

## **FOOD AND HYGIENE**

Roundabout After School Club recognises the importance of maintaining the highest possible standards of hygiene in and around the club, so as to minimise the risks to children, staff and other visitors. (See also Health, Illness and Emergency Policy)

The Manager, Deputy and staff are committed to taking all practical steps to prevent and control the spread of germs, and to uphold high standards of personal hygiene in order to minimise the risk of catching or spreading infections.

**PERSONAL HYGIENE** - In all circumstances, staff will adhere to the following:

- Washing hands before and after handling food and drink
- Keep long hair tied back when cooking with the children
- Cover cuts and abrasions while at the club
- Wash Hands after using the toilet
- Encourage children to take up these same routines
- Take any other steps that are likely to minimise the spread of infections

### **HYGIENE IN THE CLUB:**

The Manager, Deputy and all of the staff will be responsible, for any threats to good hygiene practice in the club. A clean and tidy setting will be maintained at all times. Roundabout will make sure that the toilets are cleaned daily and that there is always a supply of soap and hand towels for both staff and children to use. Staff will record the condition of the toilets on a chart located just outside the toilets - Informing the Manager if any issues arise.

Roundabout employ's a Kitchen Assistant to prepare and serve all snacks for the children and will be mindful of the provisions of this policy so as to ensure that the safety of staff and children is paramount. In addition to this provision, staff will be mindfull to ensure both the safety of themselves and children when using sharp or dangerous equipment in food and drink preparation.

The Manager, Deputy, staff and the kitchen assistant are aware of their responsibilities under the Food Safety Act 1990. In order to prepare and help with snack the member of staff must have an up to date Food Hygiene certificate.

As part of our procedure for a new child we require parents/carers to complete a registration form, which includes information about any special dietary requirements or allergies that the child has, along with their food and drink preferences. The Manager and staff will ensure that food and drink offered to children takes account of this information so as to safeguard their health, and meet, as far as possible, their particular cultural or religious preferences - No child will ever be forced to eat or drink something against their will and the withholding or granting of food and drink will never be used as punishment or reward.

## **HEALTHY EATING:**

The club recognises the importance of healthy eating and a balanced, nutritious diet. We will provide a choice of non sugary drinks and make sure that fresh drinking water is available at all times.

## **FOOD AND DRINK:**

The Manager, Deputy and staff will make sure that our policies are adhered to, so that food and drink can be safely prepared. Every member of staff must make themselves aware of the dietary, religious and cultural requirements of all the children that attend Roundabout.

## **CULTURAL AND RELIGIOUS:**

Roundabout and its staff are committed to embracing the cultural and religious diversity of the families who use our service. We are also keen to introduce children to different religions and cultural festivals and events through different types of food and drink, and incorporate these within our cooking activities where possible.

## **FIRST AID AND HYGIENE:**

The trained First-Aiders will be alert to the need to observe the highest standard of personal hygiene when administering any treatment to children or staff. They will wash their hands both before and after giving first aid, and ensure that any cuts, wounds or skin damage will be covered.

## **KITCHEN HYGIENE:**

All areas where food and drink are stored, prepared and eaten are prone to the spread of infections. Therefore staff must be particularly careful to observe high standards of hygiene in such instances:

- If cooking is done as an activity, all surfaces and equipment involved will be cleaned thoroughly before and after the session.
- All staff to abide by our kitchen hygiene chart
- Waste will be disposed of safely every day and that all bins will be covered
- Kitchen equipment will be cleaned thoroughly after every use
- Staff and children will wash and dry their hands before coming into contact with food, after preparing one food but before preparing another and after handling food.
- All cooked and raw foods will be kept separate. When stored in the fridge, raw foods will be at the bottom.
- No knives, chopping boards etc will be used for two different foods without being washed thoroughly in between.
- Fridge checks are carried out daily to ensure all food is kept at the right temperature and is in date.

## **DEALING WITH SPILLAGES:**

Spillages of substances likely to result in the spread of infections will be dealt with quickly and effectively. Staff will wear disposable aprons and gloves when clearing up blood, vomit, urine and faeces; these will be cleared up immediately and disposed of safely and hygienically.

Children will be kept away from the area while cleaning is taking place.  
All other spillages will be cleaned up immediately to prevent further incidents.