



For the purposes of this document, Laura Green Trust, which is the governing body of Greenshoots Pre-School and Wraparound Care is hereafter referred to as Greenshoots.

Food and Drink Policy

Policy statement

This setting regards snack and meal times as an important part of the setting's day. Eating represents a social time for children and adults and helps children to learn about healthy eating. We promote healthy eating and encourage children to enjoy a variety of foods. At snack and meal times, we aim to provide nutritious food, which meets the children's individual dietary needs.

Procedures

We follow these procedures to promote healthy eating in our setting:

- Before a child starts to attend the setting, we find out from parents/carers their children's dietary needs and preferences, including any allergies.
- Parents / carers record information about their child's dietary needs on her/his registration form and sign the form to signify that the information is correct.
- We regularly consult with parents / carers to ensure that our records of their children's dietary needs - including any allergies - are up-to-date.
- We discreetly display current information about individual children's dietary needs so that all staff and volunteers are fully informed about them.
- We implement systems to ensure that children receive only food and drink that is consistent with their dietary needs and preferences, as well as their parents' wishes.
- We display the menus of or can provide information about the meals / snacks provided in the setting, for parents / carers.
- We provide nutritious and well balanced food for all meals and snacks, avoiding large quantities of saturated fat, sugar and salt and artificial additives, preservatives and colourings. Snacks are healthy but substantial for example fruit and vegetable pieces and crackers.
- The children's main meal at lunch time is either provided by the Laura Green Primary School kitchen or parents / carers can choose to send their child with a packed lunch. The school kitchen use fresh local, seasonal and organic ingredients and most meals are cooked from scratch by fully trained staff.
- The meals include a variety of foods from the four main food groups:
 - o meat, fish and protein alternatives;
 - o dairy foods;
 - o grains, cereals and starch vegetables; and
 - o fruit and vegetables.
- The meals include foods from the diet of each of the children's cultural backgrounds, providing children with familiar foods and introducing them to new ones.
- We take care not to provide food containing nuts or nut products and are especially vigilant where we have a child who has a known allergy to nuts.

- Through discussion with parents / carers and research reading by staff, we obtain information about the dietary rules of the religious groups, to which children and their parents / carers belong, and of vegetarians and vegans, and about food allergies. We take account of this information in the provision of food and drinks.
- For the children's main meal at lunch time there is a vegetarian option available every day and alternative meat or meat substitute selections are also available. We make every effort to ensure Halal meat or Kosher food is available for children who require it.
- We adhere to the Food Information Regulation, meaning that we provide information about the allergenic ingredients used in the foods we provide. We recognise the 14 major allergens which need to be declared and share this information with parents / carers.
- The Laira Green Primary School kitchen is run by an outside company - CATERed. The CATERed catering company provides menus of the meals they can offer three times a year and also provides information on all allergens that their foods contain. Menus and allergens information can be accessed on the CATERed website.
- We require staff to show sensitivity in providing for children's diets and allergies. Staff members do not use a child's diet or allergy as a label for the child or make a child feel singled out because of her/his diet or allergy.
- We organise meal and snack times so that they are social occasions in which children and staff participate.
- We use meal and snack times to help children to develop independence through making choices, serving food and drink and feeding themselves.
- We provide children with utensils that are appropriate for their ages and stages of development and that take account of the eating practices in their cultures.
- We ensure that fresh drinking water is constantly available for the children throughout the day. We inform the children about how to obtain water from the water cooler and that they can ask for water at any time during the day. The children can bring a drink's bottle from home which we will fill with fresh water so that they can access this throughout the day. We also take a jug of fresh water outside so that the children have free access to water when using this area and this is replenished as required.
- In order to protect children with food allergies, we discourage children from sharing and swapping their food with one another.
- The setting is part of a registered free milk scheme and each child attending receives 189ml serving of semi-skimmed pasteurised milk each day.
- We provide parents / carers with information about healthy eating, foods and lifestyles.
- Parents and carers who are providing a packed lunch are encouraged to provide their child with a healthy and nutritious meal.

Packed Lunches

- We will provide a healthy eating information sheet about good portions of food in welcome packs for parents.
- We will inform parents of our healthy eating policies.
- We will encourage parents to provide sandwiches with a healthy filling, fruit and vegetables, 1 dairy item and healthy fruit bar.
- We will discourage sweet drinks and water or milk will be provided over the lunch time.
- We will encourage parents / carers to put an ice pack in your child's packed lunch.

- We will occasionally hold healthy eating sessions where parents / carers can gather more information about helping to promote healthy eating at home.
- There are links provided for healthy eating for parents / carers on our Greenshoots website.

Health and Safety Procedures

- The setting is registered with Environmental Health and uses a copy of Safer Food, Better Business folder for food management purposes.
- We monitor and record the temperature of our fridge as part of our Opening and Closing checks. Fridge temperatures must be between 0 – 4 degrees and freezers should be at least -18 degrees.
- Items stored in the fridge are covered and labelled as needed.
- Staff members receive food hygiene training and cascade this training to other practitioners. Training is updated as required.
- We know to inform OFSTED and Environmental health if there are two or more instances of food poisoning.
- The Laira Green Primary School kitchen is run by an outside company -CATERed which also registered with Environmental Health and follows its own food management procedures.
- All food and drink is stored appropriately.
- Adults do not carry hot drinks through the play areas of the setting.
- Children do not have unsupervised access to the kitchen area.
- All surfaces are cleaned before food preparation begins.
- Staff responsible for preparing snack will be required to wear a protective apron and gloves.
- Staff are not to wear nail varnish within the setting (see staff behaviour policy) and are expected to wear their hair up at meal times.
- There are separate facilities for hand washing and for washing up.
- Table cloths will be laid out and cleaned before snack is displayed in bowls with spoons for serving.
- Staff will show excellent hygiene procedures to children and will encourage children to follow their lead.
- Staff will be mindful about how food will need to be prepared for different age groups e.g. Skin taken off of the apples if hard for children to swallow.
- Grapes will be sliced into smaller pieces to avoid choking hazards.
- Staff will label some foods of its opening day. For example Humus needs to be used within 2 days of opening so it will need to be dated and disposed of accordingly.
- Staff will dispose of any foods that are no longer edible. For example if a product is out of date or is moulding it will be disposed of immediately.
- When staff members dispose of any food or drink product it will be recorded on the food management form which is stored in the kitchen area. The information will include what the food product was, why it was disposed of, who disposed of it and the date.
- Fresh food is delivered on a Monday morning from Sainsbury's delivery service.

Breakfast and after school club

Greenshoots provides breakfast and snack for our wraparound care service. All procedures detailed in this policy are followed for the food safety and preparation for these clubs.

This policy was adopted on: _____

Signed on behalf of Laira GreenTrust - Greenshoots Pre-school and Wraparound Care

Chairperson, Laira Green Trust:

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