

Food and Drink Policy and Procedures

The Fire Safety Officer has passed the kitchen on the premises and the kitchen has been inspected by Mole Valley District Council Environmental Health.

This policy has been written following guidance from:

- Environmental Health Agency (last inspection 2nd November 2018)
- Statutory Framework for the Early Years Foundation Stage, 2023.
- Health Protection in Schools and other Childcare facilities, 2017, updated May 2022.
- Children Food Trust.
- Food Safety and Hygiene Regulations, 2013.
- The Food Safety Act 1990.
- Safer Food Better Business - Hazard Analysis Critical Control Points (HACCP).
- Food Standard Agency - Government guidance on Food Safety 2021.
- UK Health Security Agency (UKHSA).
- NHS - Guidance on How to make up Baby formula.
- Surrey Eat Well Stay Well Assessment form, 2022.

This policy applies to both Bus Stop Pre-School and Bus Stop Forest School Holiday Play Scheme.

Bus Stop Pre-School provides all snacks, lunches and drinks to every child. Please be advised that the kitchen is used for fresh food/dried food preparation only. No raw foods are cooked or prepared on the premises.

All foods and drinks consumed at Pre-School are prepared on site, parents/carers are not permitted to provide food/drinks for their child due to the risk of contamination during food preparation at home and or during transport to the Pre-School. In the event of food poisoning or an allergic reaction, members of staff would be unclear if the food consumed was from the food provided by the Pre-School or a child's home (Guidance from the Environment Health Agency).

All food provided by Bus Stop Pre-School is sourced from Sainsbury's supermarket. Fresh food and dried foods are delivered every Monday morning. When the food arrives, it is checked by the Management team for freshness, spoilage, open packets, tinned cans are checked for damages and for signs of pests. Food that is found to be spoilt/damaged is not accepted and is returned to the delivery driver. All food is also checked for 'use by' and 'best before' dates. A record of the food delivered is kept by the Management team. Once food is delivered, it is packed away within 20 minutes of arriving.

Fresh food, dried food and tinned food are rotated ensuring old food is used before new foods, following the FIFO rule - first in, first out.

Bus Stop Pre-School understands the importance of providing children with healthy food and drinks and understands that this can contribute to good health and well-being. It is our policy to provide children with healthy and nutritious foods and to provide appropriate healthy alternatives for children with food allergies or special dietary requirements. Bus Stop Pre-School follows the Children Food Trust guidance, Food Standard Agency guidance and UK Health Security Agency for information on appropriate child portion sizes and healthy food suggestions. Bus Stop Pre-School has in place a Food folder detailing the ingredients and food allergens present in all foods provided by the setting and suggested menus and recipes.

Kate Rice - Owner has completed training with the Children Food Trust and holds a Level 2 in Food Hygiene and Safety for Catering. The Health and Safety Officer for the setting is Kelly Haines and she holds a Level 2 awards in Food Hygiene and Safety for Catering.

Bus Stop Pre-School understands the importance of ensuring healthy and hygienic practices are carried out when preparing, serving and cooking foods. All staff members carry out Food Hygiene training and update it every three years. Any staff, volunteers or students who have not carried out recognised food hygiene training will not be permitted to prepare food in the setting for children.

Staff members are not permitted to prepare, serve or cook foods if they have the following:

- Has had a recent case of sickness and diarrhoea,
- Has a heavy cold or flu symptoms,
- Has a skin infection or sores,
- Has an infected wound.

Please refer to Chapter 7 of the Health Protection Guidance in Schools and other Childcare facilities, 2021.

To reduce the risk of contamination, staff preparing, serving and cooking foods are to ensure that their hair is tied back, their nails are clean and kept short and they should avoid wearing nail varnish, as flakes can fall into the food.

To further reduce the risk of contamination, staff members with small cut to their hands or fingers, are asked to wear a blue water proof plaster, as blue plasters can be more visible during food preparation, in the event the plaster falls off. Blue plasters are

available in the First Aid kit located in the kitchen.

