



**Bognor Regis**  
Nursery School



Chichester  
**Nursery School**



**Boundstone**  
Nursery School



## WEST SUSSEX NURSERY SCHOOLS FEDERATION

### Food Policy

#### INTRODUCTION

At Bognor Regis, Chichester and Boundstone Nursery Schools we seek to promote the health and well-being of children, their families and the staff team. We recognise that food and nutrition form an important aspect of our health and wellbeing and contribute to the ability to learn effectively. We also recognise that food and drink play an important role in different cultures and that diversity is respected and celebrated. Food also plays an important part in our emotional and social wellbeing.

#### AIMS

We consider it important that children should be offered enough healthy, high quality food to sustain them during the Nursery day and that eating should be a positive, relaxed and sociable experience. Eating well and keeping the body hydrated is acknowledged as being crucial in supporting effective learning and we work in partnership with parents and carers to ensure that children receive a balanced diet throughout their day. We aim to set the foundations for a healthy lifestyle for our children as they grow into adulthood.

#### THE CURRICULUM

- Food based activities are cross curricular and support the Early Years Foundation Stage Guidance. Through our curriculum we develop the children's understanding of the importance of food and drink in keeping healthy
- Children are supported to develop an awareness of basic hygiene issues, such as washing their hands before touching food and understanding the need to sanitise surfaces. Adults talk about the implications of issues such as coughing and sneezing near food when an incident arises
- Children are involved in preparing their own snack wherever possible, such as peeling a banana, segmenting a satsuma, buttering toast or pouring milk or water from a jug
- Growing vegetables in the garden enable children to gain first-hand experience of the entire process - from growing to harvesting and cooking

- Children's knowledge of fruit and vegetables is extended by the introduction of unusual varieties alongside more common ones and every opportunity is taken to develop children's vocabulary around food and drink
- During breakfast, lunch and tea sessions, children are supported in developing their skills in using metal cutlery. At Chichester Nursery School, the opportunity to help themselves from large serving dishes also supports independence, physical skills turn-taking and sharing. Adults eat with the children, modelling good practice, developing children's social and language skills whilst enjoying food and highlighting the importance of making healthy choices
- Cross-curricular learning occurs through food preparation activities, e.g. decoding numbers and words in recipes; counting amounts and cutting out shapes; experiencing how materials change; kneading and rolling; learning about different cultures when celebrating different festivals, and sociably sharing food
- Children are given opportunities to use a range of equipment, persist in activities, practice new and existing skills and learn from their mistakes
- When cooking sessions take place, children are actively involved with all stages of food preparation, within reasonable safety parameters. Children have access to safety knives for food preparation, under close adult supervision. They are supported to adopt safe practices, such as adopting the 'bridge' and 'claw' grip for cutting
- Electrical tools such as blenders and juicers can be operated by children with an adult closely supporting
- Children with Special Educational Needs are, wherever possible, enabled to fully access food and food preparation activities

## **FOOD SAFETY**

Food Safety and Hygiene regulations state that we must be able to demonstrate that food we prepare is safe to eat.

We have clear guidelines for the School's users to ensure that food is safely prepared and served.

### School Meals

The school meals are provided by Chartwells and cooked onsite. At Boundstone Nursery School a Chartwells employee prepares and serves all the lunchtime meals on site. At Chichester and Bognor Regis Nursery Schools the staff preparing meals will receive an induction to the 'Steam Kitchen' and training on using the equipment. All hot foods delivered are tested to ensure they are kept at the correct holding temperature (63 C or -8 C). Daily temperature logs are kept. Any problems/discrepancies are reported to the supplier as they occur and are documented.

### Food Preparation

Any food provided for children must be fresh and within its 'use by' date.

All staff will be trained in Level 2 Food Hygiene as soon after employment as possible in the interring period and this will be refreshed every 3 years. New staff will be asked to read the document or watch the DVD 'Safer Food, Better Business' as part of their induction process.

Adults in charge of any food preparation must make sure that all adults who work with food with children adhere to basic food hygiene guidelines.

