



The Butterfly Rooms (Incorporating Woodlands) LTD

Tank Hill Road | Purfleet | Essex | RM19 1TA

Registered Charity Number: 1148068 | Ofsted Number: 453859 | Company Number: 7984150 | *Limited by Guarantee*

Telephone Number: 01708 863 737

Food Hygiene Policy (Reviewed 2026 – EYFS & Ofsted Compliant)

Policy Statement

This policy is written in accordance with:

- The **Early Years Foundation Stage (EYFS) statutory framework** (effective September 2025)
- The **Childcare Act 2006**
- **Food Standards Agency (FSA)** food hygiene and safety regulations
- **EYFS Nutrition Guidance (May 2025)**

We are committed to providing food and drink that supports children's **health, safety, development, and well-being**. Where meals, snacks, and drinks are provided, these are **healthy, balanced, and nutritious**, and appropriate for children's individual needs.

Food is provided and/or served on the following basis:

- Breakfast
- Snacks
- Hot meals (supplied at teatime)

We maintain the highest standards of food hygiene in relation to the **purchase, storage, preparation, cooking, and serving** of food.

We are registered as a food provider with the local authority Environmental Health Department and comply with all relevant food hygiene legislation and inspection requirements.

Procedures

- All staff responsible for preparing or handling food are **competent to do so**, as required by the EYFS safeguarding and welfare requirements.
- Food preparation follows **HACCP principles** and an appropriate **Food Safety Management System (FSMS)**, in line with FSA guidance.
- Staff receive **regular food hygiene training**, including:
 - Allergens (UK 14 allergens)

- Cross-contamination prevention
- Safer eating and choking prevention.
- A designated lead carries out **daily opening and closing kitchen checks**, with records maintained.
- Food is sourced from **approved and reputable suppliers** with full traceability.
- Menus are planned to meet the **EYFS Nutrition Guidance**, and are:
 - Balanced across food groups
 - Age-appropriate
 - Culturally and religiously inclusive.
- **Weekly menus** are shared with parents/carers.
- Food is stored at correct temperatures:
 - Fridge/freezer temperatures are checked and recorded daily.
 - Dry goods are stored correctly and securely.
- Food preparation areas are **cleaned and sanitised before and after use**.
- Separate facilities are provided for:
 - Handwashing
 - Washing up

with liquid soap, hot water, and hygienic drying methods.
- All surfaces and equipment are **non-porous, in good repair, and easy to clean**.
- Crockery, utensils, and kitchen equipment are cleaned and stored hygienically.
- Food waste is disposed of **daily**, and waste management supports sustainable practice where possible.
- Cleaning products and hazardous substances are locked away and **out of children's reach**.
- Children do **not** have access to the kitchen.
- A **Paediatric First Aid (PFA)** trained member of staff is **present and supervising at all times when children are eating**, in line with safer-eating expectations and inspection guidance.

Cooking and Food Activities with Children

- Children are **directly supervised at all times**.
- Children are taught and supported to follow **handwashing and hygiene routines**.
- Children are kept away from:
 - Hot surfaces
 - Boiling water
 - Sharp utensils
 - Electrical equipment (e.g. ovens, blenders, food processors).
- High-risk foods are **not used** in food activities, including:
 - Raw or lightly cooked eggs
 - Whole nuts or seeds

- Unpasteurised dairy products.
- Activities are risk-assessed and adapted to the children's age and stage of development.

Allergy and Dietary Needs Management

- Detailed dietary and allergy information is obtained **before a child starts**.
- Records are clearly displayed and communicated to all staff.
- Individual health care or allergy management plans are followed where required.
- Cross-contamination is prevented through:
 - Separate preparation practices where necessary
 - Clear labelling
 - Staff training and vigilance.

Reporting of Food Poisoning and Serious Incidents

Food poisoning can occur for a range of reasons, and not all episodes of sickness or diarrhoea indicate food contamination.

- If a child or adult is **diagnosed with food poisoning** by a GP or hospital doctor, and the source is suspected to be within the setting, the manager will **immediately notify the Environmental Health Department** and cooperate fully with any investigation.
- We will **notify Ofsted as soon as reasonably practicable**, and **always within 14 days**, of any food poisoning affecting **two or more children**, in accordance with statutory requirements.
- All actions taken are recorded.

Policy Review

This policy is reviewed **annually** or sooner if legislation, guidance, or inspection requirements change.

This policy was adopted by

The Butterfly Rooms Ltd

On

5th May 2026

Date to be reviewed

5th May 2027

Signed on behalf of the Management committee

A. Thompson

Name of signatory

Miss Aimee Thompson