



FOOD AND DRINK POLICY

This setting regards snack and meal times as an important part of the settings routine. Eating represents a social time for children and adults and helps children to learn about healthy eating. At snack and meal times, we aim to provide nutritious food, which meets the children's individual dietary needs.

- Before a child starts to attend the setting, we find out from parents their child's dietary needs and stage of weaning, including any allergies and we record information about each child's dietary needs in her/his registration record and parents sign the record to signify that it is correct.
- We consult with parents every 6 months to ensure that our records of their child's dietary needs - including any allergies and weaning - are up to date. Parents sign the up-dated record to signify that it is correct. Parents must update the setting immediately if the child's allergy/condition/weaning stage changes before the next record review.
- We display current information about individual children's dietary needs in the place where food preparation takes place so that all staff and volunteers are fully informed about children's needs. The dietary needs posters will be always visible during food preparation and service.
- We update staff of any changes to a child's diet or parental requests regarding food/drink during the morning briefing/afternoon reflection or via the staff communication board. It is the staff's responsibility to attend the briefing, reflection or check the communication board every morning.
- We implement systems to ensure that children receive only food and drink which is consistent with their dietary needs and their parents' wishes. Below are the measures we take to ensure food safety:
 - Only staff who have the necessary qualification to prepare food can do so.
 - Only staff who have the **necessary allergy awareness training and food hygiene qualification** will be able take handover the food from the chef. The person cross checking the food is known as **the food champion**.
 - Food prepared will be handed over to a food champion for cross checking. This cross check must be signed for in the due diligence diary by the chef and food champion.
 - The **food champion** will serve the meal to the children **are not yet on solid foods** and to those who have **dietary requirements**
 - **Red mats** are placed on the serving service with **red bowls** on top for children with an allergy or intolerance. The food champion will serve the food into the red



bowl which will already be sitting on a red place mat. This mat and bowl are then taken over to the child with **dietary requirements**.

- **Purple mats** are placed on the serving service with **purple bowls** on top for children who are **not yet on solid food**. The food champion will serve the food into the purple bowl which will already be sitting on a purple place mat. This mat and bowl are then taken over to the child who is not yet on whole foods.
- **All other children** without dietary requirements and those on whole foods **can be served by a room leader**. The room leaders are known as **food runners**.
- Food champions only will serve children with a dietary requirements and those who are not yet on solid food.
- Food runners are responsible for all mealtime duties that take a person away from direct supervision of the children. e.g clearing up, getting more food/drink.
- **All other staff will directly supervise the children** and are responsible for their safety during mealtimes. This includes ensuring children with dietary requirements do not consume food that is not made for them.
- **Meals are ordered in advance** to ensure meals are safe for the children attending on a given day of the week.
- During **staff inductions**, training is provided to ensure all staff are aware of children's dietary requirements and their weaning stage. Training will also be given on our systems for communicating the stage of a child's food journey.
- **Staff will be trained** on the correct procedures to follow should an allergic reaction occur.
- If a child has a reaction to food or is given food which they are allergic to then staff must inform the Manager immediately and follow the allergy plan and the Accident/Incident/Emergencies procedure. Parents will be informed immediately, and further action will be taken if required. This action could take the form of additional training and/or disciplinary action. Ofsted will be informed of any serious incident within 14 days of the incident. LADO will also be informed.
- If a choking incident occurs or if a member of staff suspects a child has inhaled food/drink, emergency first aid is administered and emergency incident procedures are followed.
- If a child becomes distressed during a meal/feeding time, all food and drink must be withdrawn until the child stops crying. This is to prevent aspiration of food/liquid.
- Setting and room leaders will carry out regular observations of safe food practices and review the effectiveness of this policy and staff training.
- **All staff hold a Paediatric First Aid Certificate.**



- **Food Prep areas are cleaned** prior to food prep. The area must be free of physical contaminants.
- **Food storage areas are cleaned** regularly
- **Opened food containers are labelled** and stored safely.
- The **temperature of fridges and freezers are monitored** using thermometers and readings are given weekly on the health and safety record.
- If pre prepared food is ever required to be bought up to temperature, staff will use a **thermometer** to ensure food temperature is 74 degrees or more.
- **Food temperatures are logged** when the food is served and the temperatures of fridges and freezers are logged daily.
- We **display the menus of meals/snacks** for the information of parents.
- We **provide nutritious food** at all meals and snacks, avoiding large quantities of fat, sugar and salt and artificial additives, preservatives and colourings. These meals **are in line with Government guidance** for Early Years Settings and **approved by a qualified nutritionist**.
- We include foods from **a variety of cultural backgrounds**, providing children with familiar foods and introducing them to new ones.
- We require staff **to show sensitivity** in providing for children's diets and allergies. Staff do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We organise meal and snack times so that they are **social occasions** in which children and staff participate.
- We use meal and snack times to help children to **develop independence** through making choices, serving food and drink and feeding themselves.
- We provide children with utensils which are appropriate for their ages and stages of development and which take account of the eating practices in their cultures.
- We have **fresh drinking water constantly available** for the children. We inform the children about how to obtain the water and that they can ask for water at any time during the session/day
- We discourage the children from sharing and swapping their food to protect them from allergies and infections.
- For children whom drink milk, we **provide whole and pasteurised milk at snack times. We offer milk alternatives** to those children who cannot drink cow's milk.
- For children who drink formula milk, we provide the desired formula (unless prescribed). We will **sterilise bottles for children under 12 months** if these bottles are kept in the setting.



- For each child under two, we **provide parents with daily written information** about feeding routines, intake and preferences.

This policy was adopted by: Tribe Incorporated Ltd

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Written by: Alexandra Stewart

Role: Owner/Director/DSL/SENCO

Signed on behalf of provider: