



# The Children's House

## Food Safety and Cooking Policy

This policy should be renewed biennially and as required by legislation.		
Action	Reviewer	Date
Review	AS	Nov 2025
Approved by Chair of COM	JT	Nov 2025
Date for next internal review		Nov 2027

## FOOD SAFETY AND COOKING POLICY

### No Nuts Policy:

Some children and members of staff in the school have severe nut allergies. Because of this, the school has a strict NO NUTS policy. This policy not only includes peanut butter but also sesame seeds, pine nuts, hummus and pesto. Parents are requested never to send their child into school with nuts and to ensure that their child has washed his or her hands if they have been eating nuts before coming to school. We ask parents and carers not to supply infants or school children with food (apart from milk or water bottles) on the premises.

### Food Hygiene Certificates and Food Allergen Training:

All Early Years staff and Lunch Supervisors are required to hold a current Level 2 Food Hygiene for Safety and Catering training certificate.

All first aiders are trained in the use of adrenaline auto-injectors in the event of allergen induced anaphylactic shock in pupils and staff (for those with a Healthcare Plan).

### Food Safety Team:

There will be a team across the school comprising those members of staff named above as trained in Food Safety led by the Headteacher of the whole school. They will be responsible for completing a risk assessment for each site which specifically identifies potential allergy risks and control measures.

### Food Safety Hazards:

There are four types of hazards:

**Chemical Hazards:** These include: eating things that contain poisons eg some mushrooms; accidental contamination of foods with lubricant oils, pesticides or strong cleaning chemicals left on food preparation surfaces.



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**Physical Hazards:** These are foreign bodies which fall into foods or food preparation machines. They also include broken glass, pips and stones, fingernails and jewellery worn by the food workers. This type of hazard can cause choking or injury to the mouth and teeth.

**Biological Hazards:** Bacteria, viruses, moulds and parasites. Some bacteria can emit toxins which poison.

**Allergens:** This covers very dangerous food safety hazards which could lead to the death of an individual. Please refer to our Pupil Food & Drink Allergens list for both sites.

They are:

- Celery and celeriac
- Cereals containing gluten
- Eggs
- Fish
- Milk and milk products
- Molluscs eg mussels
- Mustard
- Peanuts
- Tree nuts
- Shellfish
- Soya
- Sulphur dioxide
- Lupin flour
- Sesame seeds

## **Special Dietary Requirements:**

Children's and adults' allergies or other special dietary requirements will be named on the **Medical Alert List** which will be displayed in all kitchen areas and the lunch hall (teachers are emailed this list). It is the responsibility of **all** members of staff to know the names and allergies or dietary requirements of all those persons named on the Medical Alert List on their site. In the event of a child with allergies coming into contact with a known allergen, action must be taken to secure the immediate safety of the child; a record of the incident must be made, the Headteacher informed, and the parents notified as soon as possible, either on collection of the child or by telephone.

Staff timetables must ensure that children with allergies are supervised at all times and are never left alone during vulnerable periods, including snack time and lunchtime.

The names of all adults with allergies will be named at the bottom of the medical alert list and these lists will be updated termly or upon entry to the school of an allergic child or member of staff.

## **Emergency Response to a Severe Allergic Reaction (Anaphylaxis):**

**Symptoms:** immune response to 'invader' eg. puffiness, rash, vomiting, cramps, wheezing, swelling.

**Action:**

- Check whether the person has a Health Care Plan
- Do not move the person until you assess them.



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- Check if they have a pre-loaded adrenaline injection kit. If so they/or you would need to inject it into the thigh muscle and hold it for 10 seconds.
- Call First Aider if available and an ambulance using 999.
- If the person is conscious help them to sit up.
- If the person seems to be in shock they are better lying flat with their legs raised.
- If the person is unconscious check their airway is clear and lay them in the recovery position.

## **Handwashing:**

Children and staff will wash their hands with soap and water before preparing or handling food. We advise staff to wash their hands regularly at other times throughout the day. Staff who are preparing food for snack or cooking activities must wear disposable gloves. If a member of staff has a cut on their hand and is preparing food they must use the blue bandages provided in the First Aid box.