### General food hygiene advice

- Children, staff, students and volunteers must wear a clean apron reserved for food work

- Long hair must be tied back and any loose jewellery removed. Any adults wearing nail varnish should wear be discouraged and if worn, plastic gloves should be used, especially when mixtures are to be handled without tools
- Hands must be well washed before the activity and washed again after any breaks. A dedicated hand washing sink should be used
- Hands must always be washed after anything such as finger licking or a visit to the toilet.
- Food handlers must cover any cuts with a clean detectable (blue) waterproof dressing.
- Food must not be prepared by people who feel unwell, especially if they have a cold or stomach disorder. Staff must not prepare food until at least 48 hours have passed since experiencing sickness or diarrhoea
- The area used for food work must be as hygienic as possible. The work surface must be made of laminated plastic or covered in oilcloth or plastic sheeting which is provided. The appropriate colour coded chopping boards should be used.
- Before starting, wipe the surface with an antibacterial solution (such as Dettol). Appropriate, colour coded cloths, in line with the food hygiene safety standards should be used and put in a 90° wash or disposed of at the end of each day
- Dry ingredients stored in school must be in sealed containers and used before 'used by date'. Upon opening any produce, a label should be applied, indicating the date opened. A stock rotation system will be used to ensure that out of date ingredients are not used, and fresh ingredients do not get stale.
- Perishable ingredients must be bought fresh or stored in a refrigerator at the correct temperature (3-5°C).
- Daily checks are made and recorded in accordance with WSCC guidelines. These include temperature of fridges, cleanliness of food preparation areas
- Food waste will be bagged in the appropriate food waste bags and placed in the designated bins outside

#### Water coolers and dispensers

- At Bognor Regis and Chichester Nursery Schools ~~The School and Centre~~ water coolers / dispensers are plumbed directly in to the drinking water mains. This eliminates handling and storage problems. They are maintained on annual basis by an outside contractor. At Boundstone Nursery School, drinking water is obtained through the cold water taps.

#### Pest Control

- The Premises Manager carries out visual pest control checks and if any action needs to be taken. If any evidence is found then contact will be made to a pest control contractor. The garden is also checked on a daily basis.

#### Use of Nursery Kitchens

- When the Nursery kitchens are being used for food preparation, these areas will be 'off limits' to visitors and they will need to contact a staff member if drinks are required
- The Nursery Schools are regularly inspected and graded by the Environmental Health Department and all food preparation is undertaken in accordance with the 'Safer Food, Better Business' guidelines
- Chartwells caterers also undertake annual inspections of our food preparation areas and monitor the serving of their food during lunchtime to ensure the Nursery Schools comply with their own high standards of hygiene requirements
- All staff undertake a Level 2 Food Hygiene training course every three years, certificates for which are available for inspection
- In each School there are members of staff with special responsibility for food safety, coordinated overall by the Head of School

## **SPECIAL DIETARY NEEDS**

- Parents are asked to inform the Nursery of any dietary requirements, allergies or cultural and religious exclusions. If a child is allergic to any food, parents are required to inform the staff of any likely reaction the child may have
- Parents will be asked to provide information to detail any dietary needs. This information will be used by Chartwells to provide an appropriate meal and Nursery staff to ensure children's dietary needs are met
- Information regarding any dietary needs is displayed in all areas where food or snacks may be prepared and consumed. Adults are vigilant about ensuring this information is checked during any situation where food or drink is served to children. Children are offered alternatives if they have a specific dietary requirement

## **NUT ALLERGIES**

Due to the regular presence of children with possible nut allergies or sensitivities in our Nursery Schools we need to ensure that we are careful to alleviate the risks of these children coming into contact with nuts or products that may potentially contain nuts, as far as possible. Therefore in the Nursery Schools (including Daycare provision) we have a strict no nuts policy.

The following procedures are therefore in place in each Nursery School to ensure these risks are minimised to the best of our ability:

- No "whole" nuts or nut products are allowed in the Nursery Schools or Daycare provision where children are present: this includes peanuts, cashews, coconuts or any type of nut and also includes cereals which contain nuts and cereal bars.
- In staff rooms and office spaces staff may consume nut products, e.g. cereal bars, muesli etc. but must ensure they wash their hands thoroughly before going onto the Nursery floor or any other spaces where they will be mixing with children.

