



Food safety and nutrition procedures

Food preparation, storage and purchase

General

- All staff have up to date certificated training on food safety.
- Staff refer to Early Years Foundation Stage Nutrition Guidance (2025) which contains guidance on food safety, managing food allergies and reading food labels.
- The setting manager is responsible for ensuring that the requirements in Safer Food Better Business are implemented.
- All staff responsible for preparing food have undertaken the Food Allergy Online Training CPD on Flick Learning or Noodle Now!
- The setting manager is responsible for overseeing the work of all food handlers to ensure hygiene and allergy procedures are complied with.
- The setting manager has responsibility for conducting risk assessment based on the 'Hazard Analysis and Critical Control Point' method set out in Safer Food Better Business.
 - a list of all children with known food allergies, intolerances or dietary needs updated at least once a term (the personal/medical details about the allergy or dietary needs remain in the child's file). This is displayed for all staff.
 - a copy of their Food Allergy Online Training CPD certificate for each member of staff that has undertaken the training is stored in their file in the filing cabinet.
- The setting manager is responsible for informing the owners/trustees/directors who then reports to Ofsted of any food poisoning affecting two or more children looked after on the premises. Notification must be made as soon as possible and within 14 days of the incident.

Purchasing and storing food

- Food is purchased from reputable shops.
- Donations of homemade food (list of ingredients provided) and homegrown fruit and vegetables is accepted.
- Voluntary donations from parents of food are accepted, these are checked for the traffic light system and any allergies before feeding to children
- Parents/carers are requested not to bring food that contains (or may contain) nuts. Staff check packets to make sure they do not contain nuts or nut products.

Where fun becomes learning!

- Bulk buy is avoided where food may go out of date before use.
- All opened dried food items are stored in airtight containers.
- Dried packaged food is not decanted from packaging into large bins or containers as this prevents monitoring of sell by/use by dates and allergen information.
- Food is regularly checked for sell by/use by dates and any expired items are discarded.
- Perishable foods such as dairy produce are closely checked for their best before date / shelf life once opened. Soft fruit and easily perishable vegetables are kept in the fridge at 1- 5 Celsius.
- Packaged frozen food should be used by use by dates.
- Freezer containers should be labelled, dated and used within 1-3 months.
- Fridge and freezer thermometers should be in place. Recommended temperatures for fridge 37 degrees Fahrenheit (3 degrees Celsius), and freezers 0 degrees Fahrenheit (-18 degrees Celsius). Temperatures must be recorded daily to ensure correct temperatures are being maintained.
- Freezers are defrosted every 3 months or according to the manufacturer's instructions.
- Fruit and vegetables stored in the fridge are washed thoroughly before refrigeration to reduce risk of pests and E. coli contamination.

Preparation of food.

- Food handlers wash hands and cover any cuts or abrasions before handling food.
- Separate boards and knives are used for chopping food, usually colour coded.
- Raw and cooked foods are prepared separately.
- All vegetables and fruit are washed before preparing.
- Food left out is covered, for example when cooling down.
- Where a microwave is used, food is cooked according to manufacturer's instructions.
- Microwaved food is left to stand for a few minutes before serving.
- Potatoes and vegetables are peeled when needed, not in advance and left in water.
- Food prepared for children with dietary needs and preferences is clearly labelled and every effort is made to prevent cross-contamination.
- Raw eggs are not to be given in any form, such as mousse or mayonnaise.
- When given to children, eggs are fully cooked.

Serving Food

- The management team Mandy Smith and Rachel Bessell are responsible for ensuring that the food being provided meets all the requirements for each child.

- Food is served for children in separate covered containers
- Staff risk assess the likelihood of children with dietary restrictions accessing the food of other children and must take appropriate action to prevent this from happening, for example:
 - check the list of children's dietary requirements displayed in the food preparation area.
- Children with allergies/food preferences are not made to feel 'singled out' by the methods used to manage their allergy/food preference.
- Food served to children with identified allergies is checked by the key person to ensure that the meal (and its ingredients) does not contain any of the allergens for that child.
- Food is taken from the kitchen to the rooms on a trolley, not carried across rooms.
- Tables are cleaned before and after, with a suitable antibacterial product.

E.coli prevention

Staff who are preparing and handling food, especially food that is not pre-prepared for consumption e.g. fruit and vegetables grown on the premises, must be aware of the potential spread of E.coli and must clean and store food in accordance with the E.coli guidance

Further guidance

Safer Food Better Business www.food.gov.uk/business-guidance/safer-food-better-business-sfbb

Campylobacter (Food Standards Agency) www.food.gov.uk/news-updates/campaigns/campylobacter/fsw-2014

Food allergy/anaphylaxis guidance

<https://www.bsaci.org/wp-content/uploads/2020/02/BSACIAllergyActionPlan2018NoAAI2981-2.pdf>

<https://www.nhs.uk/conditions/anaphylaxis/>

<https://www.nhs.uk/conditions/food-allergy/>

[Early Years Foundation Stage nutrition guidance](#)

[Common allergens.pdf](#)

[Allergen checklist for food businesses | Food Standards Agency](#)

This policy has been used in setting since 1st September 2025.

This policy was adopted at a meeting of	Padbury Pre-school	name of setting
Held on	7 th October 2025	(date)
Date to be reviewed	October 2026	(date)
Signed on behalf of the committee	<i>C. A. McHenry</i>	
Name of signatory	Claire McHenry	

Role of signatory (e.g. chair/owner)

Pre-School Secretary