



## **CATERING POLICY AND PROCEDURE**

At Fusion Childcare Services, we are committed to ensuring high levels of Food Hygiene and Standards are met in order to satisfy our customers, maintain a good reputation, comply with Food Safety Laws and decrease the amount of food waste. In order to achieve this, we use the Safe Foods Better Business document, and this ensures that it minimises the risk of food poisoning, food contamination, customer complaints, pest infestation, legal action and closure. Fusion obtain food from a reliable source, minimises risks of contamination, destroys harmful bacteria and we dispose of any unfit or contaminated foods. At Fusion we keep meticulous records of temperatures and food stock, including allergen lists (available on request). We are registered with Environmental Health and hold a 5\* rating.

Fusion aims to provide an environment, which promotes healthy eating and drinking in accordance with Healthy Eating Guidelines to support children in being independent, healthy and support children's development. Fusion meticulously plans our menus, taking into account the views of parents/carers and children as well as Hertfordshire County Council's menus, to ensure variety and a balanced and nutritious diet. Fusion also takes into consideration children's medical, cultural and religious requirements and ensures there is an alternative choice available.

Fusion will provide a healthy breakfast between 7.45am and 8.30am at Breakfast Club. Fusion will provide a healthy meal from 4pm at After School Club, consisting of a main meal with vegetables and a fruit-based pudding. This is a light dinner (substantial snack) and should not be deemed a child's only meal for the evening.

### **Fusion ensures that:**

- Children have access to fresh drinking water at all times and have access to a fresh fruit bowl.
- Dietary and allergy requirements are recorded, and staff are aware. Pictures of children with allergies/dietaries are in a folder and in the inside of Fusion staff cupboard door for quick view.
- An allergen matrix of all foods that is served is present and kept in the Catering Folder
- We promote good manners and appropriate table manners and interaction:
- Children are given the time to eat their food and not rushed. Staff talk to children about a healthy and balanced diet.
- Menus are changed seasonally and shared with parents via noticeboards and our website.
- Where possible in the Summer Term and when the weather is nice, we try and eat outside.

- Children are provided with the opportunity to be independent and self-serve their own dinner (where possible), managing quantities and risks such as temperature.
- Children are aware of their own personal hygiene; they wash their hands with sanitizer and are aware of healthy eating choices.
- Pudding is 50% fruit based where possible, with the exception of treats/parties and special days.
- Where possible, children help to prepare Breakfast and vegetable platters
- Fruit juice with no added sugar will be purchased.
- Fizzy drinks are only acceptable as a treat, for example at an end of term party.
- No salt saturated fat or sugars are added to food.
- Children are not forced to eat foods against their will, but are encouraged to try new foods. We have even given some of our recipes out to parents!

Fusion fridge and freezer temperatures will be checked daily and recorded.

The fridge temperature will be 1°-5° and must not be above 8°.

The freezer temperature should be operating at -18° or slightly below.

Fusion will rotate stock and use a first in first out system. New stock will be placed at the back of the shelf/fridge behind the existing stock. This reduces the risk of pest infestation and ensures food is of a good quality and safe. Food is always appropriately labelled.

Gluten free food is stored separately in plastic containers.

The responsibility of all maintenance, standards and servicing of the building and equipment used by Fusion but belong to Herts Catering form part of Fusion's rental agreement with its landlord, ie, the Grove Schools.

A **Hazard** is the potential to cause harm to the consumer. The main hazards are

- **(Micro) Biological**-bacteria, viruses, moulds, parasites, eg. Tapeworm.
- **Physical**-Glass, screws, stones, hair
- **Chemical**- pesticides and cleaning chemicals
- **Allergenic**-Peanuts, sesame seeds, eggs and celery

**Fusion Childcare Services, under the Food Safety and Hygiene Regulations 2013, ensures:**

- The premises are clean
- There is good hygiene practices
- To protect the premises from pests
- There is adequate hand washing facilities, drainage, lighting and ventilation
- Food handlers:
  - Handle food as little as possible
  - Keep themselves clean
  - Protect cuts and abrasions with blue waterproof plasters
  - Do not smoke or spit in a food room
  - Keep hair clean and tidy (wear head covering)
  - Do not wear any jewellery- (bacteria from jewellery may find its way into food.)
  - Not store clothing in a food preparation room
  - Not taste food with fingers
  - Report illness.