Staff will teach children correct handwashing procedures and ensure all children wash their hands after using the loo and before preparing or handling food.

## **Food Storage:**

Perishable foods must be kept in the fridge. Children's food and milk must be kept in the designated children's fridge on each site. Staff will only store their own food/drink in the designated Staff fridge. Fridges will be kept at 4 degrees centigrade or below. Fridge temperature is checked on a daily basis and recorded. Uncooked meats must NEVER be placed next to cooked meats in the fridge. Staff must ensure any food or milk which has reached its use-by date is thrown away immediately.

## **Drinks:**

All children will have named water bottles in their classroom, and they help themselves freely to water. There is a drinking fountain in the playground at the Prep School. Children at the Early Years Site take water bottles offsite and can help themselves when they wish. In addition, members of staff will encourage children to have a drink of water if they appear hot or have exercised. It is the class teacher's responsibility to ensure that water is available for children on outings.

## **Snack time:**

All children and staff MUST clean hands using soap and water before handling food. Staff must wear disposable gloves when preparing and handling food. All fruit must be washed. Children must NEVER eat food that has fallen on to the floor. Tables must be cleaned prior to snack and again after snack. The floor must be swept after snack time. If a child touches a piece of food when it is being handed around during snack, they must NOT return it to the communal plate or bowl. Staff will discourage children from handling other children's food and utensils. A separate chopping board will be used if raw and cooked foods are being prepared. Children must sit down when eating as eating is seen as a social experience and therefore children sit down with their classmates to eat their snack.

## **Lunch time:**

Parents must label their child's lunch box clearly and make sure that an ice pack is in the lunch box to keep it cool. Parents should include a drink if they wish. Fizzy drinks are not



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permitted. Water is always available at school. Parents should include a spoon for yoghurt etc. For health and safety reasons we cannot reheat food.

At lunchtime children are not allowed to share food because of allergies or special dietary requirements that individual children may have. Parents will be provided with guidance about healthy lunch boxes via the Parent Handbook. We recommend small, tasty and varied content for the lunch box e.g. a few small sandwiches or a pasta or rice salad perhaps accompanied by one or two tomatoes, cucumber slices, olives, carrot sticks, green beans etc. If parents would like to send in crisps we strongly recommend putting just a small handful in a container or plastic bag rather than sending in a whole packet. Fresh fruits, health bars, fruit sticks and yoghurts are popular too. Children will be encouraged to eat and satisfy their appetite but will never be forced. We ask teachers to put any food that is not eaten back into the child's lunch box so that parents/carers can see what and how much their child ate at lunchtime. Teachers are advised to speak to the Head if they have a concern about a child's appetite or the contents of a child's lunchbox. Similarly, parents are urged to speak to their child's teacher if they have a concern about lunchtime.

Parents can subscribe to lunches supplied by The Little Lunch Company. This company supplies cold lunches that are healthy and nut free. Parents select lunches for their child from an online menu.

## **Birthdays**

Children in Key Stage 2 may bring in a birthday cake to celebrate their birthday and younger children may bring in a fruit platter to be shared at snack time.

## **An eating environment that promotes family and multicultural values:**

Special occasions will be celebrated with culturally appropriate foods, but the focus will be placed on occasion rather than sugary or fatty foods. It is the class teacher's responsibility to ensure that recipes and food awareness activities are chosen from a variety of cultures e.g. during Our Wonderful World Week, Healthy Living Week, Harvest etc. Children with disabilities will be supported on an individual basis by a member of staff if required and relevant staff training will be provided if necessary.

## **Cooking Activities:**

There are medium-term planned opportunities for children to learn about food, health and hygiene in activities which involve learning about cooking and the food chain. Cookery is taught through DT. In addition, there are medium term plans for regular Themed Weeks. These include: Healthy Living Week; Our Wonderful World Week; Harvest Festival and Farmers Market; topic links; planting and growing at the school plot at St Jude Street Garden; festivals e.g. Divali, Vaisakhi; preparing own snack.