In the rare event that a child with a nut allergy presents with the symptoms of an allergic reaction, we will follow the procedures set out in their Healthcare Plan, in accordance with our First Aid Policy.

**Should a child have a very severe allergy, this policy will be reviewed and new guidance issued as necessary.**

## **FOOD PROVISION THROUGHOUT THE NURSERY DAY**

- At Bognor and Boundstone Nursery Schools milk and water are freely available throughout the day
- Water is available throughout the session at Chichester Nursery School should children be thirsty, and half way through each morning and afternoon session there is snack time when children have milk and water on offer
- At Boundstone and Bognor Nursery Schools the children are involved in preparing healthy snacks, such as fruit, crackers, cheese, bread or toast throughout the session
- At Chichester Nursery School there is a set snack time half way through each session where children share healthy snacks together

- At Bognor Nursery School children are offered a small piece of fruit at the beginning of Group Time
- Additional supplies of water and cups are taken into the garden each session during the Summer months and warmer weather
- Families are invited to bring in contributions of fresh fruit and other healthy snacks each week, for all children to share
- Parents with experience of foods from other cultures are encouraged to come in and share their skills with children and staff
- Breakfasts are buffet style, offering cereal and toast, plus porridge in the winter with milk or water to drink
- Teas consists of various dishes prepared on-site, such as savoury sandwiches, beans on toast, pasta or soup
- Lunches for both the Up to 3s' and the Nursery School are provided by WSCC recommended caterers 'Chartwells', and are of assured nutritional quality
- The Lead Practitioner/Up to 3s' Coordinator/Daycare Manager oversees the provision of food in each school and is responsible for creating menus for meals provided throughout the day

### **PROVISION FOR BABIES (BOGNOR & CHICHESTER NURSERY SCHOOLS ONLY)**

- At Chichester Nursery School parents and carers of children under a year old provide all their meals and milk feeds, which are kept refrigerated until needed
- At Bognor Regis Nursery School food is provided for babies by the Nursery, either as pre-purchased sachets/jars of baby food or food prepared at Nursery which is blended or mashed as required
- Nursery staff sterilise all feeding equipment for babies up to 12 months, which takes place in the Up to 3s'/Orchard Room kitchen
- Drinking water for children under 6 months is cooled boiled water
- Baby milk needs to be provided in cartons or as powder in pre-measured, sealed containers ready for mixing, labelled with the child's name and parents are asked for instructions as to the amount of dilution that is required. Liquid milk is heated by placing in a container of freshly boiled water. Powder milk is mixed with freshly boiled water and then cooled to avoid potential hot spots caused by microwaving
- Feeding routines already established are discussed with parents/carers prior to a child starting at Nursery and we work closely with parents to ensure these routines are continued as far as possible and these conversations continue as we support children through the weaning process
- Younger children are encouraged to enjoy the tactile exploration of food

### **CELEBRATIONS AND TREATS**

During celebrations such as birthdays, Diwali, Christmas, and Easter children may be given special treats, such as sharing a birthday cake that a child has brought in to Nursery, or party food at Christmas. In the Summer, on particularly hot days, ice lollies may be provided to the children to help them keep cool. Food may be shared during other cultural celebrations such as Lunar New Year or Eid. Throughout the year there are occasional fundraising events, such as cake stalls. If food is brought in from home, parents will be requested not to bring in foods that are high risk, e.g. nuts, cream, meat, raw eggs, fish, dairy and cooked rice.

## **EXTERNAL SOURCES OF FOOD**

- Free school milk is provided daily, (full fat for under 3s' and semi-skimmed for over 3s')
- Cooked lunches are delivered by 'Chartwells' - WSCC approved caterers, who follow the nutritional guidelines set out by WSCC. See attached sample menu
- Food orders from a major supermarket for breakfast and tea ingredients, enable us to ensure that children have the opportunity to become familiar with a variety of different types of food

A sample lunch menu is attached to the hard copy version of this policy. Current Lunch menus are available from the Office.

**Date:** Summer 2024

**To be reviewed:** Spring 2025