



## **CATERING POLICY AND PROCEDURE AND** **NUTRITIONAL POLICY**

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. A balanced diet provides energy and ensures children are kept healthy, both physically and mentally. When a parent needs us to keep a food diary or trial a diet, we will liaise with them and work to support the family.

Fusion wrap around will provide a healthy breakfast between 7.30am 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 Pre-School will provide a healthy rolling snack at 10am.

Fusion promotes healthy eating by providing the right amount and variety of foods to ensure children are getting a balanced diet. We also help parents/carers to get the balance right at home. We promote and support healthy eating, ensuring mealtimes are a positive experience where children are encouraged to develop good eating habits and children are sat together around a table with an adult.

**Key terms:**

**Food allergies:** Allergies to foods can cause serious reactions, including death.

**Food intolerances:** Food intolerances often cause stomach pain and discomfort.

**Vegetarianism:** A vegetarian won't eat meat of any kind, including fish. They also won't eat by-products of animal slaughter, such as gelatine. Most people who choose to be vegetarian do so for religious, health or moral reasons.

**Veganism or eating a plant-based diet:** A vegan is someone who eats a diet based on plants (such as vegetables, grains, legumes, nuts, seeds and fruits) and foods made from plants.

Vegans don't eat foods derived wholly or partially from animals (such as meat, fish, eggs and honey). Some people refer to this as eating a plant-based diet.

**Pescetarianism:** A pescetarian avoids meat but eats fish and seafood. They may also consume dairy and eggs. People choose this diet for health, environmental, or ethical reasons, believing fish is a more sustainable or ethical option than other meats.

**Religious preferences:** Some religions or faiths have strict dietary requirements. Although eating certain foods won't physically harm children, it is vital to respect their religious and cultural beliefs.

Religious dietary requirements include (but are not limited to):

- only eating halal foods
- avoiding pork or beef
- keeping kosher
- eating specific foods only on certain days.

**Fusion ensures that:**

- **Our cook cooks our wrap round meal** and the person who is in charge of **Breakfast or snack** is responsible for checking all the food meets the requirements for each child. There are about 3 checks each day to ensure that every child is getting the correct food and it is prepared in the appropriate way for them., taking into account dietary, intolerances and allergy requirements.
- The menu/snack caters for any dietary or allergy requirement and will remain as close to the menu as possible, ie Halal chicken or a chicken substitute.
- There is always a member of staff present when children are eating and there is always a member of staff present with paediatric first aid. There is always a minimum of 2 members of staff with paediatric first aid.
- We ensure children are within sight and hearing of a member of staff while eating.
- Our cooking and food is as sustainable as possible, all home cooked where possible, pasta sauces containing extra pulped vegetables, use produce from our allotment, use seasoned veg/fruit. We teach children about food and produce, take visits to the shops and discuss where our food has come from. We ensure there are cooking activities on offer, both healthy cooking options and treats.
- Staff will sit facing children whilst they eat so they can make sure children are eating in a way to prevent choking and so they can prevent food sharing and be aware of any unexpected allergic reactions.
- Children have access to fresh drinking water at all times and have access to a fresh fruit bowl.
- Dietary and allergy requirements are obtained when a child first starts at Fusion and ongoing conversations about changes in dietary, intolerances and allergy preferences

are had. Fusion records this information and all staff are made aware. Pictures of children with allergies/dietaries are in a folder and in the inside of Fusion staff cupboard doors for quick view. Children are highlighted on the register 'D/AR' which means Dietary and Allergy Requirements. Children who have a D/AR will go and get their food first to avoid contamination. Children have a name tag with their picture and dietary/allergy requirement on.

- All staff and families are made aware of the children that has a severe food allergy, which could lead to anaphylaxis, and what we are doing to prevent this. Staff are aware of warning signs or symptoms to look out for in the case of food allergies or intolerances. Staff are aware of the Medical Care Plan (MCP), know where to access these and follow the procedures described within them, including action to take in case of an emergency and correct administration of prescribed medication.
- At Fusion, we encourage children with food allergies to ask about what is in the food that is offered to them and check, but ultimate responsibility is with staff.
- 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.
- We encourage and support children to develop good hygiene practices, self-help skills and independence at mealtimes. Children are provided with the opportunity to be independent and self-serve their own dinner (where possible), managing quantities and risks such as temperature and wash up at Breakfast Club. Pre-School children place their cups/plates in the washing up bowls when they have finished and often help wash up.
- 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/ snacks.
- 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!
- We will provide advice to families who may want advice around, diet, nutrition and supporting children's eating and will provide recipes.
- We will have ongoing discussions with parents and/or carers and, where appropriate, health professionals to develop allergy action plans for managing any known allergies and intolerances.