Bus Stop Pre-School understands that under the Safeguarding and Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage (2023) that in the event that 2 or more children have confirmed cases of food poisoning whilst in our care that it is our duty to report this to Ofsted within 14 days of the incident. We also understand in the event that 2 or more children have confirmed cases of sickness and diarrhoea whilst in our care that it is our duty to report this to the Health Protection Team under the Health Protection Guidance in Schools and other Childcare facilities, 2021.

At Bus Stop Pre - School we understand that children develop at different rates and are happy to support children's individual eating/feeding stages. We refer to guidance relating to when certain foods should or should not be introduced to babies and to young children i.e. not giving babies under 12 months raisins to eat, unless chopped up as part of a meal. Please refer to Choking hazard poster displayed in kitchen.

At Bus Stop Pre-School we do not allow Nuts or Peanuts on the premises this is due to nut allergies in children and adults. Parents are given a Meals, Snacks and Drinks information sheet that clearly states that no nuts are allowed on the premises.

Bus Stop Pre-School is able to provide foods for children with allergies, intolerances and special dietary requirements. It is the responsibility of all parents/carers to declare on their child's Child Record form if their child has any severe/mild allergies, intolerances or special dietary requirement. It is also the responsibility of all parents/carers to inform the Management team in writing of any changes to their child's allergies or diet (Refer to Parent Childcare Contracts).

At Bus Stop all adults are made aware of any children with food allergies/special dietary requirements. All allergy information is indicated on the children's individual photo cards and a Child/Staff Allergy and Photo sheet is located on the wall in the Dining Room and above the food preparation area in the kitchen.

Parents and carers are encouraged to bring in a treat to share for their child's Birthday. Parents/carers are reminded of the settings No Nut policy and to be aware that some children may have allergies to certain foods, such as milk products. If the treat is homemade and the staff team is unsure of the ingredients and or the treat is not age appropriate i.e. boiled sweets, the child will give the treat out at the end of the day to allow parents and carers to decide if the treat is suitable for their own child. If a treat is brought from a shop, parents/carers are asked to ensure that it is in the original packaging and unopened.

Each term Bus Stop has cooking activities as part of the themes, we ensure that the activities are as healthy as possible and that we talk to the children about healthy alternatives. Staff ensure that children with allergies can also be included within the cooking activities and will buy special food items. Cooking activities include:

- Mixing icing for biscuits/cakes,
- Preparing and cooking bread rolls,
- Making Diwali coconut sweets,
- Preparing and cooking pancakes,
- Pre-packed vegetable stir fry and dried noodles,
- Making sandwiches for 'Getting ready for School',
- Making Fruit kebabs,
- Making Vegetable soup.

Below are the procedures that are followed by staff members to ensure good practice for Health and Safety during snack and meal times.

Food Preparation and Planning Daily Menus

When preparing food and planning daily menus, the staff team follows the guidance of governments Food Standard Agency to reduce the risk of children choking on food provided.

- Remove any stones and pips from fruit before serving.
- Cut small round foods, like grapes, strawberries and cherry tomatoes, lengthways and into quarters.
- Cut large fruits like melon, and hard fruit or vegetables like raw apple and carrot into slices instead of small chunks.
- Do not offer raisins as a snack to children under 12 months - although these can be chopped up as part of a meal.
- Soften hard fruit and vegetables (such as carrot and apple) and remove the skins when first given to babies from around 6 months.
- Sausages should be avoided due to their high salt content, but if offered to children these should be cut into thin strips rather than chunks and remove the skins.
- Remove bones from meat or fish.
- Do not give whole nuts to children under five years old.
- Do not give whole seeds to children under five years old.
- Cut cheese into strips rather than chunks.
- Do not give popcorn as a snack.

- Do not give children marshmallows or jelly cubes from a packet either to eat or as part of messy play activities as they can get stuck in the throat
- Do not give children hard sweets.

Choking hazard and food preparation posters are displayed in the kitchen for the staff to refer to when preparing food.

