



## Sheffield Hallam University Nurseries

### **Food Safety Policy**

At Sheffield Hallam University Nurseries we provide and serve the following for children:

- Snacks
- Cooked Meals (prepared by an outside catering company)(Collegiate)
- Packed lunches (Collegiate)

We maintain the highest possible food hygiene standards with regard to the purchase, storage, preparation and serving of food.

We are registered as a food provider with the Local Authority Environmental Health Department.

The Manager and all staff members with a valid Food Safety certificate are responsible for food preparation and understand the principles of Hazard Analysis and Critical Control Point (HACCP) as it applies to the nursery. The basis for this risk assessment is for the purchase, storage, preparation and serving of food in order to prevent growth of bacteria and food contamination. The nursery use the outside catering company Bellissimo for lunches and they adhere to the above procedures, as they are responsible for providing lunches for the children. The University ensures that the catering company has an annual inspection and request the annual written report.

Senior staff are well qualified to an intermediate level (3) in Food Safety Supervision.

#### **Reporting of food poisoning**

- Food poisoning can occur for a number of reasons; not all cases of sickness or diarrhoea are as a result of food poisoning and not all cases of sickness or diarrhoea are reportable. We keep a log of diarrhoea and sickness of staff and children during an outbreak
- Where children and/or adults have been diagnosed by a GP or hospital doctor to be suffering from food poisoning and where it seems possible that the source of the outbreak is within the nursery, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation



- Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as possible, and always within 14 days of the incident.

### **Healthy eating statement**

A balanced diet is essential for the maintenance and protection of health; to ensure that a child's full mental and physical potential is reached each day and to optimise growth and development. Developing a healthy diet and good eating habits early in life lay the foundations for future health.

The statutory framework for the Early Years Foundation Stage 2017 states:

- The provider must promote the good health of the children
- Where children are provided with meals, snacks and drinks, these must be healthy, balanced and nutritious.
- We provide nutritious food at all snack and meal times, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings
- Providers must record and act on information from parents and carers about a child's dietary needs
- Fresh drinking water to be available at all times.

Sheffield Hallam University Nurseries cater for children between the ages of 3 months and 4+ years during term times and 3 months to 7+ years during holiday periods (Collegiate) The nursery is open between the hours of 8.00am and 6.00pm for 50 weeks per year (Collegiate) and 38 weeks (Meadows)

Sheffield Hallam University Nurseries recognise the importance of a healthy lifestyle. Healthy eating is an integral part of promoting a healthy lifestyle, the foundation for the future.

### **Provision of food within nursery**

When food is prepared, staff use the corresponding coloured chopping board for the food to prevent cross contamination. Jewellery such as rings are removed, and any cuts or open wounds are covered with a waterproof blue dressing.



Staff **MUST** wear a disposable blue apron and blue gloves when preparing food.

### **Breakfast**

Breakfast is not provided but parents can bring this in for children to eat at Nursery. We ask that this is something suitable to eat, which does not need to be cooked or heated. The nursery staff will dispose of any leftovers.

### **Snack**

A mid-morning and mid-afternoon snack is provided for the children. There will be fruit offered every day and also a variety of other snack foods to sample. These include different breads, fruit, vegetables, salad, cheese, etc. Milk and water is also offered at snack time. All children are encouraged to have a drink even if they don't want anything to eat.

For babies within the nursery their individual routine will be followed. Appropriate snack foods will be offered according to the child's age/stage of weaning.

Fruit is delivered fresh weekly and milk is delivered daily.

### **Lunch (Collegiate)**

#### **Nursery meals**

The meals are delivered daily, at around 11.30am. These are provided by the catering company 'Bellissimo'. They supply a written document that is used throughout the lunch process. Bellissimo record the temperatures taken before despatch and staff record the temperatures at delivery and at service. Each day staff write any positive/negative feedback and the sheets are scanned and returned to Bellissimo as a copy retained in nursery.

All children attending over lunch time have a hot meal provided, unless parents have chosen to bring a packed lunch. Information regarding dietary needs is recorded on the child's registration form and these will be catered for.

Information regarding allergens is sent to all parents' when they are sent the menu survey.



