St. Joseph's R.C. Primary School

Nursery Food Hygiene Policy

September 2026

Review: September 2027

Policy Review

This policy will be reviewed in full by the Governing Body on an annual basis.

The policy was last reviewed and agreed by the Governing Body September 2026

It is due for review in September 2027

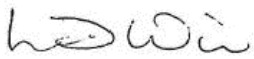
Hayley Francis Date: September 2026

Head Teacher



Lindsay Wise Date: September 2026

Chair of Governors



Policy statement

We recognise our responsibility to ensure that all food and drink provided to children is safe, healthy, balanced and nutritious.

We maintain the highest possible standards of food hygiene and food safety in relation to the purchase, storage, preparation, cooking, reheating, serving and disposal of food.

This policy applies to all food and drink provided by the Nursery, including food brought into the setting by families.

We provide and serve food for children on the following basis:

Snacks

- Healthy snacks and drinks are provided in accordance with the Nursery's healthy eating and nutrition arrangements.

Celebration meals and special occasions

- Celebration food may be provided for occasions such as Christmas parties and Leavers' Afternoon Tea.
- Any food provided will be subject to the same food hygiene, allergy and food safety requirements as all other food served by the Nursery.

Lunch

At lunchtime we provide:

- School meals delivered from school in a suitable container provided by the supplier.
- Packed lunches brought from home.

The Nursery follows the principles of the Food Standards Agency's **Safer Food, Better Business (SFBB)** guidance and maintains appropriate food safety procedures based on the principles of Hazard Analysis and Critical Control Point (HACCP).

The Nursery will also have regard to current Department for Education **Early Years Foundation Stage nutrition guidance**, which supports providers in meeting the EYFS requirement that meals, snacks and drinks provided to children are healthy, balanced and nutritious.

Registration and food safety responsibilities

The Nursery is registered as a food provider with **Herefordshire Council Environmental Health Department** (original registration November 2017; updated January 2020), in association with the Food Standards Agency.

The Nursery will maintain appropriate food safety records and will review its procedures regularly to ensure they remain appropriate and reflect current guidance.

The Manager is responsible for ensuring that:

- Food hygiene procedures are implemented and followed.
- Staff involved in food preparation and handling receive appropriate food hygiene training.
- Food safety records are completed and maintained.
- Allergies and dietary requirements are clearly communicated to all relevant staff.
- Appropriate action is taken where food safety standards are not met.

All staff are responsible for following this policy and reporting any concerns immediately to the Manager.

Food hygiene training

All staff involved in preparing or handling food must receive appropriate food hygiene training.

Staff responsible for food preparation and handling must understand the principles of HACCP as they apply to the Nursery and follow the Nursery's food safety procedures.

Staff must:

- Follow the Nursery's food hygiene procedures at all times.
- Wear clean, suitable disposable aprons when preparing and serving food.

- Wash their hands thoroughly before handling food and whenever necessary during food preparation.
- Report any illness that could present a food safety risk to the Manager.
- Keep food preparation and serving areas clean and hygienic.

The current EYFS framework requires all staff involved in preparing and handling food to receive food hygiene training.

Purchasing and receiving food

We use reliable and reputable suppliers for food purchased by the Nursery.

Food deliveries should be checked where appropriate to ensure that:

- Food is in suitable condition.
- Packaging is intact and clean.
- Chilled and frozen foods are delivered at an appropriate temperature.
- Food is within its use-by date.
- There is no evidence of pest contamination, mould or other deterioration.

Food that is damaged, contaminated, out of date or otherwise considered unsafe must not be used.

Storage of food

Food must be stored in a way that prevents contamination and protects it from deterioration.

- Chilled food must be stored appropriately and the refrigerator should normally be maintained at **5°C or below**.
- In England, Wales and Northern Ireland, food businesses are required to ensure chilled food is kept at **8°C or below**; maintaining the fridge at 5°C or below provides an appropriate safety margin.
- Fridge temperatures must be checked and recorded at the beginning, middle and end of each day.
- Food must be checked regularly to ensure it is within its use-by date.
- Food must be protected from contamination by pests, rodents, mould, chemicals and other sources.
- Food must be stored separately from cleaning materials and other potentially hazardous substances.
- Opened food must be covered, labelled where appropriate and stored correctly.
- Food must not be stored directly on the floor.

Packed lunches

Packed lunches brought from home must be stored in a cool place and should contain appropriate cold-storage provisions, such as an ice pack, where necessary.

Parents and carers will be advised to use suitable insulated lunch bags and ice packs for foods requiring refrigeration.

The Nursery will monitor packed lunches for obvious food safety concerns and will follow its procedures for children with allergies and dietary requirements.