Bus Stop Pre-School understands that under the Safeguarding and Welfare Requirements of the Statutory Framework for the Early Years Foundation Stage (2023) that when children are eating, they must be within sight **and** hearing of members of the team.

When planning daily menus, The Children's Food Trust recipes and Government Public Health England - Early Years menus booklets are referred too for healthy and nutritious recipes.

Preparation for Breakfast Club -

- Adult to clean the table with anti-bacterial spray and wipe with a paper towel.
- Adult to wash their hands.
- Adult to check breakfast food for freshness/spoilage/pests.
- Adult to have special food items prepared for children with allergies.
- Adult to collect fresh milk and a jug of fresh water and take to the breakfast table.
- Adult to count out the correct number of bowls, plates, cup and spoons onto the breakfast table.
- Wait for the arrival of the children for Breakfast Club.

Breakfast Club Procedure -

- There is space around the table for four to six children at one time.
- Children need to wash their hands in the bathroom. Adults to re-wash their hands with the children.
- Adult encourages the children to think about what food they would like for breakfast.
- Children collect a cup/bowl/plate/spoon from the centre of the table.
- Adults to prepare breakfast for the children in the kitchen and then support children to eat their breakfast.
- Adults ask if the children would like milk or water to drink and pour this for them.

- An adult remains at the table to encourage children to eat/try foods and to look out for signs of choking. The adult at the table monitors the food eaten by the children and encourages children to eat a little more.
- Once the children have finished their breakfast, the adult will clear away the breakfast items. Placing cups/bowl/plates in the kitchen and leftover food in the Food waste bin.
- Children sent to re- wash their hands after eating and drinking.
- Once all the children have had their breakfast the adult needs to take the fresh milk and place it in the fridge and take the water jug to the kitchen, pouring away any left-overs. The adult is to clean the table with anti-bacterial spray and wipe with a paper towel.
- When the food bin is full, adults to empty it in the compost bin located in the Vegetable patch in the garden.
- The used bowls/plate, cups, spoons and knives are placed in the dishwasher by the adult and or handwashed in the kitchen sink, with hot water and washing up liquid. Utensils are left to air dry.

Preparation of Fruit and Vegetables for Snack -

Adults to refer to the 'How to Set up for Snack Time' procedure on the wall.

- Adult to clean the table with anti-bacterial spray and wipe with a paper towel.
- Adult to wash their hands and put on a cooking apron.
- Adult to refer to Allergy and Photo sheet,
- Adult to check that the fruit and vegetables are fresh and safe to eat/spoilage.
- Adult will need to wash the fruit and vegetables under the tap with running water. Fruit and vegetables to be placed in a colander for washing.
- Adult to collect the fresh milk from the fridge. Replenish water in the jug at the snack table.
- Adult to choose two children as snack helpers from the Snack Helper list.
- Helpers need to wash their hands and put on cooking aprons. Adult to re-wash their hands.
- Adult to give each helper a chopping board and a red handled safety knife.
- The snack helpers sit at the snack table to prepare the snack and place the snack in the serving bowls/choice tray.
- Fruit and vegetable waste is placed in the food bin and taken to the compost bin in the vegetable patch in the garden (when full).
- The serving bowls/choice tray is placed on the table under the large window.
- The adult supports the helpers to count out the correct number of trays and cups for the session and to place them on the table under the large window.
- The adult takes the pictures of the fruit and vegetables they have prepared from the basket and peg them to the plastic stand with the fruit/vegetables.

- The adult and children select the appropriate number labels and peg them to the plastic stand next to the fruit/vegetables.
- The snack helpers ensure the sign for 'Open' is showing and tells the other children that the Snack Bar is 'Open'.
- The adult takes the used knives and chopping boards to the kitchen and keeps 1 knife and chopping board available on the worktop in case more fruit needs to be cut up if children would like a little more.
- Whilst preparing the snack, if it becomes contaminated i.e. coughed or sneezed on, or dropped on the floor, it will be discarded in the Food bin.