## **Food poisoning**

To prevent food poisoning, procedures need to be adhered to and hazards identified and managed.

| <b>Bacteria</b>                                   | <b>Sources</b>   | <b>OnSet Period</b>          | <b>Symptoms and Duration of illness.</b>  |
|---|--|------------------------------|---|
| <b>Salmonella</b>                                 | Raw Meat, raw milk, raw eggs, raw poultry, fruit, salads, pets rodents, terrapins, flies, sewage/water | Usually 12 hours to 36 hours | Abdominal pains, diarrhoea, vomiting and fever (1-7 days).                                      |
| <b>Clostridium perfringens</b>                    | Animal and human excreta, soil (on vegetables), dust and raw meats                                     | Usually 8-12 hours           | Abdominal pains, diarrhoea, vomiting is rare (12-48 days).                                      |
| <b>Staphylococcus aureus</b>                      | Human nose, mouth, skin, boils and cuts. Raw milk from cows or goats                                   | 1-7 hours                    | Abdominal pains, diarrhoea, mainly vomiting, low temperatures (6-24 days).                      |
| <b><u>Clostridium botulinum</u></b>               | Soil, fish, meat and vegetables  | Usually 12-36 hours          | Difficulties in swelling, talking and breathing, double vision and paralysis of cranial nerves. |
| <b><u>Bacillus cereus</u><br/>(Toxin in food)</b> | Cereals, especially rice, dust and soil.   | 1-6 hours                    | Vomiting, abdominal pain and some diarrhoea (12-24 hours).                                      |
| <b><u>(Toxin in intestine)</u></b>                | Cereals, especially rice, dust and soil.   | 6-24 hours                   | Abdominal pain, diarrhoea and some vomiting (1-2 days).   |

## **Food Handlers and Personal Hygiene:**

All staff at Fusion involved with the making of food have appropriate qualifications and training. Staff wear appropriate clothing to reduce the risk of cross-contamination.

Food handlers have a moral and legal responsibility to observe high standards of personal hygiene to ensure they do not contaminate food.

Staff must be 'fit to work' at all times and if a member of staff is ill, they need to report immediately to their Manager. Food handlers **MUST** not return to work for at least 48 hours after their last outbreak/symptom.

- **Hands-** Most common vehicle for transferring bacteria. Hands must be kept clean at all times and are washed with warm running water to remove all the lather, dirt and bacteria. Paper towels are used to dry hands as it reduces the number of remaining bacteria. At Fusion we do not use reusable towels.
- **Jewellery and perfume-** No jewellery is worn in the kitchen except for a wedding band to reduce physical contamination. Strong perfume is not worn as it could taint foods. No earrings.
- **Hair-** To prevent hair from getting into food, long hair is tied up and in suitable head covering, such as a hat or a hair net.
- **Protective clothing-** Clothing is clean, preferably has long sleeves (to prevent burns) and are separate from 'normal outdoor' clothes. Protective clothing is not worn outside due to cross-contamination. Masks worn inside in line with Covid-19.
- **Cuts, spores and spots-** These need to be covered by a blue waterproof plaster or dressing.
- **Nails-** Should be short and without varnish. No false nails. If nail varnish is on gloves are to be worn at all times.

### **Cleaning:**

Effective cleaning is essential in order to get rid of harmful bacteria and stop them spreading to food. At Fusion, we clean as we go and have a Daily Cleaning Schedule.

When Herts Catering have a deep clean, this applies for Fusion and records can be produced on request.

Fusion uses a dishwasher and double sinks to wash up. Fusion, Pre-Cleans, main Cleans, Rinses and then dries. Gloves are worn. Water is regularly refreshed, and detergent is carefully measured out, following the manufactures' instructions/guidelines.

### **HACCP**

At Fusion, we utilise the HACCP principles, which is the Hazard Analysis Critical Control Point- Food Safety Management System which minimises the risks of food poisoning and food complaints and ensuring correct food safety.

1. Identify the hazard (what could go wrong) and the control measures to prevent things going wrong.
2. Identify the critical control point- steps in preparation or production of food which must be controlled as they are critical to food safety.
3. Establish critical limits for controlling the Critical Control point, ie, cook food to 75°
4. Monitor the control measure to ensure the measures are under control and to prevent problems occurring.
5. Establish corrective actions that need to be taken if critical limits are breached.
6. Establish procedures for verification- prove HACCP is working.
7. Establish documentation

