

Monty's Daycare Food Hygiene and Menu Policy and Procedure

(Including procedure for reporting food poisoning)

Policy statement

In our setting we provide and/or serve food for children on the following basis

- Snacks.
- Meals.

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

We have high regard for Dietary requirements and all staff, volunteers and students are made aware of this formality of provision.

We are registered as a food provider with the local authority Environmental Health Department.

Procedures

The person in charge of Food Hygiene is: Sharon Hawkins (Kitchen Manager) and Stephen Allen (Kitchen Assistant) and General Kitchen Assistants.

- The person in charge and the person responsible for food preparation understands the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to their business. This is set out in *Safer Food Better Business*. The basis for this is risk assessment as it applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- All staff follow the guidelines of *Safer Food Better Business*.
- At least one person per nursery room has an in-date Food Hygiene Certificate.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently. (See *Safer Food Better Business*.)
- We use reliable suppliers for the food we purchase.
- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Food preparation areas are cleaned before use as well as after use.
- 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.
- Cleaning materials and other dangerous materials are stored out of children's reach.

- Children do not have unsupervised access to the kitchen.
- When children take part in cooking activities, they:
 - 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.

Reporting of food poisoning

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea 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 the setting, the manager will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1988 the setting will report the matter to Ofsted.

Menu Policy

Monty's Daycare uses a local source for our fruit, vegetables and meat. These are delivered weekly and inspected upon delivery for accepted. Fresh milk is delivered 3 times a week by the local 'Milk and More' provider.

1. The Staff responsible for designing the menu
Name: Sharron Hawkins, Emma Taylor & Kerry Allen
2. The Staff responsible for producing the recipes in the menu
Name: Sharron Hawkins
3. The Staff responsible for ensuring unsuitable foods for babies and young children are not included in the recipe.
Name: Sharron Hawkins, Emma Taylor & Kerry Allen
4. The Staff responsible for supplying dietary requirements and Children's allergies to the kitchen
Name: Emma Taylor & Kerry Allen
5. The Staff responsible for ensuring notes on children with allergies are listed on the recipe
Name: Sharron Hawkins
6. The Staff responsible for using the correct ingredients
Name: Sharron Hawkins

7. The Staff responsible for the safe preparation, cooking, storage and if appropriate, re-cooking/heating of the meals Name: Sharron Hawkins

The design of the children's menu is the responsibility of a nominated nursery staff. They must ensure the following,

1. The children's menu will change twice a year in the summer & winter seasons
2. Fresh ingredients will always be used where possible in the recipe
3. Menu's will be designed with seasonal produce in mind and the nutritional value
4. An alternative vegetarian meal will always be available if needed
5. There is a wide variety of meals each week, red meat limited to two meals a week, at least one fish dish, vegetarian and white meat dish per week
6. The following will be considered when deciding on a meal;
 - a. Is the ingredients suitable for babies & young children
 - ✓ A list of unsuitable foods will be kept at the front of the menu folder
 - b. Does the ingredients affect allergy sufferers
 - ✓ A list will be kept at the front of the menu folder
 - c. Can the meal be frozen and reheated
7. The recipes will be produced by the nursery staff and checked for anything in point 5. The recipes will be discussed with the kitchen staff and agreed if it is a suitable meal to prepare in conjunction with other Manic Monsters food.
8. Factors to consider;
 - a. Should the recipe be made fresh on the day or can it be made in advance
 - b. Can the ingredients be easily obtained at a good market value
 - c. What is the unit cost per child for the meal, is it within budget
 - d. How long does the meal take to prepare and cook, is it going to have an impact on the daily routine
 - e. Can the meal be mashed/smoothed for babies
9. Once agreed the recipe will have a note on it to state if it is suitable for freezing, pre-preparation or if it must be produced fresh and served instantly.
10. If it can be pre-prepared, clear instructions must be on the menu for re-heating and re cooking.
11. Nick Whitley & Rachel Whitley will look at the final menu plan and agree it before it is to be used
12. The recipe must be followed to the letter to ensure unsuitable ingredients is not used and that we provide food within our policy
13. Once cooked, each meal must be tasted to ensure it is to standard.
14. If there is a problem with a particular meal or it needs to be changed, the issue will be discussed with the nursery and an alternative standby may be used
15. Sub standard food must never be served, Temperature checks must be made on a daily basis by kitchen staff. Nursery staff to temperature check food if reheating a child's meal.

Continual communication between nursery staff and kitchen staff must be maintained to ensure the food is to standard, adheres to policy, and is enjoyed by the children.

*This policy was revised during the month of 1st September 2014. Emma Taylor (Nursery Manager), Kerry Allen (Deputy Manager) & Sharron Hawkins (Kitchen Manager) were present.
(Policy to be reviewed during the month of September 2015)*