Snack Time Procedure -

- There is space around the snack table for four to six children at one time.
- Children need to wash their hands in the bathroom.
- Children collect a tray, cup and individual photo card.
- Children walk along to the Fruit/vegetables table and look at the picture/number labels to see how many slices of fruit or vegetables they may take. The adult will encourage and support the children to count out the correct number of snack.
- The adults ask if the children would like milk or water to drink. The children pour their chosen drink into their cup.
- When the children have finished their snack, they may choose to have a second helping. The adult gives out the second helping. The adult will encourage the children to consider if there will be enough snack for everyone.
- Once the children have finished their snack, they must place their used trays and cups in the bucket and put left over food in the food bin and then place their photo card back onto the window sill.
- Children sent to re- wash their hands after eating and drinking.
- Once all the children have had their snack, the adult is to clean the snack table with anti-bacterial spray and wipe with paper towels.
- The adult should empty any leftover fruit or vegetable into the Food bin and take to the compost bin if full.
- The used tray, cups, chopping boards and knives are to be put in the dish washer and or handwashed in the kitchen sink, with hot water and washing up liquid. Utensils are left to air dry.

Preparation of Dining Room for Lunch -

Adults to refer to the Allergy and Photo sheet on the wall in the Dining Hall and to look at Lunch Reminders sheet.

- Adult to clean the table with anti-bacterial spray and wipe with a paper towel.
- Adult to wash their hands.

- Adult to collect fresh water jug from the kitchen and count out the correct number of cups for the number of children present.
- Adult to prepare flannels for face and hand wiping after lunch.

Lunch Procedure - Inside Classroom

- Children need to wash their hands in the bathroom.
- Children to find an empty space at one of the lunch tables and wait for their friends to join them.
- Adults to read the 'Star' cards for any food allergens present in the food and ensure children with allergies/dietary requirements avoid these foods.
- Adults provide the children with 3 courses; 1. Sandwiches, 2. Vegetables and fruit, 3. Yoghurt (example of foods given).
- Children are encouraged to eat their sandwiches first, before the next course is given out.
- An adult remains at each table to encourage children to eat/try foods and to look out for signs of choking. The adult at the table monitors the food eaten by the children and encourages children to eat a little more.
- Adults pour children a drink of fresh water once food is eaten.
- Adults eat their lunch alongside the children.
- Once the children have finished their lunch, the adults will clear away the lunch items. Placing cups/bowl/plates in the kitchen and leftover food in the Food waste bin.
- The used bowls/plate, cups and spoons are placed in the dishwasher by the adult and or handwashed in the kitchen sink, with hot water and washing up liquid. Utensils are left to air dry.
- Children are each given a flannel to wash their faces and hands after eating and drinking.
- After lunch, if full, the food recycling bin is taken to the compost bin. No cooked meats are placed in the compost bin.

Please note, that the food is brought out in 3 courses, for example the children each get a plate of sandwiches, and when the sandwiches are eaten/children have had enough, the fruit/vegetable pots are brought out and then the yoghurt/rice pudding pots. Drinks are given out after the three courses have been served to avoid spillages at the table as children eat their lunch.

Chill-Out Snack

Please be advised that the Chill-Out snack is not a substitute for children's evening meal. It is a snack to sustain them until their evening meal at home.

Preparation of Dining Room for Chill-Out Snack -

Adults to refer to the Allergy and Photo sheet on the wall in the Dining Hall and Kitchen wall.

- Adult to clean the table with anti-bacterial spray and wipe with a paper towel.
- Adult to wash their hands.
- Adult to check food for freshness/spoilage/pests.
- Adult to have special food items prepared for children with allergies.
- Adult to collect a jug of fresh water and take to the table.
- Adult to count out the correct number of plates and cup onto the table.

