces
- Keep animals and insects out of food places
- Use covered bins for rubbish
- Keep food out of the danger zone
- Always defrost and cook food thoroughly
- Once food has been prepared keep for as short as possible

### **Personal Hygiene**

It is important to have high standards of personal hygiene when working with food.

- Wear clean protective clothing, remember you are protecting the food not yourself
- Don't wear open toed shoes and make sure shoes are clean, you don't want to bring soil or dirt into a food room.
- Cover hair and don't touch or comb hair when in a food area.
- Cover all cuts and grazes with a clean waterproof dressing.
- Don't touch skin, especially your mouth, nose and ears.
- Don't wear jewellery, watches, heavy make-up or strong perfume.
- Wash your hands often.
- Never smoke in food rooms.
- Report any illness to your Scheme Leader.

### **Cleaning**

Food places must be kept clean and tidy and must be disinfected regularly.

Effective cleaning requires you to use hot water, a detergent, and some physical effort. A detergent is a chemical that helps dissolve grease and remove dirt.

Even if a surface looks clean it may still have bacteria on it. To make sure it is safe it also has to be disinfected. Disinfection is the reduction of bacteria to a safe level and using hot water (above 82°C,) or a chemical disinfectant can achieve this. You

should regularly disinfect chopping boards, knives, fridge door handles and waste and refuse areas.

Washing up requires hot water (50°C-60°C) a detergent, disinfection, and space to air-dry utensils. It is best to let objects dry on their own as drying cloths can spread bacteria.

A cleaning schedule should be used so that staff know:

*What items must be cleaned*

*How to clean and what chemicals to use*

*Who should clean*

*How often to clean*

Where possible clean as you go.

### **Rubbish**

The safe disposal of rubbish is important as waste attracts pests. All waste should be put in polythene bin liners inside bins with a well fitting lid. Pedal bins are best as you don't have to touch the bin with your hands. Bins in the workplace should be in an area, which is well away from food preparation areas. Always wrap sharp objects before putting them in a bin. Regularly empty waste bins, do not allow waste to build up and keep the area round the bins clean and tidy. Outside refuse areas should be kept away from doors and windows, kept tidy and hosed down regularly. Bins or skips should have well fitting lids and be emptied regularly. Always wash your hands after handling rubbish.

### **Pests**

Food rooms/areas should be kept clean and in good repair to prevent infestations by food pests who live on our food and contaminate by:

- Eating the food and spreading bacteria from their saliva as they eat
- Leaving droppings
- Carrying bacteria on their bodies
- Urinating on foods

The main food pests are rats, mice, insects (flying and crawling), and birds. Learn to recognise the signs of pests and know how to control them.

**Rodents:** smell, droppings, greasy smears around pipes, gnawed food packages, spillages

**Insects:** eggs, egg cases, maggots, dead bodies and droppings

The best way to stop pests is to make sure that they can't get in to the food

- Keep the workplace clean and tidy, signs will be easier to see
- Empty bins often, never let them overflow
- Stock rotation helps as old stock is not forgotten
- Store all food off the floor and check packages and containers for signs of pests
- Loose foodstuffs should be kept in airtight pest proof containers.