At lunch time, the nursery staff will sit with the children and encourage them to try foods. All children eat together at lunch time. Babies are provided with a meal appropriate to their age/stage of weaning.

Menus are planned in advance, rotated regularly and reflect cultural diversity and variation. These are displayed for children and parents to view.

Allergy sheets and dietary requirements are also displayed in each room.

### **Packed Lunches (Collegiate)**

- Parents can choose to bring a packed lunch. This will be refrigerated at a temperature between 0 - 5 degrees celsius. The 2 nursery fridges are checked by management each morning and the temperatures recorded on the chart
- we do not accept food that is still warm as we would need time to cool the food before placing in fridge
- Packed lunches are to be packed in a suitable clean lunchbox which is labelled with the child's name
- We do not cook, warm or reheat foods, this includes home-made food, therefore we would prefer children to have a picnic lunch rather than a meal
- Baby food jars - once opened, if heating the full portion, the leftovers will be disposed of. If using only a part portion, the remaining (unheated) portion will be labelled and refrigerated. Any leftover food which has previously been heated will be disposed of by the member of staff feeding the baby
- We will not feed cold, cooked rice due to spores of Bacillus cereus
- The nursery recommends parents/carers follow advice from the NHS on nutritious packed lunches. Further information can be found at:

[www.nhs.uk/change4life/recipes/healthier-lunchboxes](http://www.nhs.uk/change4life/recipes/healthier-lunchboxes)

### **Milk**

The milk is delivered and refrigerated at 8.00am, when the Nurseries open. The milk stock is rotated to prevent milk from going out of date. The temperature of the fridge is taken and recorded to ensure it remains between 0 - 5 degrees celsius.

All children attending the nursery are provided with a free 1/3 of a pint of milk per day.

### **Baby milk**

Reviewed by - All staff and management, final review Jackie Rhodes

Date - April 2021



## Preparing formula feeds

As formula is not a sterile product it may contain bacteria that can cause serious illness such as Enterobacter Sakazaki, therefore bottles should be made up fresh for each feed. We do not accept pre made bottles. Parents are asked to bring in the correct amount of measured powder and on initial interview and health and welfare form let staff know how much baby needs. Parents are asked to bring in sterilised bottles for children below the age of 12 months. We follow the guidelines of the NHS, see link below:

<https://www.nhs.uk/conditions/pregnancy-and-baby/making-up-infant-formula/>

## Procedure

- All bottles are prepared in the kitchens
- Good hygiene is important when making up a feed. Clean and disinfect the work surface
- Wash hands with soap and water and dry with blue roll
- Put on blue gloves and blue disposable apron
- Parents are asked to provide sterilised bottles for children aged under 12 months, ensure the bottle and teat are clean
- Boil some tap water in the kettle (bottled water is not suitable to make up a feed as it may contain too much salt (sodium) or sulphate \*
- Pour the correct amount of water in to the clean bottle
- Add the exact amount of formula to the water (pre-measured by parents)
- Mix thoroughly by gently shaking or swirling the bottle
- Immediate cool to feeding temperature by holding the bottle under the running cold water tap (make sure the level of the cooling water is below the lid)
- Dry the outside of the bottle with blue roll
- Fill in the Traceability form displayed in the kitchen
- Check the temperature of the feed by dripping a little on to the inside of your wrist.
- Feed the baby
- Throw away any feed that has not been consumed within 2 hours.

\* Leave the water to cool in the kettle for no more than 30 minutes. Then it will stay at a temperature of at least 70C. Water at this temperature will kill any harmful bacteria.

## Ready to feed infant formula



Ready to feed infant formula is sterile; this helps to reduce the risk of infections. It is suitable for high-risk infants e.g. those who are pre-term, low birthweight or those vulnerable to infections.

### **Procedure**

- All bottles are prepared in the kitchens
- Good hygiene is important when making up a feed. Clean and disinfect the work surface
- Wash hands with soap and water and dry with blue roll
- put on blue gloves and blue disposable apron
- parents are asked to provide sterilised bottles for children aged under 12 months, ensure the bottle and teat are clean
- shake the bottle, pour in the formula
- Any remaining formula left in the carton/bottle can be stored in the fridge at a temperature of between 0 - 5 degrees celsius
- Fill in the Traceability form displayed in the kitchen
- Feed the baby
- Throw away any feed that has not been consumed within 2 hours.