Chill-Out Snack Procedure

- Children need to wash their hands in the bathroom.
- Children to find an empty space at the table and wait for their friends to join them.
- Adults pour children a drink of fresh water.
- Adults to read the 'Star' cards for any food allergens present in the food and ensure children with allergies/dietary requirements avoid these foods.
- Adult provides children with a plate each, of crackers/breadsticks, vegetables and fruit.
- An adult remains at the table to encourage children to eat/try foods and to look out for signs of choking. The adult at the table monitors the food eaten by the children and encourages children to eat a little more.
- Once the children have finished their snack, the adult will clear away the snack items. Placing cups/bowl/plates in the kitchen and leftover food in the Food waste bin.
- Children sent to re- wash their hands after eating and drinking.
- Once all the children have had their snack the adult needs to take the water jug to the kitchen, pouring away any left-overs. The adult is to clean the table with anti-bacterial spray and wipe with a paper towel.
- When the food bin is full, adults to empty it in the compost bin located in the Vegetable patch in the garden.
- The used bowls/plate, cups, spoons and knives are placed in the dishwasher by the adult and or handwashed in the kitchen sink, with hot water and washing up liquid. Utensils are left to air dry.

Throughout the preparation of snack and whilst eating breakfast, lunch and snacks the adults talk to the children about safety and hygiene. The adult uses an anti-bacterial hand gel to wash the children's hands if they coughed or sneezed whilst preparing or

eating their food. Food that has been dropped on the floor is discarded and put in the food bin.

During all meal times the children are supported to sit at a table to eat and or if out at Forest School, they sit on a picnic blanket. Children are reminded to take small mouthfuls, to chew their food, and ensure their mouth is empty before taking another bite to reduce the risk of choking.

The adults remain at the breakfast bar/snack table/lunch table/chill-out table to give support and encouragement to all children and to role-model good table manners. The adults also ensure that the Drink Station in the outside area is kept clean and that the water and cups are replenished.

For each meal time, visual routines are placed at child height, encouraging the children to be independent.

Food Preparation and Storage

Bus Stop Pre-School prepares fresh food to be eaten on the premises and provides cooked food/dried foods to be cooked on the camp fire during Forest School sessions and during termly cooking activities.

When preparing foods colour coded chopping boards are used to reduce the risk of food being contaminated and all fruit and vegetables are placed in a colander and washed under running water. Please see the list below for the different coloured chopping boards used:

Red - Raw meat and poultry

Yellow - Cooked meat and poultry

Blue - Raw fish

White - Dairy and bakery items

Green - Washed fruit and salad vegetables

Brown - Unwashed root vegetables

Purple - Free-from foods

A 'Know your Chopping Boards' poster is displayed in the kitchen.

Storage of fresh Foods to be eaten on Premises

Fresh foods to be eaten for lunch that day either on the premises or out at Forest School are prepared in the morning and stored in the fridge. Bus Stop Pre-School has been advised by the Environmental Health Inspector to prepare fresh foods in the morning and to store in the fridge to reduce the risk of contamination due to the soil rich environment the Pre-School is located in.

A food storage layout sheet is displayed on the fridge. The fresh foods stored for lunch time are as follows:

- Sandwiches
- Vegetable and fruit pots

If having pots of yoghurts/custard/rice pudding, these are prepared just before serving to the children to aid freshness.

When packet foods have been opened for example Houmous pots, these are stored in the fridge with a sticker detailing:

- Item (name of food)
- Use by date
- Quantity
- Shelf life

To ensure food safety the fridge and freezer on the premise must be set at the correct temperature to ensure food safety, please see the guidance below:

- Fridge temperature: 5oc or below
- Freezer temperature: -18 or below

Fresh foods, packet foods and the fridge/freezer temperatures are monitored daily by adults. Please see Fridge/Freezer Daily Check sheet.

Preparation of fresh Foods to be eaten on Premises

Adult to refer to the Allergy and Photo sheet on the wall in the Dining Hall/Kitchen wall.

- Adult to clean the kitchen surfaces with anti-bacterial spray and wipe with a paper towel.
- Adult to wash their hands and put on a cooking apron.
- Ensure that containers, plates, pots, bowls and spoons for preparation have been cleaned.
- Adult to make sure the equipment being used to prepare fresh food is in good working order.
- Adult to check food for spoilage and use by and best before dates.
- Adult MUST use separate colour coded chopping boards to prepare sandwiches, cold meats, fruit and vegetables.
- Adult to prepare sandwiches first. Store in fridge and clean surfaces.
- Adult to prepare vegetable and fruit pots. Store in fridge and clean surfaces.
- Fresh foods to be eaten on the same day.