We are committed to helping children to be healthy. Cooking is an excellent way to teach children about food, health and hygiene. It is the teacher's responsibility to ensure children have access to cooking activities which reflect healthy eating and foods from a variety of cultures.



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The following Health and Safety Procedures will be followed by all members of staff during cooking activities with the children:

- Ingredients used will be within their use-by date
- Fruits and vegetables will be washed and it is recommended that children participate so that they can learn why this is important.
- It is the responsibility of the class teacher to consult the Medical Alerts List and ensure that individual children's allergies or special dietary requirements are met when planning which ingredients can be handled and eaten safely in cooking activities. When checking ingredients for a child who has an allergy, teachers should note that different brands may differ in their content e.g. some icing sugars contain egg, others do not. **Always** check on the packet first.
- If ingredients or foods are labelled 'may contain traces of nuts', teachers must talk to the parents of the allergic child to check that those ingredients/foods are safe to use
- Children and staff will wash their hands thoroughly with soap and water before and after cooking. Children will be taught to roll their sleeves up and will wear cooking aprons.
- Children will be taught about hygiene issues regarding the preparation of food e.g. no fingers in your mouth, no licking of cooking utensils.
- Sharp utensils must **NEVER** be left within a child's reach at any time.
- If children are chopping, the school has special children's knives which must be used and fruits or vegetables must be cut up into manageable portions and placed flat onto the surface of the table before children attempt to chop them so that they do not slip and slide.
- Eggs must be cooked, never used raw.
- Members of staff will ensure that healthy food and hygiene issues are discussed during cooking activities.
- **Using the Oven:** oven is situated in the staff room. When using the oven, the staff door must be kept closed and at the Early Years Site, the staff room window must be opened. The main wall switch for the oven must be switched off when the oven is not in use. No items must be placed on top of the cooker other than saucepans and baking trays. Children must **never** access the staff room unsupervised.
- Staff will always include an ingredients list with food cooked at school so that parents are aware of the contents with regard to allergies that other family members may have.

## **Parents and Pupils selling food at School: Health & Safety:**

The School Food Standards do not prevent parents or children from selling food they have prepared at home on an 'occasional basis', for example fundraising events such as the Mini Farmers' Market and Quiz Evening, the summer fair or a cake sale. All food must be labelled with a full list of ingredients, with allergens highlighted.

**Nutritional standards for school food:** food consumed at school must conform to the standards set out in the [Requirements for School Food Regulations 2014](#). Some foods are exempt from the Standards, including food provided for parties, religious or cultural celebrations or occasions, fundraising.



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**Food and safety hygiene regulations:** children and parents are not registered as food businesses and are not required therefore to adhere to food safety and hygiene regulations when preparing homemade food. However, those involved in preparing food for sale should ensure that they follow good hygiene, storage and transportation advice as follows:

- Always wash your hands with soap and water before preparing food
- Make sure that surfaces, bowls, utensils and any other equipment is clean
- Avoid using raw eggs in anything that won't be thoroughly cooked, ie: for icing or mousse
- Keep cheesecakes and any cakes or desserts containing cream in the fridge
- Store cakes in a clean, sealable container away from raw foods especially raw meat

**Allergen information:** charity or community food operations that are not registered as food businesses do not have to provide allergen information for the food they provide. However, the Food Standards Agency regards it as good practice for those preparing food for charity or the community, to "consider the risks" of the allergens present in the food.

**Reporting to ISI:**

The Early Years Foundation Stage framework requires us to report to ISI (OFSTED) within 14 days, any case of food poisoning emanating from the school in which 2 or more children have been affected. More information can be found here: [Report a serious childcare incident - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/guidance/report-a-serious-childcare-incident)

This Policy was reviewed, amended and agreed by the Council of Management in November 2025. It will be reviewed again in two years' time.

Joanna Thorton

Agreed by \_\_\_\_\_ of the Council of Management