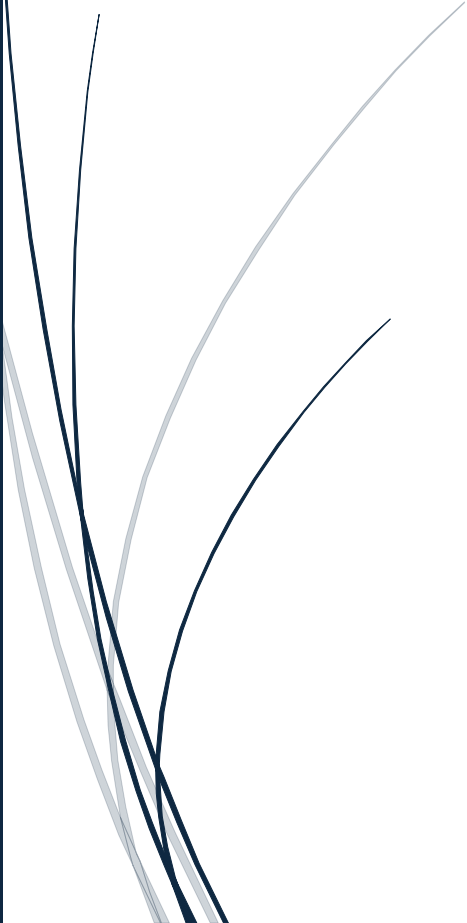




# Farnsfield Pre- School Policies

## Section 3 – Food Safety and Nutrition



These policies were adopted by Danni  
Jankiwsy, 1st September 2025

I have read and understood the policies in this document. I understand it is within my job role to adhere to these policies at all times, and failure to do so can result in disciplinary action being taken.

Date	Staff member	Date	Staff member

## **Food and Nutrition**

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Food safety and Nutrition Policy

Food preparation, storage and purchase

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# Food safety and nutrition policy

## Aim

Farnsfield Pre-School is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for food safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare requirements.

## Objectives

- We recognise that we have a corporate responsibility and duty of care for those who work in and receive a service from Farnsfield Pre-School but individual employees and service users also have responsibility for ensuring their own safety as well as that of others. Risk assessment is the key means through which this is achieved.
- Procedures and risk assessments mentioned in the health and safety section of these policies are followed alongside those mentioned within this section.
- We provide nutritionally sound snacks which promote health and reduce the risk of obesity and heart disease that may begin in childhood.
- We ensure that children are supervised at mealtimes and that children are within sight and hearing of a member of staff at all times **and where possible staff are sat facing children when eating to ensure they are eating in a way that prevents choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.**
- We follow the main advice on dietary guidelines and the legal requirements for identifying food allergens when planning menus based on the four food groups:
  - meat, fish, and protein alternatives
  - milk and dairy products
  - cereals and grains
  - fresh fruit and vegetables.
- Following dietary guidelines to promote health also means taking account of guidelines to reduce risk of disease caused by unhealthy eating.
- Parents/carers share information about their children's particular dietary needs and allergies with staff when they enrol their children and on an on-going basis with their key person. This information is shared with all staff who are involved in the care of the child.
- **Farnsfield Pre-School ensures that all staff are aware of the symptoms and treatments for allergies and anaphylaxis and the differences between allergies and intolerances which may develop at any time.**
- Foods provided by the setting for children have any allergenic ingredients identified on the menus.

- Care is taken to ensure that children with food allergies and intolerances do not have contact with food products that they are allergic to.
- We notify Ofsted of any food poisoning affecting two or more children in our care as soon as possible and at least within 14 days.
- Risk assessments are conducted for each individual child who has a food allergy or specific dietary requirement.
- If a child chokes at mealtime and intervention is given. We record details of the incident and ensure that parents/carers are informed.

### **Legal references**

Regulation (EC) 852/2004 of the European Parliament and of the Council on the hygiene of foodstuffs.

Food Information Regulations 2014

The Childcare Act 2006

### **Further guidance**

*Safer Food Better Business* for Caterers (Food Standards Agency)

[Paediatric Allergy Action Plans - BSACI](#)

[Food allergy - NHS](#)

[Anaphylaxis - NHS](#)

[Weaning - Start for Life - NHS](#)

[Help for early years providers : Food safety](#)

Early Years Foundation Stage Nutrition Guidance (2025)

### **Allergy action plan**

## **Food preparation, storage and purchase**

### **General**

- All staff have up to date certificated training on food safety.
- Managers refer to Early Years Foundation Stage Nutrition Guidance (2025) which contains guidance on menu planning, 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 module available at <http://allergytraining.food.gov.uk/>.

