

## 03 Food Safety and Nutrition Procedures

### 03.1 Food Preparation, Storage & Purchase

#### Our Aim

At Peekaboo Childcare, we take food safety, allergy management and hygiene extremely seriously. We follow strict national standards including Safer Food Better Business, the EYFS (2025) Nutrition Guidance, and Food Standards Agency regulations to ensure all food provided to children is safe, nutritious and appropriate for individual dietary needs.

#### How We Keep Food Safe

##### Trained Staff

- All staff involved in preparing or serving food have up-to-date food hygiene training.
- Staff also complete specialist Food Allergy training so they understand allergens and how to avoid cross-contamination.
- We use the Early Years Foundation Stage Nutrition Guidance (2025) for menu planning, nutrition, food safety and allergen procedures.
- The manager oversees all food handlers to ensure hygiene rules and allergy procedures are followed correctly.
- Risk assessments are completed using the HACCP method (Hazard Analysis and Critical Control Point).

##### Hygiene & Safety Checks which are recorded

- Fridge and freezer temperatures are checked daily.
- The entire kitchen is deep-cleaned every week by the cleaner.
- All food safety processes follow Safer Food Better Business guidelines.
- Daily opening and closing kitchen hygiene checks

This ensures our kitchen environment remains safe, clean and compliant at all times.

#### Allergy & Dietary Needs

- A list of all children with allergies or dietary needs is updated termly/when necessary and displayed clearly on Family, on children's mealtime placemats and on the kitchen allergy list.
- Menus with allergen information are shared and stored on Google Drive/Family
- We follow NHS and FSA guidance to ensure safe practice.
- Ofsted is notified if two or more children become ill with food poisoning and this must be done as soon as possible and within 14 days of the incident.
- Copies of all staff allergy-training certificates are saved on Family and PeopleBunch.
- Where lunch meals are provided by external company caterlink - the company is fully aware of all children's allergies and labels meals accordingly with the child's name. These are then checked upon arrival at the nursery by the room leader/ other staff member. A copy of all policies relating to Caterlink is accessible in the nursery office.

## **Buying & Storing Food**

To ensure freshness and safety:

- We only buy food from trusted, reputable suppliers.
- We use a company called 'caterlink' to supply hot lunches. We refer to the caterlink health and safety manual (copy kept in setting). Food is served fresh each day.
- All food labels are checked for allergens before use.
- We are a no nut setting so we request that parents not bring food containing nuts into the setting.
- All opened dried food is stored in airtight containers.
- Perishable foods are kept in fridges (1-5°C) and used before their expiry date.
- Freezers are kept at -18°C and defrosted regularly (every 3 months)
- Food is never stored on the floor and shelves are kept clean and organised.
- We avoid bulk buying to prevent expired food.
- "Use by" and "best before" dates are checked regularly.
- Thermometers are used in all units and checked daily.
- Soft fruits, vegetables, dairy and meats are refrigerated immediately.

## **Preparing Food Safely**

- Staff wash hands, cover cuts, and wear aprons before preparing food.
- Separate colour-coded chopping boards and knives are used for different food types.
- All fruit and vegetables are washed thoroughly.
- Meat and fish are cooked fully and checked with a temperature probe.

- Foods are cooked and served immediately — food is not kept warm in cupboards.
- Raw eggs or dishes containing raw egg are never served to children.
- Hot food is cooled within 1.5 hours before freezing.
- Containers are labelled and dated, used within 1–3 months when freezing.
- Previously served food is never frozen.

## Serving Food to Children

- Food is transported safely to rooms in covered containers.
- A named staff member checks that each child receives the correct meal.
- Allergies and dietary needs are double-checked using:
  - Family
  - Allergy placemats
  - Kitchen lists and menu sheets
- Where possible a child's key person or secondary key person supervises them throughout the meal if they have an allergy, if they are unavailable another member of staff knowledgeable with the child will supervise.
- Tables are cleaned before and after meals with safe cleaning products.
- Fresh lunch orders are transported from Shiphay school via caterlink in appropriate containers each day, in time for the children to eat. A staff member will collect these and check that each room has the correct meals-ensuring all allergy meals are labelled.

## Preventing E. coli & Cross-Contamination

- Staff follow Government guidance to prevent cross-contamination, especially when handling foods like fruit, vegetables, or produce grown onsite.
- Food is washed, stored and handled in line with FSA recommendations.
- Staff wash hands and cover any cuts with blue plasters.
- Colour-coded chopping boards are used.
- Raw and cooked foods are always prepared separately.
- Meat and fish are washed (except chicken, which must not be washed due to bacteria spread).
- Fruit and vegetables are thoroughly washed before preparation.
- All microwaved food is left to stand before checking with a probe.
- Food is cooked fresh for mealtimes — never kept warm in cupboards.
- No dishes containing raw eggs (e.g., homemade mayonnaise, mousse) are served.
- Separate pans and utensils are used for:
  - Halal
  - Kosher

- Vegetarian meals
- Allergy-specific meals
- Children with allergies never share food.
- Every child's meal is checked by where possible:
  - Sever
  - Room leader
  - Key person

## Further Guidance

We follow current safety guidance including:

- *Eat Better, Start Better*
- *Example Menus for Early Years Settings in England* (PHE)
- *Safe Food Better Business* (Food Standards Agency)
- *Allergen Information for Loose Foods* (FSA)
- *Campylobacter Safety Guidance* (FSA)

Links:

- [www.food.gov.uk/business-guidance/safer-food-better-business-sfbb](http://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb)
- [www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf](http://www.food.gov.uk/sites/default/files/media/document/loosefoodsleaflet.pdf)
- [www.foundationyears.org.uk/eat-better-start-better/](http://www.foundationyears.org.uk/eat-better-start-better/)
- [www.gov.uk/government/publications/example-menus-for-early-years-setting-s-in-england](http://www.gov.uk/government/publications/example-menus-for-early-years-setting-s-in-england)
- [www.food.gov.uk/news-updates/campaigns/campylobacter](http://www.food.gov.uk/news-updates/campaigns/campylobacter)
- [www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide](http://www.food.gov.uk/business-industry/guidancenotes/hygguid/ecoliguide)