Food preparation

Before preparing food, staff must:

- Wash hands thoroughly with liquid soap and warm running water.
- Dry hands using disposable paper towels.
- Put on a clean disposable apron.
- Tie back long hair.
- Cover any cuts or wounds with a suitable waterproof dressing.

Hands must also be washed:

- After using the toilet.
- After changing nappies or assisting with toileting.
- After handling waste.
- After cleaning.
- After touching raw food.
- After coughing, sneezing or blowing the nose.
- Before serving food to children.
- Whenever there is a risk of contamination.

Effective handwashing is an important control for bacteria, viruses and allergens.

Prevention of cross-contamination

Food must be protected from cross-contamination at all stages of preparation and service.

The Nursery uses a colour-coded chopping board system:

- **Green** – bread.
- **Blue** – dairy.
- **Red** – fruit and vegetables.

Chopping boards must be cleaned and disinfected appropriately after use and must be replaced if they become damaged or difficult to clean.

Separate utensils and equipment should be used where necessary to prevent cross-contamination, particularly when preparing food for children with allergies.

Refrigerated and chilled food

- Fridge temperatures must be checked and recorded at the beginning, middle and end of each day.
- The target refrigerator temperature is **5°C or below**.
- If the temperature is outside the safe range, staff must take appropriate corrective action and inform the Manager.
- Chilled food must not be left at room temperature for longer than necessary.
- Food with a use-by date must not be used after that date.

Hot food and hot holding

Where hot food is held before serving:

- Hot food must be maintained at **63°C or above**.
- A cleaned and disinfected probe thermometer should be used to check temperatures.
- Temperatures should be recorded in accordance with the Nursery's food safety monitoring arrangements.
- If food falls below the required hot-holding temperature, appropriate corrective action must be taken.

The Food Standards Agency's SFBB guidance states that cooked food held for service should be maintained at **63°C or above**.

Food supplied by school

Where school meals are supplied to the Nursery, the supplier's food safety and temperature-control procedures will be followed.

Where the Nursery is responsible for checking or recording temperatures, appropriate records will be maintained.

Reheating food

Where food is reheated by the Nursery:

- Food must be reheated thoroughly and safely.
- A temperature probe must be used where required by the Nursery's food safety procedure.
- Food should reach a core temperature of **at least 75°C**, unless the manufacturer's instructions or an approved food safety procedure specifies an equivalent safe method.
- Food should be reheated only once.
- Reheated food must be allowed to cool to a safe temperature before being served to young children.
- The temperature must be checked at the coldest point of the food.

The Food Standards Agency advises that reheated food should be steaming hot throughout and should only be reheated once.

A record should be maintained where food is reheated, including:

- Date.
- Time.
- Food reheated.
- Temperature reached.
- Child's initials, where appropriate.
- Name/signature or initials of the member of staff responsible.

Temperature probes

Probe thermometers must be:

- Cleaned and disinfected before and after use.
- Used in accordance with the manufacturer's instructions.
- Checked regularly for accuracy.
- Stored safely and hygienically.

Probe accuracy should be checked using an appropriate calibration/checking method, following the manufacturer's instructions and the Nursery's food safety procedure.

Where the ice-point and boiling-point method is used, appropriate reference temperatures should be used and results recorded.

If a probe is found to be inaccurate or defective, it must not be relied upon until it has been recalibrated, replaced or otherwise confirmed as accurate.

Allergies, intolerances and special dietary requirements

The Nursery takes food allergies, intolerances and other dietary requirements seriously.

An up-to-date list of children with allergies, intolerances and specific dietary requirements must be available to staff responsible for food preparation, serving and supervision.

Relevant allergy information must be communicated clearly to all staff involved in the child's care.

The Nursery will:

- Obtain accurate information from parents/carers about diagnosed allergies and dietary requirements.
- Ensure appropriate information is recorded and kept up to date.
- Check ingredients and food labels before food is prepared or served.

- Prevent cross-contamination with allergens.
- Follow individual healthcare/allergy management arrangements where applicable.
- Ensure staff are aware of the symptoms of an allergic reaction and the action to take in an emergency.
- Never assume that a food is safe because it has previously been served safely.

The Nursery does not serve foods containing nuts as part of its policy to reduce the risk associated with nut allergies. However, this does **not** mean that all food is automatically allergen-free, and all ingredients must still be checked.

The Food Standards Agency recommends effective allergen management, including maintaining accurate ingredient information and preventing cross-contamination.

Food and drink provided from home

Where parents/carers provide food or drink for their child, they will be given information about:

- Suitable healthy and nutritious food.
- Safe storage of packed lunches.
- The use of ice packs for foods requiring refrigeration.
- The importance of informing the Nursery about allergies and dietary requirements.
- Appropriate portion sizes and choking risks.

Staff will supervise children while they eat and will remain alert to choking and allergic reactions.

