

Parkside Playgroup

34. Preparation and Storage of Food

We serve food for children on the following basis

- Snacks.
- Packed lunches.

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

We are registered as a food provider with the local authority Environmental Health Department and have a Hygiene rating of 5.

Procedures

- All our staff who are involved in the preparation and handling of food have received certified training in food hygiene.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the kitchen to ensure standards are met consistently. (See Safer Food, Better Business)

Storing of food

- Food is stored at correct temperatures and is checked to ensure it is in-date and not subject to contamination by pests, rodents or mould.
- Packed lunches are checked for any allergens and checked to see if they adhere to Early Years Foundation Stage Nutrition Guidance (2025) which contains guidance on food safety, managing food allergies and reading food labels.
- Where children have packed lunches, staff promote healthy eating, ensuring that parents/carers are given advice and information about what is appropriate content for a child's lunch box. Parents/carers are also advised to take measures to ensure children's lunch box contents remain cool i.e. ice packs, as the setting may not have facilities for refrigerated storage.
- The kitchen staff member checks lunches brought in from home for signs of allergens and choking hazards
- Packed lunches are stored in a cool place; un-refrigerated food is served to children within 4 hours of preparation at home.

Preparation of food

- Food preparation areas are cleaned before and after use.
 - 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.
 - Food handlers check the content of food/packets to ensure they do not contain allergens.
 - Food handlers wash hands and cover any cuts or abrasions before handling food.
 - All vegetables and fruit are washed before preparing.
- Cleaning materials and other dangerous materials are stored out of children's reach.

- Children do not have unsupervised access to the kitchen.
- 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; and
 - do not have unsupervised access to electrical equipment, such as blenders etc.

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.

- 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 our setting, the manager will contact the Environmental Health Department to report the outbreak and will comply with any investigation.
- We notify Ofsted as soon as reasonably practicable of any confirmed cases of food poisoning affecting two or more children looked after on the premises, and always within 14 days of the incident.

▪ **Further guidance**

[Safer Food Better Business www.food.gov.uk/business-guidance/safer-food-better-business-sfbb](http://www.food.gov.uk/business-guidance/safer-food-better-business-sfbb)

Campylobacter (Food Standards Agency) www.food.gov.uk/news-updates/campaigns/campylobacter/fsw-2014

Food allergy/anaphylaxis guidance

<https://www.bsaci.org/wp-content/uploads/2020/02/BSACIAllergyActionPlan2018NoAAI2981-2.pdf>

<https://www.nhs.uk/conditions/anaphylaxis/>

<https://www.nhs.uk/conditions/food-allergy/>

[Early Years Foundation Stage nutrition guidance](#)

[Common allergens.pdf](#)

[Allergen checklist for food businesses | Food Standards Agency](#)

This policy was adopted at a meeting of

Parkside Playgroup

Held on

Sept 2026

Date to be reviewed

Sept 2027

Signed on behalf of the provider

Name of signatory

Brenda Henrick

Role of signatory

Chairperson