**** **CAPEL PRE-SCHOOL** Reg Charity No: 271366

Capel Village Hall, Falmouth Place, Five Oak Green, Tonbridge, Kent TN12 6RD

Tel 01892 833363 Mob 07936 151326

Email: [admin@capelpreschoolfiveoakgreen.com](mailto:admin@capelpreschoolfiveoakgreen.com)

website: [www.capelpreschoolfiveoakgreen.com](http://www.capelpreschoolfiveoakgreen.com)

**Nutrition and Food Safety Policy and Procedures**

# Alongside associated procedures and guidance this policy was adopted by *Capel Pre-school* on *1 September 2025.*

# Aim

Our setting is a suitable, clean, and safe place for children to be cared for, where they can grow and learn. We meet all statutory requirements for food safety and fulfil the criteria for meeting the relevant Early Years Foundation Stage Safeguarding and Welfare requirements. At Capel pre-school we believe that mealtimes and snack time should be a happy, social occasion and will cater for the cultural and dietary needs of all children and staff alike. We promote shared, enjoyable positive interactions at these times. We are committed to offering healthy, nutritious and balanced snacks, which meet individual needs and requirements.

###### **Objectives**

* We recognise that we have a corporate responsibility and duty of care for those who work in and receive a service from our provision, but individual employees and service users also have responsibility for ensuring their own safety as well as that of others.
* We provide nutritionally sound snacks, avoiding large quantities of fat, sugar, salt and artificial additives, preservatives and colourings, which promote health and reduce the risk of obesity and heart disease that may begin in childhood. We offer a morning and afternoon snack; this is usually fruit and/or vegetables. This is offered between the times of 9.30am-11am and 2pm-3pm and is closely monitored by staff and all children will be encouraged to access food and drink. Children are given time to eat at their pace and never rushed.
* Only semi-skimmed milk and water is provided as drinks to promote oral health. Fresh water is always available and accessible. In hot weather staff will encourage children to drink more water to keep them hydrated. Children are all encouraged to drink from an open cup at snack time and parents/carers to provide a lunchtime drink of water in a named bottle. If the bottle contains anything else i.e. juice, squash it will be removed, and the child will be given a cup of water.
* We ensure that children are supervised at mealtimes/snack time and that children are always within sight and a hearing of a member of staff.
* We follow the main advice on dietary guidelines and the legal requirements for identifying food allergens. Snacks that have been given on any day are listed on the poster, along with allergens, on the way into the main hall. Staff have undertaken Food Allergy online training.
* We consider seating to avoid cross contamination of food from child to child. Where appropriate staff will have discussions with the children about allergies and potential risks to make the children aware of the dangers of sharing certain foods and drink items.
* Staff show sensitivity in providing for children’s diets and allergies. They do not use a child’s diet or allergy as a label for the child, or make the child feel singled out because of their diet/allergy.
* Staff set a good example and eat with the children and show good table manners. Snack time and lunch time are organised so that they are a social occasion in which children and staff participate in small groups. Children are encouraged to use their manners, and conversation is encouraged around the understanding of healthy eating. Independence is also encouraged and supported.
* If a child shows signs of distress at being faced with something they do not like they will be encouraged to taste it but will be able to leave it and try something else on offer. The parents/carer will be informed of the dislike.
* We promote positive attitudes to healthy eating and oral health through play opportunities and discussions.
* Following dietary guidelines to promote health also means taking account of guidelines to reduce risk of disease caused by unhealthy eating.
* Parents/carers share information about their children’s particular dietary needs with staff when they enrol their children and on an on-going basis with their key person. This information is shared with all staff who are involved in the care of the child.
* We consider every child’s individual development needs and work in partnership with parents/carers
* Foods provided by the setting for children have any allergenic ingredients identified and put on the notice poster on way into main hall.
* Care is taken to ensure that children with food allergies and intolerances do not have contact with food products that they are allergic to.
* The Manager/deputy manager will inform the committee of any food poisoning affecting two or more children in our care, whether this may/may not arise from food offered by pre-school, who will then notify Ofsted as soon as possible and at least within 14 days. We will also inform the relevant health agencies if required to do so and follow any advice given.
* Risk assessments, where necessary, are conducted for each individual child who has a food allergy or specific dietary requirement.
* If a child chokes and intervention is given we record details of the incident and ensure that parents/carers are informed.
* All staff who prepare and handle food are competent to do so and receive training in food hygiene which is updated as required. The requirements in Safer Food Better Business are implemented.
* We are a strictly NO NUT setting. This includes but is not limited to nut butters and nut-based chocolate spreads
* We **do not** allow parents/carers to bring in cakes on special occasions. We will still celebrate birthdays by singing to the child and encouraging them to talk about their day. If parent/carers wish to bring in something for the child to share with their friends we are happy to accept fruit, which we can prepare for them, or they may wish to bring in something such as stickers for their friends.
* **Packed Lunches**
* Quantities offered in lunch boxes should take account of the age of the child and should be in line with recommended portion sizes for young children. A portion size is roughly the size of the child’s clenched fist. If the child seems to have too much/too little food we will discuss with the parent/carer. Parents/carers are advised to take measures to ensure their child’s lunch box contents remain cool, i.e. ice packs, as the setting does not have the facilities/room to refrigerate them. At no time do we re-heat food for children.
* Food must be cut appropriately as stated by The Food Standards Agency information which is attached. ANY FOOD NOT CUT APPROPRIATELY WILL BE REMOVED FROM THE CHILDS LUNCH BOX (if we are able to cut it safely on the first occasion we will do so but if it occurs again it will be removed) , staff cannot go and cut food up leaving the table of children unattended, we must have eyes and ears on our whole table while they are eating to prevent choking.
* Lunch boxes must have a balanced meal in them covering the 4 main food groups, avoid foods high in salt, sugar and saturated fats. ANY FOOD DEEMED TO BE UNHEALTHY AND NOT PART OF A BALANCED MEAL WILL BE REMOVED.
* Information about what to put in lunch boxes is attached

**Further guidance**

[*Safer Food Better Business* for Caterers](https://www.food.gov.uk/business-guidance/safer-food-better-business-for-caterers) (Food Standards Agency)

[Help for early years providers : Food safety](https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/food-safety)

[Early Years Foundation Stage Nutrition Guidance (2025)](chrome-extension://efaidnbmnnnibpcajpcglclefindmkaj/https:/assets.publishing.service.gov.uk/media/6839b752210698b3364e86fc/Early_years_foundation_stage_nutrition_guidance.pdf)

<https://www.nhs.uk/conditions/anaphylaxis/>

<https://www.nhs.uk/conditions/food-allergy/>

[Common\_allergens.pdf](https://assets.ctfassets.net/dvmeh832nmjc/1UcJVonGkBHy9lHHNt9GmL/90b081db600d8cad30b870f458a60ed6/Common_allergens.pdf)

[Help for early years providers : Food safety](https://help-for-early-years-providers.education.gov.uk/health-and-wellbeing/food-safety)

<https://infantandtoddlerforum.org/health-and-childcare-professionals/factsheets/>