

LYDIARD MILLICENT AFTER SCHOOL CLUB

LYDIARD MILLICENT C OF E SCHOOL, THE BUTTS, LYDIARD MILLICENT, SWINDON SN5 3LR
TELEPHONE: (01793) 772981

Food Policy and Hygiene Procedures

Our Club is committed to providing healthy, nutritious and tasty food and drinks for children during our sessions. The Manager 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.

When preparing food and drink, staff will be mindful of the importance of hygiene so as to ensure that the safety of staff and children is paramount. In addition to this, staff will be careful to protect the safety of themselves and children when using sharp or dangerous equipment in food and drink preparation.

The manager and staff are mindful of their responsibilities and obligations under the Food Safety Act 1990. All staff that either handle or prepare food have up-to-date Food Hygiene certificates and are fully trained in food storage, preparation, and cooking and food safety.

During registration the club requires that the parents/carers complete the registration form, including information about any special dietary requirements or allergies the child suffers from. A list of children's allergies/ dietary needs will be kept and displayed in the club and updated as necessary. The manager and staff will ensure that food and drink offered to children takes this into account as to safeguard their health.

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

Healthy eating: The Club recognises the importance of healthy eating and a balanced and nutritious diet. The club offers free access to fruit and other snacks such as toast, cereals, breadsticks and dips from 3pm until 5pm daily. The Club also ensures that fresh drinking water is available at all times through the water fountain. Milk is also offered occasionally.

Children will be allowed to consume foods left over from their lunchboxes if it is not perishable. In the event of children being given sweets, chocolate etc at school to celebrate a birthday for example, children will be allowed to consume these unless parents have notified the club that their child must not consume these items.

Cultural and Religious Diversity: The club and its staff are committed to embracing the cultural and religious diversity of families who use our services. The manager and staff will work with parents/carers to ensure that any particular dietary requirements are met.

Budgets: The manager is responsible for the weekly shopping based on a budget agreed and reviewed by the management committee.

Activities: Basic cooking activities are offered throughout the term such as baking cakes and decorating biscuits. Children may also request certain activities throughout the term such as apple bobbing or a chocolate fountain.

Food storage: Anything which is suitable for freezing is frozen to maintain freshness. Food is then either cooked from frozen (if permitted), or defrosted overnight in the refrigerator for use the next day.

Milk, sunflower spread, bread and fruit are stored in the refrigerator along with any frozen foods being defrosted for future use.

Both the freezer and refrigerator are defrosted and cleaned regularly. Temperatures are checked and logged daily.

All other food is kept in our cupboards and any opened packets are stored in a suitable airtight container and all use-by dates are checked prior to use.

Kitchen hygiene:

Tables and surfaces are cleaned prior to use with anti bacterial spray.

Separate aprons are provided for cooking and food preparation and children are encouraged to wear them when participating in cooking activities.

Liquid soap is provided for hand washing along with paper towels for drying.

Aprons and tea towels are washed regularly, all dish cloths are disposable

Staff follow basic food hygiene principles at all times

Signed:

Print name: Adam Palmer

Position: Chairperson

Date: September 2017

Date of next review: September 2020