- Adult to place 'Star' cards on the plates showing any food allergens present in the food.

Throughout the preparation of food, the adult will use separate utensils and chopping boards for food preparation and wash their hands regularly.

Storage of Food to be cooked on the Camp Fire:

- Food to be cooked must be stored following the manufactures guidelines and when transporting fresh food to the Forest School site food must be transported in a cool bog with a sealed lid with several ice packs.
- Plates, bowls and cups must be transported in a separate box with a sealed lid.

Food and method of cooking at Forest School include:

- Pre-packed Sausages/Ham/Chicken/Tuna - Can be eaten cold, as directed on packaging.
- Tinned Potatoes - Boiled,
- Tinned Baked beans - Boiled,
- Pasta/Rice/Cous cous - Boiled,
- Fresh/frozen Vegetables - Boiled,
- Pre-packed Crumpets - Toasted over fire,
- Pre-packed Brioche slices - Toasted over fire,
- Pre-packed Waffles - Toasted over fire.
- Vegetable soup - Re-heated.

A temperature probe would be used to check the temperature of re-heated food.

Preparation for Food to be Cooked on the Camp Fire:

- Adult to clean the camping table surfaces used for preparation/laying food out with anti-bacterial spray and wipe with a paper towel.
- Ensure that containers, bowls and spoons for cooking/feeding have been cleaned.
- Adult to make sure the equipment being used to cook food is in good working order.
- Adult to wash their hands.
- Light the camp fire.
- A temperature probe is used to check the temperature of cooked food/re-heated food. Adult to write down the food content and temperature of cooked food/re-heated food on the Food Temperature Monitoring sheet. The probe is cleaned after use.
- Cook food. Please follow the guidance below:
 1. **Food must be in a suitable container for cooking/re-heating. To prevent contamination, cook food in separate containers and use separate utensils for different food i.e. meat and vegetables.**

2. **Follow manufactures guidelines for cooking. Stir food whilst it is cooking on the campfire** (this ensures the food is cooked all the way through).
 3. **Food must be piping hot all the way through.**
 4. **Check the temperature of the food with a probe.**
(Safe temperature: 70oc for 2 minutes or 75oc for at least 30 seconds).
 5. **Only re-heat food once.**
- Once food is cooked and is at a safe temperature. Serve immediately.
 - Adults to place individual children's food onto bowl/plates.
 - Leftover hot food to be discarded after 90 minutes.
 - Adult to tidy away cooking utensils and clean on the return to the premises.
 - Adult to wash their hands.

Preparation, Storage and Handling of Powered Infant Formula

This procedure has been written following the guidance from the NHS, the Food Standards Agency and the Department of Health.

At Bus Stop Pre - School we understand the importance of good hygiene and understand that the correct handling and preparation of powered infant formula can help reduce the risk of child illness.

We are happy to give powered infant formula feeds. Parents/carers must provide the following:

- The correct number of bottles with the correct amount of sterilised water for each feed. Water must be sterilised that morning, not the night before.
- The correct amount of infant formula for each feed in an airtight container. Clearly named.

With the permission of a child's parent/carer we will provide a 'ready to use liquid feed' if the following circumstances arise:

- Parent/carer is late and their child is due a feed.
- Formula feed has not been provided and the parent is unable to deliver any.

Before giving a child 'ready to use liquid fee', the adults will refer to the Allergy sheet in the First Aid bag, checking that the child has no allergies and or intolerances to the liquid feed and check the 'use by' date of the liquid feed.

At Bus Stop Pre - School we will store and prepare infant formula, following the guidance below:

The Storage of Bottles with Sterilised Water:

- Adult to ensure the fridge is clean.