- 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.
- The setting manager maintains a Food Allergy and Dietary Needs sheet with:
  - 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 along with a copy of the risk assessment). This is displayed for all staff and the risk assessment shared.
  - a record of food menus along with any allergens
  - a copy of the FSA booklet 'Allergen information for pre-packed and loose foods' available at <https://www.food.gov.uk/business-guidance/allergen-information-for-pre-packed-and-loose-foods>
  - a copy of the Food Allergy Online Training CPD certificate for each member of staff that has undertaken the training
- The setting manager is responsible for informing the trustees who then reports to 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 suppliers.
- Pre-packed food (any food or ingredient that is made by one business and sold by another such as a retailer or caterer) is checked for allergen ingredients and this information is communicated to parents alongside menu information.
- If food that is not pre-packed (described as 'loose food'), such as sandwiches bought from a bakery is served, then allergen information will have been provided by the retailer, this information must then be shared in the same way with parents.
- Parents/carers are requested not to bring food that contains nuts. Staff check packets to make sure they do not contain nuts or nut products.
- Bulk buy is avoided where food may go out of date before use.
- All opened dried food stuffs 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.
- Items are not stored on the floor; floors are kept clear so they can be easily swept.
- Perishable foods such as dairy produce, meat and fish are to be used the next/same day. 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.
- Meat/fish is stored on lower shelves and in drip-free dishes.
- Items in fridges must be regularly checked to ensure they are not past use by dates.

### **Preparation of food**

- Food handlers must check the content of food/packets to ensure they do not contain allergens.
- Food allergens must be identified on the menus and displayed for parents.
- 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.
- Meat and fish should be washed and patted dry with paper towels. This does not include chicken which must not be washed because of the risk of campylobacter.
- All vegetables and fruit are washed before preparing.
- Food prepared for vegetarians does not come into contact with meat or fish or products.
- Food prepared for children with specific dietary needs is cooked prepared on a separate board using separate utensils and served separately.
- A separate toaster is kept and used for children with a wheat or gluten allergy.
- Food prepared for children with dietary needs and preferences is clearly labelled and every effort is made to prevent cross-contamination.

### **Serving Food**

- 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
  - snack times supervised by staff who has prepared the food
- Children with allergies/food preferences are not made to feel 'singled out' by the methods used to manage their allergy/food preference.
- Tables are cleaned before and after, with soapy water or a suitable non-bleach product.
- Members of staff serving food wash their hands and cover any cuts with a blue plaster.

## 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 0157 guidance, available at:

[www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide#.U7FCVGIOWdl](http://www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide#.U7FCVGIOWdl)

## Further guidance

Safer Food Better Business [www.food.gov.uk/business-guidance/safer-food-better-business-sfbb](http://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](http://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](#)

## Food for play and cooking activities

Some parents/carers and staff may have strong views about food being used for play. It is important to be sensitive to these issues. For example, children who are Muslim, Jewish, Rastafarian, or vegetarian, should not be given any food to play with that contains animal products (Gelatine). Parents/carers' views should be sought on this. In some cases, it is not appropriate to use food for play, particularly in times of austerity.

- Food for play may include dough, corn flour, pasta, rice, food colourings/flavourings.
- Jelly (including jelly cubes) is not used for play.
- Food for play is risk assessed against the 14 allergens referred and is included in the risk assessment undertaken for children with specific allergies.
- Staff are constantly alert to the potential hazards of food play, in particular choking hazards and signs of previously undetected allergies.
- Pulses are not recommended as they can be poisonous when raw or may choke.
- Dried food that is used for play should be kept away from food used for cooking.
- Foods that are cooked and used for play, such as dough, have a limited shelf life.
- Cornflour is always mixed with water before given for play.

- Cornflower and cooked pasta are discarded after an activity; high risk of bacteria forming.
- Utensils used for play food are washed thoroughly after use.

