



Samarès School

Food Preparation and Hygiene Policy

April 2024

Policy Aim

The aim of this policy is to set out guidelines for all staff in food preparation and detail hygiene parameters required when preparing, serving, and storing food, and tidying up after food has been served. This policy has been written in accordance with UK Government Food Standards Agency.

Introduction

Good food hygiene is essential to make sure that the food we serve is safe to eat. It helps prevent food poisoning and possible allergic reactions to common food allergens.

Samares staff are required to hold at least a Level 2 Food and Hygiene Qualification, with the supervisor or a lead member of staff holding a Level 3 Qualification. Staff will also be required to undertake Food Allergy and Intolerance Training.

Learning activities which involve the use of food, such as food technology lessons, will be planned in accordance with pupils' individual health care plans, taking into account any known allergies of the pupils involved.

Allergies

This policy should be read in conjunction with the school Food Allergy Policy.

Storing Food

Staff will consider the best method for storing food items as follows:

- Food items will be fully covered, resealed, or placed into sealed containers if needed and stored in a cupboard, on a shelf or in a fridge or freezer.
- Food items will be labelled clearly, listing the allergens in the food. Original packaging from the suppliers will be kept if the ingredients are listed to be able to refer to if necessary.
- Allergenic food will be stored below non-allergenic food or in a different area (including when in the fridge), in a similar way to storing raw meat below cooked meat in a fridge.
- Food items such as those containing bread and wheat will be stored in sealed containers.
- Any food items that may contain common allergens, such as nuts, are stored separately from other foods to avoid contamination.
- Containers should be clearly labelled with the ingredients.
- Storage containers will be thoroughly cleaned following their use.
- Fridges and freezers at Samares School have thermometers placed inside which are checked regularly by staff to ensure that they are functioning at

the correct temperature to prevent growth of harmful bacteria. If the temperatures are incorrect, then the food will be removed and disposed of appropriately.

Food Preparation

Samares Staff prepare, store, and serve food at Breakfast Club, After School Club and Nursery and Reception Classes snack time. Food may also be handled during cookery activities during lessons.

An allergen matrix will be prepared to highlight the allergens in each snack prepared.

During these times, both adults and children are asked to wash their hands thoroughly, and again if they have:

- used the toilet,
- touched unwashed vegetables or fruit,
- had a break from preparing or serving food,
- touched a cut, open wound, or changed a dressing,
- touched or emptied the bin,
- undertaken cleaning, or
- touched phones, light switches, door handles or cash etc.

Staff will wear an apron (ideally disposable) whilst preparing and serving food.

Staff members will ensure that their clothes are clean, long hair is tied back, and jewellery is removed. They will avoid eating and drinking and touching anything other than areas and items involved in the food preparation.

If any staff member is demonstrating cold or flu-like symptoms, then they should try to avoid preparing food items. If staff members preparing food have any cuts, they will be covered with a brightly coloured waterproof dressing.

If cooked foods are being prepared, then the staff member in charge will ensure that the oven is pre-heated to the appropriate temperature, or water is boiled as required. Raw meat and fish are not used in school cookery. If eggs are being used in the recipe, then the use by date is checked prior to adding them to the recipe and they are purchased from a reputable supplier.

Food is not reheated for a child's consumption in Samares School.

Food Serving

Food is served to Children booked into Samares School Breakfast Club and After School Club. Typically, this includes toast, cereal, yoghurts, and fruit. Samares School request allergy concerns from parents or carers prior to taking the booking and all dietary requirements are documented for all Breakfast Club and After School Club staff to access when required. All dietary requirements are catered for and taken into consideration when preparing food and providing options for the children to choose from.

Nursery and Reception classes will serve a morning snack each day. Allergy concerns are requested from parents on the child's data sheet. This is requested to be updated on an annual basis, or as and when the child's allergies change. All dietary requirements are catered for, and children are provided with a variety of options to choose from. The snack is changed daily.

If there are children with known allergies, then separate boards, knives and utensils are used for preparing food for a child that has an allergy. These items are prepared first to try to reduce cross-contamination.

We ask parents to avoid sending in snack and lunchbox items containing nuts.

Cleanliness

In each food preparation kitchen, there are cleaning protocols and checklists to be adhered to and completed. Food preparation areas are cleaned daily (areas and frequencies are covered in the kitchen's cleaning schedule which will be visible in the kitchen) or as and when they are used or found unclean.

If food is prepared for consumption, then all dishes and utensils that are used for preparation and serving will be washed and dried using an electric dish washing unit or handwashed with washing-up liquid and hot water (approximately 51°C). In addition, all surfaces that the food has touched will be thoroughly cleaned with soap and hot water and/or disinfectant spray and a cloth to kill any harmful bacteria.

Any food spillages in storage areas/equipment will be cleaned up quickly and thoroughly.

Serving spaces will be maintained in a clean and tidy condition with all cutlery and serving dishes clean and ready to use for the children.

All food tables will be thoroughly cleaned before and after being used. Tissue and paper towels are available for any spillages that may take place during serving times and children are encouraged to tidy up after themselves and around their area.

On a half-termly basis all food preparation and storage areas are given a deep clean. Stored food items are regularly checked to ensure that they are still in date and to check that they are continuing to be stored correctly (seal remains tight, no leaks or other food items on the packaging).

Monitoring and Review

The Business Manager will be responsible for reviewing this policy at least annually.

The effectiveness of this policy will be monitored and evaluated by all members of staff. Any concerns will be reported to the School Business Manager immediately.

Following the occurrence of any allergic reaction, SLT will review the adequacy of the school's response and will consider the need for any additional support, training, or other corrective action.

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