**Policy statement**

Little Buds provides and/or serves food for children on the following basis:

* Snacks.

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food. Only staff who has achieved Level 2 in Food Safety may prepare food for the children.

**Procedures**

* Staff understands the principles of Hazard Analysis and Critical Control Point (HACCP). This is set out in *safe catering plan*. 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.
* The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently.
* 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 is served to children within 4 hours of preparation at home.
* Food preparation areas are cleaned before use as well as after use.
* A basin is used to wash dishes only.
* 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 diarrhea are as a result of food poisoning and not all cases of sickness or diarrhea 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 Leader 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 HSC Environmental health.

**Monitoring**

This policy will be reviewed annually by the management team to ensure it remains fit for purpose.

This policy was adopted by Little Buds Management Team

Signed:……………………………………………………………………………………

(on behalf of the setting)

Position: …………………………………………………………………………………..

Date: …………………………………………………………………………………..

Reviewed on:

Date:…………………. Signed:……………………………………………

Date:…………………. Signed:……………………………………………

Date:………………… Signed:……………………………………………