### **Children's cooking activities**

- Before undertaking any cooking activity with children, members of staff should check for allergies and intolerances by checking children's records.
- Children are taught basic hygiene skills such as the need to wash hands thoroughly before handling food, and again after going to the toilet, blowing their nose or coughing.
- The area to be used for cooking is cleaned; a plastic tablecloth is advised.
- Children should wear aprons that are used just for cooking.
- Utensils provided are for children to use only when cooking, including chopping/rolling boards, bowls, wooden spoons, jugs, and are stored in the kitchen.
- Members of staff encourage children to handle food in a hygienic manner.
- Food ready for cooking or cooling is not left uncovered.
- Cooked food to go home is put in a paper food bag and refrigerated until home time.
- Food play activities are suspended during outbreaks of illness.

### **Playdough and raw (uncooked flour)**

All flour including cornflour is raw until the point it is heated or cooked. Raw flour poses a risk of E. coli to young children. If used in play or as a sensory material, such as playdough or gloop (cornflour and water), it should be prepared away from children by adults. Staff should assess the risk of children eating the playdough/ gloop if there is a high risk playdough must be cooked and gloop not used. Alternative sensory experiences should be found.

If a child or member of staff is allergic to any of the ingredients they must be replaced, and a safe alternative used.

Staff have up to date information about children's allergies or concerns about a potential allergy and these are clearly displayed.

Children are always supervised when playing with playdough or cornflour.

### **Other activities with flour**

Uncooked flour should not be used for activities where children are exploring through touch or taste, or there is a likelihood they will put their fingers in their mouths.

Baking: You can do baking activities where flour is used and then the food is cooked. You must ensure that the activity is risk assessed, and children do not eat the uncooked flour or the mixture.



## Menu planning and nutrition

Food provides a healthy, balanced diet for growth and development. Foods containing any of 14 allergens identified by the FSA are identified on menus. Dietary guidance to promote health and reduce risk of disease is followed. When planning menus, the setting manager and cook ensure that:

- Parents/carers and staff can contribute ideas for menus which are confirmed at the beginning of each term.
- Menus are clearly displayed so that parents and staff know what is being provided.
- Foods that contain any of the 14 major allergens are identified on the menu that is displayed for parents/carers.
- Parents/carers must share information about their children's particular dietary needs with staff when they enrol their children and on an on-going basis with their key person.
- Key persons regularly share information about the children's levels of appetite and enjoyment of food with parents/carers.
- Staff refer to [Help for early years providers : Food safety](#) which includes:  
[Example menus for early years settings in England: Guidance](#) and [Example menus for early years settings in England : Recipes](#)
- Eat Better, Start Better - Foundation Years.
- The manager maintains a record of children's dietary needs on a Food Allergy and Dietary Needs sheet.
- Below is a sample snack menu

## Autumn Term Snack Menu

- **Milk and water are offered to drink at all snack times. All children are offered snack but it's their choice to eat it or not. If children do not want snack, they are encouraged to at least have a drink.**

### • WEEK 1 (WK/B 1<sup>st</sup> Sept, 29<sup>th</sup> Sept, 10<sup>th</sup> Nov, 8<sup>th</sup> Dec)

Day	Morning Snack	Afternoon Snack
Monday	Crackers and cheese spread <b>Gluten Milk</b>	Fruit Bowl
Tuesday	Fruit Bowl	Rice Cakes and strawberries <b>Gluten</b>
Wednesday	Fruit Toast <b>Gluten</b>	Fruit bowl
Thursday	Fruit Bowl	Breadsticks and dip <b>Gluten Milk</b>
Friday	Shredded wheat Cereal * <b>Gluten</b>	Fruit Bowl

### • WEEK 2 (WK/B 8<sup>th</sup> Sept, 6<sup>th</sup> Oct, 17<sup>th</sup> Nov, 15<sup>th</sup> Dec)

Day	Morning Snack	Afternoon Snack
Monday	Fruit Bowl	Peppers and cheese cubes <b>Milk</b>
Tuesday	Crumpets <b>Gluten</b>	Fruit Bowl
Wednesday	Fruit Bowl	Oat cakes and grapes
Thursday	Greek yogurt and blueberries <b>Milk</b>	Fruit Bowl
Friday	Fruit Bowl	Baby corn, cucumber and dip <b>Milk</b>

### • WEEK 3 (15<sup>th</sup> Sept, 13<sup>th</sup> Oct, 24<sup>th</sup> Nov)

Day	Morning Snack	Afternoon Snack
Monday	Rice crispies *	Fruit Bowl
Tuesday	Fruit Bowl	Celery and carrot sticks <b>Celery</b>
Wednesday	Pitta, and tomatoes <b>Gluten</b>	Fruit Bowl
Thursday	Fruit Bowl	Savory crackers <b>Gluten</b>
Friday	Kiwi and breadsticks <b>Gluten</b>	Fruit Bowl

