



## **Food Safety Policy and Procedures**

Funtastic Kids is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are followed at all times and maintained at all throughout our holiday camps, after school clubs and breakfast clubs. This is in order that Funtastic Kids complies with current legislation. (We follow the guidelines set out in “Safer food, Better Business”(FSA) and is registered as a food business with the relevant local authorities. We are regularly inspected by Environmental Health to ensure that health and safety standards are being met.

Supervisors and some additional staff involved in food handling have received food handling and hygiene training. When preparing food, staff follow the requirements of current food hygiene legislation, including:

- Always washing hands with anti-bacterial soap and hot water before and after handling food and using the toilet
- Using clean, disposable cloths
- Not being involved in food preparation if they are unwell
- Making sure all fruit and vegetables are washed before being served
- Removing jewellery, especially rings, watches and bracelets, before preparing food
- Covering spots or sores on the hands and arms with a waterproof dressing
- Keeping fingernails short, clean, and free from varnish.

### **Personal Hygiene**

Funtastic Kids has high standards of personal hygiene for all members of staff involved in the handling and preparation of food. Members of staff will be responsible for ensuring that any children involved in the preparation of food follow strict hygiene procedures. In addition, any person showing signs of ill health will not be permitted to handle food.

All staff and visitors must adhere to the Funtastic Kids Smoking Policy.

Food handlers, including children, should wash their hands regularly, especially:

- After visiting the toilet
- When entering the kitchen area
- Between handling raw and cooked food
- After eating, coughing, sneezing, blowing noses etc
- After handling waste food or refuse
- After handling cleaning materials
- After outside activities e.g. sports
- After returning from a staff break



In addition:

- Fingernails must be kept short and clean. If wearing nail varnish, staff must wear plastic gloves during food preparation
- While preparing food, staff should not chew gum or sweets and must never taste the food by sticking fingers or eating off of cooking utensils. This is particularly relevant when children are involved in cooking activities
- Any cuts, spots or sores on the hands and arms must be covered completely with a blue, waterproof dressing. Staff should check children's hands before they participate in activities involving food
- No outdoor equipment or clothing should be brought into the food preparation areas
- Staff should avoid touching their hair and face while preparing food and ideally tie long hair back. Staff and children should wash their hands after touching their face or hair
- Staff and children should under no circumstances continue to prepare food if they are feeling unwell or show symptoms of illness.

Handwashing will take place in the kitchen or staff toilets and antibacterial handwash is provided by Funtastic Kids.

### **Identification and Handling of High Risk Foods**

It is the responsibility of the supervisor to ensure that any high risk foods have been identified and adequate control measures have been identified and applied. Refer to the Food and Cooking Risk Assessment. All members of staff have a responsibility for ensuring that they apply to the identified controls and to ensure that the fridge/freezer is monitored and recorded (on the daily risk assessment) and remains within specified limits.

At least one member of staff at each setting will have completed appropriated training in food safety at work and this person will be responsible for overseeing the preparation and handling of food in the setting.

### **Cleaning of Food Preparation Areas**

All members of staff should be aware of the importance of keeping food preparation areas clean and tidy.

All surfaces being used to prepare food, including for activities involving food, and eating food (packed lunches) should be wiped initially to remove loose debris and then wiped down with an antibacterial wipe or antibacterial spray and cloth. Chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and are thoroughly rinsed.

Children should always be seated on chairs or benches to eat their substantial meal with a table in front of them to rest their food. Snacks may occasionally be eaten while sitting on the floor or outside (eg picnic) but where possible, it is better to sit on a chair with a table to eat.

After food activities or food preparation, the above procedure should be repeated.

Floors should be swept regularly after each eating period to avoid build up of dropped food.



## Fridges and Freezers

All members of staff at wrap around care clubs have a responsibility to ensure that the fridge is cleaned at least once per week, items in the fridge should be checked daily for freshness and items should not be kept in the fridge when they are past their use by or best before date.

Cleaning of the fridge should include:

- Taking out the shelves and drawers and cleaning them in warm, soapy water
- Cleaning the inside walls, top and bottom of the fridge with anti-bacterial cleaner
- Cleaning the seals around the fridge door to ensure that there are no spillage or stains

On arriving at a school site for a holiday camp, the fridge should be inspected and cleaned following the procedure above if deemed necessary by the supervisor before the food arrives.

## Cross Contamination

All members of staff have a responsibility to ensure the correct implementation of appropriate cross contamination controls as listed in the Food and Cooking risk assessment.

No raw meat or fish is ever provided at our wrap around care clubs or holiday camps.

## Food Storage

Food will be stored in cupboards and fridges/freezers. All foods are stored according to safe food handling practices at a correct temperature, to prevent the growth of food poisoning organisms to ensure that food quality is maintained. Fridge temperatures are checked and recorded on a daily basis as part of our daily risk assessments. If there are temperature fluctuations that are not explained by simple error (e.g. failure to close the fridge properly), a new fridge will be purchased.

Opened food will be labelled to show the date when it was opened. Cooked meats will be thrown away 3 days after opening. To save food, some cooked meats and other foods may be separated and part of the packet frozen. Food will be contained in food bags or plastic containers in the freezer or fridge. Frozen cooked meats will be labelled to show when they were frozen. After tinned food has been opened, food must be decanted into a suitable container and not kept in an opened tin. Suitable containers would be plastic bowls covered with cling film or plastic lidded containers.

When taking food out of the freezer, it will be labelled with the date to show when it was taken out and will be thrown away 3 days after defrosting.

Food in the fridge and freezer will be regularly checked to ensure food dates are checked and if appropriate, out of date food will be thrown away.

Freezers are defrosted, if necessary, and cleaned once every half term.

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| This policy was adopted by: Funtastic Kids | Date: January 2023                  |
| To be reviewed: January 2025               | Signed: Louise Holloway<br>Director |

*Related policies: Health and Safety Policy, Risk Assessment Policy, Illness and Accidents Policy, Intimate Care Policy, Healthy Eating Policy*  
*Related Risk Assessments: Food and Cooking risk assessment, Staff and workforce risk assessment*  
Written in accordance with



*the Statutory Framework for the Early Years Foundation Stage (2021): Safeguarding and Welfare Requirements: Food and drink [3.48 - 3.50].*