### **HACCP Chart**

| Process/Step           | Hazard   | Safe Method   |
|------------------------|--|---|
| <b>Dry Storage</b>     | <ul style="list-style-type: none"><li>• Contamination with harmful bacteria, toxic chemicals, allergens or foreign bodies.</li><li>• Pest Infection</li><li>• Multiplication of food poisoning bacteria</li><li>• Poor cupboard</li></ul>                          | <ul style="list-style-type: none"><li>• Stock control/rotation</li><li>• Pest control</li><li>• Food allergies</li><li>• Physical and chemical contamination.</li><li>• Ensure food is stored away from walls and pipes affected by condensation and away from the floor.</li></ul> |
| <b>Chilled storage</b> | <ul style="list-style-type: none"><li>• Cross contamination and risk of E.coli</li><li>• Contamination with harmful bacteria, toxic chemicals, allergens or foreign bodies.</li><li>• Pest Infection</li><li>• Multiplication of food poisoning bacteria</li></ul> | <ul style="list-style-type: none"><li>• Monitoring temperature forms</li><li>• Separating foods</li><li>• Stock control/rotation</li><li>• Physical and chemical contamination.</li><li>• Fruit should be checked regularly for mould</li></ul>                                     |
| <b>Frozen storage</b>  | <ul style="list-style-type: none"><li>• Multiplication of food poisoning bacteria through cross contamination between high risk and raw foods</li><li>• Deterioration of product quality</li></ul>   | <ul style="list-style-type: none"><li>• Freezing</li><li>• Monitoring forms</li><li>• Stock control/date marking</li></ul>  |
| <b>Freezing</b>        | <ul style="list-style-type: none"><li>• Contamination with harmful bacteria, toxic chemicals, allergens and foreign bodies.</li></ul>  | <ul style="list-style-type: none"><li>• Do not freeze raw fresh meat</li></ul>  |

|  |   |   |
|--|---|---|
| <b>Defrosting</b>  | <ul style="list-style-type: none"> <li>• Multiplication of food poisoning bacteria</li> <li>• Multiplication of food poisoning bacteria through cross</li> </ul>  | <ul style="list-style-type: none"> <li>• Defrost</li> <li>• Separate foods</li> <li>• Never freeze thawed products</li> </ul>   |
| <b>Preparation</b>                                       | <ul style="list-style-type: none"> <li>• Contamination with harmful bacteria, toxic chemicals, allergens and foreign bodies.</li> <li>• Multiplication of food poisoning bacteria</li> <li>• E.Coli</li> </ul>            | <ul style="list-style-type: none"> <li>• Separating foods</li> <li>• Food allergies</li> <li>• Personal hygiene</li> <li>• Maintenance</li> <li>• Temperature controls</li> <li>• Freezing</li> </ul>   |
| <b>Cooking</b>   | <ul style="list-style-type: none"> <li>• Survival of harmful Bacteria/spores/toxins</li> <li>• Contamination with toxic chemicals, allergens or foreign bodies</li> <li>• Reheating high risk items</li> </ul>            | <ul style="list-style-type: none"> <li>• Separating foods</li> <li>• Cooking safely-adhering to core temperature controls</li> <li>• Monitor/temperature forms</li> <li>• Checking menu</li> </ul>  |
| <b>Cold holding</b>                                      | <ul style="list-style-type: none"> <li>• Contamination with toxic chemicals, allergens or foreign bodies</li> <li>• Multiplication of food poisoning bacteria</li> </ul>  | <ul style="list-style-type: none"> <li>• Monitoring forms</li> </ul>  |
| <b>Hot holding</b>                                       | <ul style="list-style-type: none"> <li>• Contamination with toxic chemicals, allergens or foreign bodies</li> <li>• Multiplication of food poisoning bacteria, formation of toxins and/or spores</li> </ul>               | <ul style="list-style-type: none"> <li>• Hot holding checks</li> </ul>  |
| <b>Purchase goods<br/>Delivery<br/>and<br/>unloading</b> | <ul style="list-style-type: none"> <li>• Contamination with toxic chemicals, allergens or foreign bodies</li> <li>• Presence of moulds and other spoilage</li> <li>• Multiplication of food poisoning bacteria</li> </ul> | <ul style="list-style-type: none"> <li>• High risk, perishable foods need to be delivered at 5°</li> <li>• Suppliers and contractors to comply with their contracts</li> <li>• Reject any food about 8°</li> <li>• Pest Control</li> <li>• Monitoring forms</li> <li>• Food allergies</li> <li>• Stock control</li> </ul> |

For food allergies/dietary requirements, please see **Equalities Policy, Illness and Sick Children Policy and Administering Medication Policy.**

|  |                          |                           |                          |
|--|--------------------------|---------------------------|--------------------------|
| <b>Adopted on:</b>   | <b>Last reviewed on:</b> | <b>Reviewed on:</b>       | <b>Next review Date:</b> |
| 04.01.15   | 04.09.2023               | 04.01.2024                | April 2025               |
| <i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2024): Safeguarding and Welfare Requirements: Food and drink [3.55-3.57]. Information for Parents and Carers [3.82].</i> |                          |                           |                          |
| <b>Signed and approved:</b>  |                          | Fusion Childcare Services |                          |