



Food Safety Policy:

At Ducklings Childcare Ltd, it is our policy to have excellent personal hygiene and this is reinforced through use of protective clothing when in the kitchen and preparing food for children. All staff serving food to children will observe current food hygiene practices including:

- Cleaning tables with anti-bacterial spray before children sit down to eat.
- Providing appropriate hand washing and drying facilities prior to meal times, actively promoting and supporting the hand washing procedure. Where sinks are unavailable, a separate flannel or cloth will be provided for each child to use.
- Wearing appropriate protective clothing when serving food including gloves and aprons.

We employ kitchen staff who have relevant up to date training on food hygiene standards. Practitioners who serve food to children in the rooms also hold appropriate food hygiene certificates and these are displayed in a folder outside each room.

All food is stored in accordance with up to date food hygiene standards. Fridges and freezers are temperature checked twice a day and these are recorded in the kitchen log book.

Food which has been cooked is probed to ensure that all food is piping hot and above 70°C before serving and hot food is served immediately.

All food is prepared in the kitchen and is transported to rooms in covered containers.

Staff wear aprons during food preparation, no jewellery is worn and long hair is tied back before entering the kitchen. Hand-wash sinks with an appropriate anti-bacterial soap and paper towels are provided. As well as the hand wash sink we have a sink to wash up in. If any of our equipment needs washing by hand we use hot water that has washing up liquid in and then everything drip-dries. Clothes must always be clean and the water throughout the nursery is drinkable.

In the event of staff having a minor cut on his/her hand it is our usual practice to cover this with a blue waterproof plaster provided in our first aid box. Any other illnesses the cook will not work, for example, with infected cuts and sickness or diarrhoea, it is 48 hours before he/she can



return to usual duties. The Manager will be informed immediately to make other arrangements.

When storing food and ingredients at Ducklings Childcare Ltd, cooked and uncooked foods (e.g. meat) will be kept in a separate area of the fridge and clearly labelled; colour coded chopping boards, mops and utensils are used to reduce the risk of cross contamination. The fridge/freezer and food temperatures are checked daily and all temperatures are recorded.

The staff clean the kitchen daily before and after use but follows a *clean-as-you-go* policy throughout the session. We have a cleaning/recording rota in operation; we also complete the COSHH (care of substances hazardous to health) risk assessment, all substances are stored in their original containers and never transferred into other containers so that staff can see what the substance is and the instructions of use and where possible we try to buy cleaning substances that are not hazardous to health. Appropriate measures are taken to ensure there is no risk of physical contamination from pests.

Food is purchased by the manager from a high quality supermarket. Each child's parent/carers fill out a detailed form on their child's induction to let all staff know if a child cannot have a particular food - all dietary requirements are catered for.

Ducklings Childcare Ltd will notify Ofsted of any food poisoning affecting a child cared for on the premises. Notification will be made as soon as is reasonably practicable, but in any event within 14 days of the incident.