- All staff are aware of the symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time, especially during the introduction of solid foods which is sometimes called complementary feeding or weaning.
- We detail any allergens that are present in the food prepared for children in accordance with EU Information for Consumers Regulation 2014 and detailed on [www.food.gov.uk](http://www.food.gov.uk). We follow <https://www.gov.uk/government/publications/early-years-foundation-stage-nutrition> and schools Food Standards. We
- Our staff ensure food is stored safely to avoid cross contamination.
- We prepare food in a way to prevent choking.
- Young children will be seated safely in an appropriate chair for their stage while eating and where it is possible there is a designated table(s) for eating where distractions are minimised.
- When a child experiences a choking incident that requires intervention, we will record details of where and how the child choked and parents and/or carers made aware. The records will be reviewed periodically to identify if there are trends or common features of incidents that could be addressed to reduce the risk of choking. Appropriate action will be taken to address any identified concerns.
- We notify Ofsted of any outbreak of food poisoning that affects two or more children within 14 days, including incidents which occur outside of childcare business hours.
- We ensure details of food and drinks provided for children are available to parents/carers through our notice boards and [our menus](#).
- We do not cater for babies or currently have any children who need sterilisation equipment, but if we did, we would ensure suitable sterilisation and storage of equipment for babies. We would also have ongoing discussions with parents/carers about the stage their child is at in regard to introducing solid foods, including to understand the textures the child is familiar with. We will not make assumptions based on a child's age and be led by the parents/carers. We will also share successes that happen at Fusion. We will prepare food in a suitable way for each child's individual developmental needs and will work with parents/carers to help children move on to the next stage at a pace right for the child.
- 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.
- No food is brought in from home and if special/particular food must be brought in, then it will be checked by Management and ensures that it meets our NO NUTS zone. We also alert parents/carers to the potential risks of food that is brought in from home.

It will be checked for allergens and be kept in a separate box. Food from home will only be brought due to special circumstances and it is at the Manager's discretion to refuse children to eat food from home.

- No sweets are given out to children for birthdays from families at Fusion and any food the children get from school, whether it is a gift or something they have made, must be eaten at home and not at Fusion. We will communicate with parents/carers and support healthy eating habits.
- Only where a risk assessment concludes that a significant risk remains despite adequate training and supervision of meals and snacks times, would a child need to eat their meal separately to other children. Where possible, we ensure inclusivity.

### **Food Allergies:**

Food allergies can be life threatening conditions for some children and should be taken very seriously. Food allergies develop when the body's immune system reacts against food proteins which it sees as invaders. It then releases chemicals to attack.

Symptoms of an allergic reaction may include:

- coughing, wheezing, breathlessness, noisy breathing or a hoarse voice
- a red raised rash (hives)
- tingly or itchy feeling in the mouth
- sneezing or an itchy, runny or blocked nose
- stomach pain
- feeling sick or vomiting
- swelling of face, lips, tongue or eyes
- difficulty swallowing
- diarrhoea
- feeling dizzy or lightheaded
- pale or floppy
- suddenly sleepy
- collapse or unconscious.

These symptoms can happen on their own or they may be present in a serious reaction. A severe reaction called anaphylaxis or anaphylactic shock can occur. This is a medical emergency that can be life threatening and needs urgent treatment. You should administer the child's autoinjector if they have one and then call 999. You should use the child's second autoinjector if they have one if they haven't improved after 5 minutes. A child who is showing signs of anaphylaxis should never walk to a new location. Where necessary, they should be carried to a suitable safe location away from an allergen (for example, if a food item was spilt in their vicinity). Any one or more of the following symptoms may be present:

- swelling of throat, tongue or upper airways
- difficulty swallowing
- wheezing / noisy breathing
- breathing difficulty
- persistent cough
- dizziness
- feeling faint
- sudden sleepiness
- confusion
- pale clammy skin

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.

Bacteria	Sources	OnSet Period	Symptoms and Duration of illness.
<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></b> <b><u>(Toxin in food)</u></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**

<b>Process/Step</b>	<b>Hazard</b>	<b>Safe Method</b>
<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 Delivery and 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>

We take notice of the following recommended guidance:

- [Food allergy - NHS](#)
- [Anaphylaxis - NHS](#)
- [BSACI Allergy Action Plan](#)
- [Weaning - Start for Life - NHS](#)
- [Help for early years providers: Food safety](#)
- [Example menus for early years settings in England - GOV.UK](#)

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>
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<i>Written in accordance with the Statutory Framework for the Early Years Foundation Stage (2025): Safeguarding and Welfare Requirements: Food and drink [3.62] and Safer Eating [3.63-3.70], food and drink facilities [3.71], Food poisoning [3.72]. Information for Parents and Carers [3.97].</i>			
Signed and approved:		Fusion Childcare Services	