



Snack / Lunch Procedure

At Little Dreams Nursery ensuring the children's health, wellbeing and safety during mealtimes is of our utmost priority. The following procedure must always be adhered to.

Allergy / dietary requirements must be checked monthly and by new staff members on their first day. Staff who are required to cover in a different room should also ensure they read the allergy/dietary requirements. Any updates must be recorded immediately and passed on to management for the necessary paperwork to be completed. The cook must be made aware of allergies / dietary requirements each day.

A staff member should set the lunch table(s) up before the children begin handwashing. For the lunchroom, this is done with the child helpers for the day. When the cook radios to say lunch is ready, the staff member setting up should go to collect the snack/lunch.

The other staff members should then begin handwashing. Children must be supervised while completing handwashing, and the NHS handwashing procedures must be followed.

1. Turn the tap on to wet hands
2. Apply soap and wash for a minimum of 20 seconds (a timer or song can be used to support this)
3. Rinse with water and ensure all soap is removed
4. Dry hands properly with paper towels and dispose of them in the correct bin

While children are hand washing, the staff member collecting lunch will begin to serve on their return. No food will be placed on the tables until all children are seated, and one staff member is seated at the table (staggered snack 2-4's & 3-5's) and two staff members are seated at the tables (snack for 0-2's & 1-3's and all rooms for lunch). Fruit will be cut following the Good Practice Guidance: prevention and management of choking episodes in babies and children. Dec 2019.

Steps to reduce the risk of choking for babies and young children

This information has been summarised from a range of resources, including Fun First Foods, Setting the Table, Ready Steady Toddler, and Food Matters. Each child is different. Always know the needs and stage of development for each child and present food that matches their ability. If a child has additional needs and you need additional advice to support them when eating, discuss with their parents first and seek advice from a speech and language therapist or other specialists involved in their care.

Supporting babies and young children when eating

- Always stay with babies and young children when they are eating.
- Babies should be sitting up, preferably in a highchair, with their feet supported when eating (to stop them slipping down). This should allow the child to be seated at the same level as others around the table.
- Children are more likely to choke if they slip or trip while eating. Make sure children sit down to eat and drink, and do not lie down, walk, or run.
- Babies should be given time to swallow each mouthful.
- Stop babies and young children from putting too much food in their mouths in case they choke.
- Make sure the baby's mouth is empty before the next mouthful of food. It is important to go at the baby's pace.
- When ready, let babies feed themselves so they are in control and the food does not go too far back in their mouth.

Ways to prepare food so that it's safe

- Remove any stones or pips before serving.
- Quarter (lengthways) small fruit and vegetables like cherry tomatoes, grapes, and blackberries.
- Cut large fruits into slices rather than chunks.
- Think twice before offering very young children hard, slippery, or sticky foods. If serving, these should be cut into small pieces.
- Peel the skin off fruit, vegetables, and sausages (although remember that sausages can be high in salt).
- Cook hard or stringy vegetables such as green beans and carrots until they are quite soft for use as finger foods, rather than offering them raw.
- Remove bones from meat or fish

Downstairs lunch - Once hand washing is complete, children can then go to the table for lunch. Staff will help those requiring support to sit down. Bibs/aprons will be put on by staff. Three members of staff should be present; however, if numbers are reduced and there are only two for lunch, the third member of staff will be present to serve the first course to the children so that there are always two members of staff at the tables. When there are two members of staff throughout lunch and children ask for more, please ensure all food and serving plates/bowls, and cutlery are available on a table next to a staff member. Please serve the seconds as quickly but safely as possible. Wait for **children** to finish before removing plates and placing water cups in the centre of the table(s) to make it easier for the staff member watching the children.

Upstairs lunch - Once hand washing is complete children can then collect their water cups and find their place mat at the table.

Children will be encouraged to place their hands on their knees whilst they wait and in between courses. Two or three members of staff will be present, one staff member to supervise the self-service of the first course and two members of staff at the tables.

Children at lunchtime will go up to the self-serving table to serve their own lunch and pudding. A staff member sits by this table to ensure children are supported and safe. Children should be served their next course when they are finished the previous one and can leave the table once finished their own lunch. When children are finished eating, they can rinse their dishes in the rinse basin. This must then be cleaned with anti-bacterial spray, rinsed and dried.

The dishwasher can be used and if staff are washing dishes, they must use the wash basin and the Soclean Professional Washing Up Liquid and hot water (thermostatically controlled), the dishes must then be rinsed in the rinse basin before going on to the drying rack. Dishes must be dried with a clean dry tea towel.