### **Breastmilk**

Breast milk has disease-fighting antibodies that can help protect infants from several types of illnesses. And mothers who breastfeed have a lower risk of some health problems, including breast cancer and type 2 diabetes.

### **Storage**

- Store breastmilk in the fridge at a temperature between 0 - 5degrees Celsius, the bottle needs labelling with the child's name and date when stored (can be stored for up to 5 days)
- Breast milk can be frozen for up to 6 months at a temperature of -18 degrees Celsius, it must be labelled with child's name and date stored in the freezer.

### **Defrosting breastmilk**

- Thaw slowly in the refrigerator (this takes about 12 hours)
- Avoid letting milk sit out at room temperature to thaw.
- For quicker thawing, It can be defrosted slowly in the fridge or quicker by running it under warm water
- Once it's defrosted, use it straightaway.
- Don't re-freeze milk that has been defrosted.



## Procedure

- All bottles are prepared in the kitchens
- Clean and disinfect the work surface
- Wash hands with soap and water and dry with blue roll
- Put on blue gloves and disposable apron
- Breastmilk can be given cold from the fridge or gently warmed in a jug of warm water
- Use bottle provided or pour in to a sterilised bottle provided by parents
- Fill in the Traceability form displayed in the kitchen
- Feed the baby
- Throw away any feed that has not been consumed within 1 hours

## Food Hygiene

Children are reminded about the importance of hand washing. When working with food, children are encouraged to follow basic food hygiene routines; wearing aprons, washing hands before and after working with food.

Nursery staff are trained in food hygiene practices and this is regularly updated.

There are separate facilities for hand-washing and for washing up. All surfaces are clean and non-porous. All utensils, crockery etc are clean and stored appropriately. Waste food is disposed of daily. Cleaning materials and other dangerous materials are stored out of children's reach. Children do not have unsupervised access to the kitchen.

## Food handling procedures

Staff take appropriate precautions when preparing and handling food e.g. washing hands before and after preparing food, wearing aprons, recording food temperatures, checking 'use by' dates, cleaning areas before and after food preparation, etc. Staff preparing/serving food carry out regular checks on the kitchen to ensure standards are met consistently.

Areas that have food in them e.g. kitchen and fridge, are cleaned on a regular basis. The fridges are cleaned weekly and cupboards monthly. The temperature of the fridges are checked daily to ensure it is at the appropriate temperature, temperatures are logged on the sheet. When children take part in cooking activities, they:

- Are supervised at all times
- Understand the importance of hand washing and simple hygiene rules
- Are kept away from hot surfaces and hot water
- Do not have unsupervised access to electrical equipment, such as blenders etc.



## Cleaning of Food Preparation Areas

Every week the fridge is thoroughly cleaned and all items in the fridge are checked for freshness, and all food past their use by or best before date are correctly disposed of.

- Shelves and drawers are removed and cleaned with warm soapy water
- The inside walls are cleaned from top to bottom with anti-bacterial cleaner
- The seals around the fridge are cleaned to ensure no spillages or stains
- Freezers are defrosted (on non-frost-free) and cleaned once a month following the same procedure.
- All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and blue roll.
- All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed.
- The cupboards are also cleaned weekly, inside and out.
- The dishwasher is cleaned daily after the last usage. The blade is removed to ensure that all food waste is removed effectively.

## Food storage

Food is stored in the nursery kitchens, either in the fridge or in air tight containers. Food in the fridge will be dated when opened and when to discard. Limited amounts of food are stored to enable rotation of stock, ensuring nothing is past its use by date.

## Nut Allergy Policy

Please refer to our separate Nut Allergy Policy.

## Staff drinks

Hot drinks can be taken in to the rooms in a screw top thermos mug; these must be kept out of reach of the children. Flip lids are not allowed. No hot drinks are allowed outside. Only water is allowed in rooms for staff to drink. Soft drinks must only be in rooms if they are in coloured water bottles so not visible to parents and children. This is to provide positive role models and promote the oral health of children.

This policy was adopted on	Signed on behalf of the nursery	Date for review
14/4/21	J. Rhodes	April 2022