



Brenchley Preschool

Food Hygiene Policy

Health and safety

Policy statement

At Brenchley Pre-School we provide and/or serve snacks, breakfast and wraparound care light meals for children taking into consideration children's allergies and intolerances.

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

We are registered as a food provider with the local authority Environmental Health Department. (Including procedure for reporting food poisoning)

Procedures

- This procedure applies to the purchase, storage, preparation and serving of food to prevent growth of bacteria and food contamination.
- Staff have had either basic Food Hygiene Training or Level 2 training.
- The person responsible for food preparation and serving carries out daily opening and closing checks on the fridge temperature to ensure standards are met consistently. We use local supermarkets for the food we purchase.
- 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.
- Children's packed lunches - we request parents/ carers to supply a cool block in a suitable container which will keep food cool. Lunches provided by parents will be checked by staff to ensure the food provided is cut up in the required manner and also that no nut products have been included.
- Out of date food and choking hazard treats enclosed in lunch boxes are returned to the parent/carer and not served to the child, a note is attached informing parent of this.
- Birthday cakes that are brought in for consumption must only be shop bought cakes in order for staff to check ingredients against any possible allergies.
- Food preparation areas are cleaned before use as well as after using a two step clean.
- All surfaces are clean and non-porous.
- All utensils, crockery etc are clean and stored appropriately any damaged items are disposed of in the correct manner.
- Waste food is disposed of daily.

- Cooking that the children have prepared is taken home that day and not stored at preschool. As of the 1st October 2021 all food we send home fully packaged will have a full list of the ingredients used to make the product.
- 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 do not use the kitchen:
 - 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 the setting, the Manager/Health & Safety Officer will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.
- If the food poisoning is identified as a notifiable disease under the Public Health (Infectious Diseases) Regulations 1998 the setting will report the matter to Ofsted.

Further guidance

- *Safer Food Better Business* (Food Standards Agency)
www.food.gov.uk/foodindustry/regulation/hygleg/hyglegresources/sfbb/sfbbcaterers
- Food and Nutrition policy
- Healthy Eating Policy.

This Policy was reviewed at a Management Meeting held on 1st September 2025.



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 Mrs Victoria Relle – Chairman of Brenchley Preschool



Brenchley Pre-School Limited

Food Hygiene Policy

Staff Member	Signature	Date
Sian		
Helen		
Zena		
Kirsty		
Trina		
Elaine		
Claire		
Eryn		
Lucy		
Lizzie		