



Food Hygiene Policy

Date policy was adopted: 08.10.2024
Date last reviewed: 30-08-2025
Frequency of review: Annually or sooner if needed

At the Duckling Nursery, we take Food Hygiene very seriously and work hard to ensure that the children in our care are safe when eating and being served food. We adhere to the following procedures when it comes to food Hygiene in the Nursery:

Food provision

Children at the Duckling Nursery are provided with meals, snacks, and drinks, which are healthy, balanced and nutritious. We provide breakfast for children attending breakfast club, a morning snack for children attending the morning session, a healthy snack for children staying in after school club until 16:30 and a light tea for those staying until 17:30.

Before a child is admitted to the setting we obtain information about any special dietary requirements, preferences, and food allergies that the child has, and any special health requirements. Once we receive this information, the manager follows our procedure in our Allergies and Allergic Reactions Policy.

Fresh drinking water is always available and accessible to children in their water bottles which we refill if necessary and also at snack time. We record all information from parents and carers about a child's dietary needs and display this in the kitchen. This is checked every time food is prepared for the children in our care.

Training

All staff involved in preparing and handling food have received training in food hygiene and copies of certificates are kept in staff files either digitally or in the filing cabinet. When a new member of staff trains in Food Hygiene, policies and practises are evaluated, reviewed and updated if necessary.

Food Poisoning

Our kitchen area is suitably equipped to hygienically provide food for children. We are confident that those responsible for preparing and handling food are competent to do so. However, we will notify Ofsted of any food poisoning affecting two or more children cared for on the premises. This is done as soon as is reasonably practical, but always within 14 days of the incident.

Food Hygiene Management Procedure

We order our food from Sainsburys online and have it delivered regularly every Monday Morning and received by the staff team. Our milk is sent via 'Cool Milk' along with the milk from the infant school and received by the school site manager. To ensure safety we:

- Ask delivery driver temperature of delivery each week and record
- Check short dates with driver
- When packing shopping in fridge, longest date at the back and short dates at the front
- Check dates of food every Monday and record any that will go out of date before following Monday.
- Don't place new fruit in the fruit basket until old fruit used.
- Fruit from the fruit basket is used first before packaged fruit
- Check the fridge temperature record it at 7.30am and 5pm daily (2.30 Friday) by HR, KO and JM
- Clean fridge handles at least weekly but as we go
- Clean any spillages straight away
- Clean up after each food preparation (snack or tea), wash and disinfect surfaces.
- Keep surfaces clear of toys/other non-kitchen items
- Tea-towels used and replaced and washed daily.