### • WEEK 4 (22<sup>nd</sup> Sept, 3<sup>rd</sup> Nov, 1<sup>st</sup> Dec)

Day	Morning Snack	Afternoon Snack
Monday	Fruit Bowl	Tomatoes cucumber and cheese
Tuesday	Wheat-a-bix * <b>Gluten</b>	Fruit Bowl
Wednesday	Fruit bowl	Natural yogurt and raspberries <b>Milk</b>
Thursday	Wholemeal toast <b>Gluten</b>	Fruit bowl
Friday	Fruit Bowl	Crackers and spread <b>Milk</b>

- \*Cereal offered will likely be supermarket own brand, children will be offered the choice of milk/ dry cereal
- Fruit bowl- Children will be offered a choice of apple, pear, banana, satsuma, plums
- Where possible allergen free alternatives will be offered as close match as possible, dairy free spread is always used instead of butter.
- Considerations will be taken into account for children who may have sensory issues around food.

## Meeting dietary requirements

Snack and mealtimes are an important part of the day at Farnsfield Pre-School. Eating represents a social time for children and adults and helps children to learn about healthy eating. We aim to provide nutritious food, which meets the children's individual dietary needs and preferences.

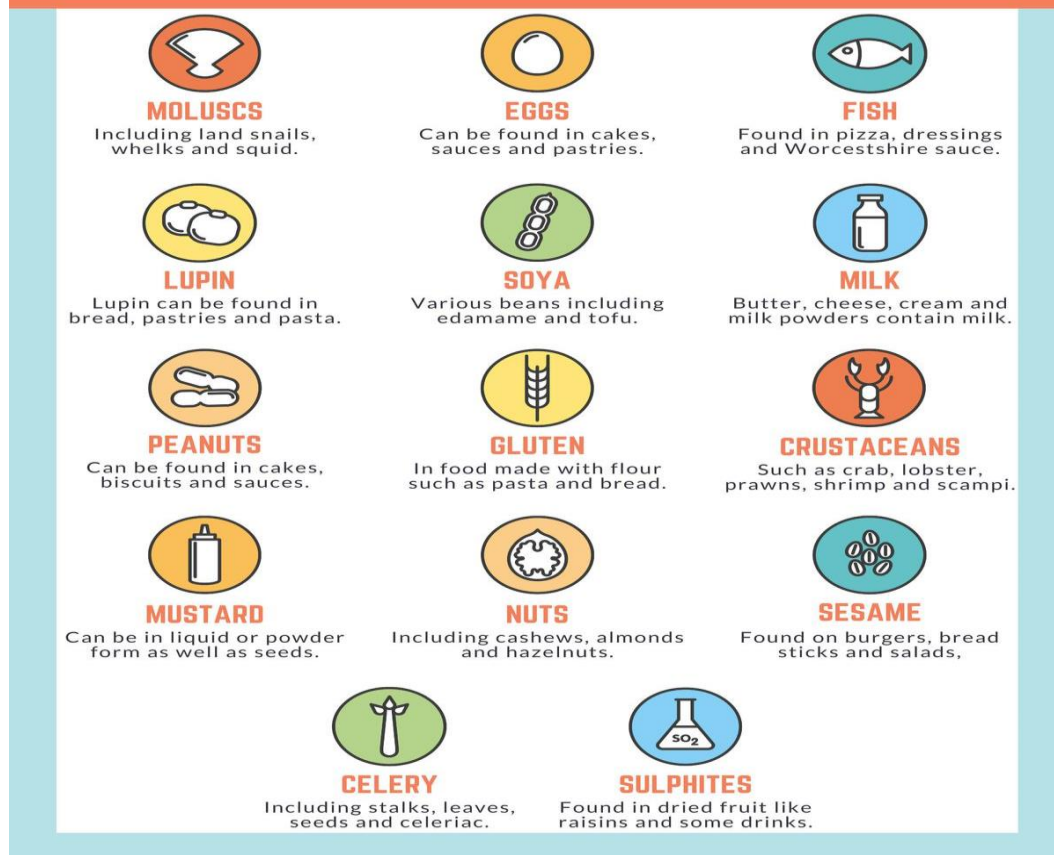
- Staff discuss and record children's dietary needs, allergies and any ethnic or cultural food preferences with their parents/carers. A child's special dietary requirements are recorded on registration to the setting and information is shared with all staff. **This continues as an ongoing dialogue with all parents throughout their time at pre-school.**

- Staff record information about each child's dietary needs in the individual child's registration form; parents/carers sign the form to signify that it is correct.
- Up-to-date information about individual children's dietary needs is displayed so that all staff and volunteers are fully informed.
- Staff ensure that children receive only food and drink that is consistent with their dietary needs and cultural or ethnic preferences, as well as their parent/carer's wishes. At each snack time, a member of staff is responsible for checking that the food provided meets the dietary requirements for each child.
- The snack menus are displayed on the notice board for parents/carers to view. Foods that contain any food allergens are identified.
- Through on-going discussion with parents/carers and research by staff, staff obtain information about the dietary rules of religious groups to which children and their parents belong, and of vegetarians and vegans, as well as food allergies. Staff take account of this information when providing food and drink.
- All staff show sensitivity in providing for children's diets, allergies and cultural or ethnic food preferences. A child's diet or allergy is never used as a label for the child, they are not made to feel 'singled out' because of their diet, allergy or cultural/ethnic food preferences.
- Fresh drinking water is available throughout the day. Staff inform children how to obtain the drinking water and that they can ask for water at any time during the day.
- Meal and snack times are organised as social occasions.

### **Fussy/faddy eating**

- Children who are showing signs of 'strong food preferences, or aversions to food ' are not forced to eat anything they do not want to.
- Staff recognise the signs that a child has had enough and remove uneaten food without comment.
- Children are not made to stay at the table after others have left if they refuse to eat certain items of food.
- Staff work in partnership with parents/carers to support them with children who are showing signs of 'food preference or aversion' and sign post them to further advice, for example, How to Manage Simple Faddy Eating in Toddlers (Infant & Toddler Forum) <https://infantandtoddlerforum.org/health-and-childcare-professionals/factsheets/>
- **Food Allergens**
- **Below are the top 14 recognised food allergens, taken into account when preparing our snack menus.**

# THE 14 FOOD ALLERGENS



## Birthday cakes and celebrations

At Farnsfield Pre-school we recognise the cultural and personal importance of celebrating birthdays. Unless parents specify during registration we will celebrate all children's birthdays. Suggestions in the Early Years food and nutrition guidance 2025, of non-food items for celebrations such as stickers/ bubbles or fruit platters welcome. Parents who wish to send a cake can do, we will happily sing and blow out candles with your child, then send a piece of cake home with the other children. Unfortunately homemade goods cannot be shared with other children.

## Lunchboxes/ snacks

As Farnsfield Pre-School do not provide cook meals all children who attend either a full day will need to bring a lunchbox. To meet statutory requirements we as providers are not only expected to provide healthy well-balanced snacks, but to also encourage parents to follow healthy eating guidelines when sending a packed lunch. Eating a healthy well-balanced diet is beneficial to both physical and oral health as well as supports the cognitive development and brain function of your child.

We ask families to support us by ensuring your child has a balanced packed lunch.

- NO NUTS, POPCORN OR MARSHMELLOWS
- NO FIZZY DRINKS, (milk/ water is preferable)
- NO SWEETS INCLUDING 'FRUIT ROLLS'
- GRAPES/ PLUM TOMATOES/ SAUSAGES TO BE CHOPPED TO AVOID THE RISK OF CHOKING
- ALL LUNCHBOXES MUST CONTAIN AN ICE PACK, IF YOU DO NOT HAVE ONE PLEASE LET A MEMBER OF STAFF KNOW
- WE CANNOT RE-HEAT FOOD, HOWEVER YOU ARE WELCOME TO USE THE FLASKS THAT KEEP FOOD WARM AND WE CAN DE-CANT TO A BOWL/PLATE

The 'Eatwell guide' has lots of great healthy packed lunch ideas. It can be very tempting to send lots of options; in our experience this simply overwhelms the children. One carb item, piece of fruit/ veg and a dairy option is plenty. Getting the children involved in packing their lunchbox is not only fun for them but will often help them to make the better choices. These healthy eating expectations are the same throughout education so fostering the good habits early on will be beneficial to both you and your children's future routines. If you are struggling with what to pack, please speak with a member of staff.