The EYFS framework states that, where possible, providers should sit facing children while they eat so that they can help prevent choking, food sharing and respond to unexpected allergic reactions.

Cleaning

The food preparation area must be kept clean, tidy and free from unnecessary items.

- Spillages must be cleaned immediately.
- Work surfaces and tables must be cleaned and disinfected before and after food preparation and use.
- Cleaning products must be used according to the manufacturer's instructions and kept away from children and food. policy will be reviewed at least annually, or sooner if there are changes to legislation, EYFS requirements, Food Standards Agency guidance
- Suitable food-safe cleaning products must be used on food-contact surfaces.
- Tea towels must be washed regularly and replaced when necessary.

- Dishwasher baskets and filters must be cleaned regularly.
- The dishwasher must be maintained in a clean and hygienic condition.
- Waste food must be removed daily and disposed of appropriately.

Where disinfectant/sanitiser is used, the required contact time specified by the manufacturer must be followed.

Cleaning cloths

Separate, colour-coded cloths are used to reduce the risk of cross-contamination:

- **Red** – washing-up.
- **Blue** – tables and spillages on tables.
- **Green** – general-purpose messy play, such as paint and shaving foam.
- **Yellow** – spillages.

Cloths must be cleaned or replaced regularly and must not be used for purposes other than those specified.

Washing-up and equipment

The Nursery has a dishwasher for cleaning crockery, utensils and other suitable equipment.

When the dishwasher is not in use:

- Separate facilities are provided for handwashing and washing-up.
- The designated handwashing sink must only be used for handwashing.
- A separate bowl is used for washing-up.
- A separate bowl is used for cleaning messy-play equipment such as paint equipment.

All utensils, crockery, equipment and food-contact surfaces must be clean and stored appropriately.

All food-contact surfaces should be smooth, cleanable and maintained in good condition.

Kitchen and food preparation areas

- Children must not have unsupervised access to the kitchen or food preparation area.
- Cleaning materials and other hazardous substances must be stored securely and out of children's reach.
- Electrical appliances must be used safely and stored securely.
- Food must never be left unattended where it could present a risk to children.

Cooking activities with children

Cooking activities can support children's learning and development but must be appropriately risk assessed.

When children take part in cooking activities:

- They must be supervised at all times.
- Staff must check ingredients for allergies and dietary requirements before the activity.
- Children must wash their hands before handling food.
- Children will be taught simple food hygiene rules.
- Children must be kept away from hot surfaces, hot water, ovens and other sources of heat.
- Children must not have unsupervised access to electrical equipment such as blenders or mixers.
- Appropriate equipment must be used for children's age and developmental stage.
- Food must be prepared and stored safely.
- Staff must consider choking risks when selecting and preparing foods.

Waste food

Waste food must:

- Be removed promptly from food preparation and eating areas.
- Be placed in suitable waste containers.
- Be disposed of daily.
- Not be left where children can access it.
- Not be allowed to attract pests.

Pest control

Food areas and storage areas must be checked regularly for signs of pests.

Any evidence of pests, rodents, insects, mould or contamination must be reported immediately to the Manager.

Food suspected of contamination must not be used.

Supplies

It is the responsibility of the staff involved in food preparation to maintain sufficient stocks of food hygiene and cleaning supplies.

Staff should request replacement supplies in good time using the Nursery's requisition procedure.

Supplies must be stored safely and appropriately.

Reporting food poisoning

Food poisoning can occur for a number of reasons. Not all cases of sickness or diarrhoea are caused by food poisoning.

Where a child or adult is diagnosed by a GP or hospital doctor as suffering from food poisoning and there is reason to believe that the source may be connected with the Nursery, the Manager will contact the relevant Environmental Health Department and cooperate fully with any investigation.

The Nursery will also follow current Ofsted notification requirements.

Under the EYFS statutory framework, registered providers must notify Ofsted of food poisoning affecting **two or more children cared for on the premises** as soon as reasonably practicable and, in any event, within **14 days** of the incident.

The Manager will keep appropriate records of any suspected or confirmed food poisoning incident and will take action to reduce the risk of recurrence.

Monitoring and review

Food hygiene procedures will be monitored regularly by the Manager.

Records will be maintained where appropriate for:

- Fridge temperatures.
- Hot-holding temperatures.
- Reheating temperatures.
- Probe thermometer checks.
- Cleaning and other food safety checks.
- Food safety incidents and corrective actions.
- Staff food hygiene training.
- Allergy and dietary requirement information.

Any failure to meet the requirements of this policy will be addressed promptly.

This policy will be reviewed at least annually, or sooner if there are changes to legislation, EYFS requirements, Food Standards Agency guidance, the Nursery's food provision or following a food safety incident.