- Bottles will be stored in the fridge until required/Bottle cooler bag with an ice pack. Bottles must be stored in the back of the fridge, not in the door.
- The fridge temperature is set at 5oc or below.
- Children names will be clearly labelled on each bottle.

Preparing a Feed Using Powdered Infant Formula:

- Adult to clean the surfaces thoroughly on which to prepare the feed.
- Adult to wash their hands and put on an apron.
- Collect a sterilised bottle from the fridge. The bottle must have the correct amount of sterilised water and the correct name of the child.
- Add the exact amount of formula to the bottle.
- Re-assemble the bottle following manufacturer's instructions. Holding the edge of the teat, put it into the retaining ring, check it is secure, then screw the ring onto the bottle.
- Cover the teat with the cap and shake the bottle until the powder is dissolved. Shake the bottle well to mix the contents.
- Warm in the bottle warmer/ jug of boiling water. Feeds warmed in a bottle warmer are never left for more than 15 minutes.
- Shake the bottle to ensure the feed has heated evenly.
- Check the feeding temperature by shaking a few drops onto the inside of the wrist - it should be lukewarm, not hot.
- Discard any feed that has not been used within 2 hours. After feeding, discard any left-over feed.

Transporting Feeds:

- Follow the guidance above for preparing feeds. However, DO NOT HEAT.
- Place in the fridge for at least 1 hour before transporting.
- Transport feed in a cool bag containing an ice pack.
- Warm feed at the destination using a bottle warmer or by placing in a container of warm water.
- Feeds transported in a cool bag must be used within 4 hours.

Cleaning Feeding Equipment:

- Adults to clean the kitchen surfaces.
- Adult to wash their hands and put an apron on.
- Wash feeding and preparation equipment thoroughly with warm soapy water.
- Rinse thoroughly under the tap.
- Reassemble the bottles and place in the correct child's bag to be taken home and sterilised. Parents/carers are made aware that used bottles are not sterilised after use on the premises.

Drink Station:

A Drink Station with fresh water and small cups is available to the children throughout the day. It is located under the garden shelter. Adults regularly replenish the water, cups and empty the 'Used cup Bin' at the Station.

The children are taught the following procedure, for using the Drink Station:

- Take one cup at a time.
- Using the drink dispenser, push down the tap and fill the cup with water.
- Stand still whilst drinking your water.
- When you have finished your water, place your cup in the 'Used cup Bin'/pour some more water in your cup, if you are still thirsty.

The children are taught not to re-use cups already in the 'Used cup Bin'. The Bin has a swing lid, reducing the risk of children re-using cups and sharing germs.

A Drink Station is also brought along to Forest School. The above procedures apply.

Food Waste and General Waste

After meal times, food waste is put in the food waste bin, located on the kitchen work top (away from the food preparation area). Once the food waste bin is full, staff empty the food waste into the compost heap in the Allotment area. The food waste bin is washed and cleaned regularly.

The general waste bins in the kitchen and Dining room are emptied regularly and the contents is disposed of in the black bins, located at the front of the Pre-School building. The bins are washed and cleaned regularly. The black bins are also checked for signs of pests. Please also read the Health and Safety policy for daily cleaning procedures.

Useful Resources:

- www.food.gov.uk/foodindustry/regulations/hygleq/hyglegresources/sfbb/sfbbcate rs.
- www.gov.uk - Health Protection Guidance in Schools and other Childcare facilities, 2018.
- Ofsted - www.ofsted.gov.uk
- Environmental Health Agency - env.health@molevalley.gov.uk or tel: 01306 885001
- NHS guidance on preparing formula - <https://www.nhs.uk/conditions/baby/breastfeeding-and-bottle-feeding/bottle-feeding/making-up-baby-formula/>
- Ways to reduce choking in under 5's government guidance - <https://help-for-early-years-providers.education.gov.uk/safeguarding-and->

[welfare/food-safety](#)

- Food Standard Agency - www.food.gov.uk

This policy was adopted in September 2009, to be reviewed annually.

This policy was reviewed in September 2023 to be reviewed in September 2024.

Signed by Owner _____ Manager _____