

Food Hygiene Policy and Procedure

In2Care is committed to ensuring that safe and healthy practises around the storage, preparation and service of food are followed at all times.

In2Care follows the guidelines set out in 'Safer Food, Better Business' (FSA).

In the UK, food handlers don't have to hold a food hygiene certificate to prepare or sell food.

In2Care ensures that at least one member of the team per site has a Food Handling and Hygiene Level 2 qualification.

Food Preparation

When preparing food, staff follow the requirements of current food hygiene, including:

- Kitchen risk assessments before food preparation (including fridge temperature)
- Always washing hands with anti-bacterial soap and hot water before and after handling food
- Long hair is tied up
- Using clean, disposable cloths
- Using the correct colour coded chopping boards (colour coded signage provided)
- Sharp knives are out of reach of children
- Not being involved in food preparation if they are unwell
- Making sure all fruit and vegetables are washed before being served
- Removing jewellery, especially rings, watches, and bracelets, before preparing food
- Wearing a disposable apron and gloves
- Being aware of allergens and preparing children's snack who have allergies on a separate plate

Food storage

Effective storage of foods is essential to keep foods fresh and consumable.

All foods are stored according to safe food handling practices and at a correct temperature, to prevent the growth of food poisoning organisms and to ensure that food quality is maintained.

Fridge temperatures are checked and recorded on a daily basis as part of our daily environment checks. If it is noted that there are temperature fluctuations that are not explained by simple user error (eg failure to close the fridge properly), a new fridge will be purchased.

Foods are covered with cling film, foil or in sealable bags and labelled with the date the food was opened, and the date it needs to be used by.

Cereals are kept in airtight clear containers.

Cleaning

Effective cleaning is essential to get rid of harmful bacteria and allergens, to stop them spreading to food.

- Cleaning materials and other dangerous materials are stored out of children's reach.
The fridge is cleaned thoroughly, with warm, soapy water and anti-bacterial surface spray on a weekly basis.
- Contact points are regularly cleaned throughout a club session.
- Food is checked for freshness – anything past the use by date will be disposed of.
- Freezers are defrosted and cleaned once a month.
- All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and disposable cloths.

- All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed. A dishwasher can be used.
- Appropriate controls are implemented to reduce the risk of cross contamination.

Cooking

It is essential to cook food properly to kill any harmful bacteria.

- Foods that require cooking are low risk foods such as carbohydrate choices for toasting.
- Foods that require to be heated are low risk foods - baked beans and tomato soup.
- All foods have cooking instructions which are followed.
- Foods are piping hot once cooked and then cooled down appropriately before serving to the children.
- We will never reheat any foods.

Food types and allergies

It is important to know what to do if you look after a child who has a food allergy, because these allergies can be life-threatening.

- Before a child attends, we ask for medical and dietary information.
- All our sites are nut free.
- All our sites are processed meat free.
- We supply dairy free and meat free snack options.
- We have a full list of children's allergies with photos attached (kept on site).

Foods children may be allergic to, and where they may be found:

Nuts (Namely almonds, hazelnuts, walnuts, pecan nuts, Brazil nuts, pistachio, cashew, Macadamia or Queensland nut).	In sauces, desserts, crackers, bread, ice cream, marzipan, ground almonds, nut oils.
Peanuts	In sauces, cakes, desserts. Don't forget groundnut oil and peanut flour.
Eggs	In cakes, mousses, sauces, pasta, quiche, some meat products. Don't forget foods containing mayonnaise or brushed with egg.
Milk	In yoghurt, cream, cheese, butter, milk powders. Also check for foods glazed with milk.
Fish	In some salad dressings, pizzas, relishes, fish sauce. You might also find fish in some soy and Worcestershire sauces.
Crustaceans	Such as prawns, lobster, scampi, crab, shrimp paste.
Molluscs	These include mussels, whelks, squid, land snails, oyster sauce.
Cereals containing gluten (namely wheat (such as spelt and Khorasan wheat), barley, rye and oats)	Also check foods containing flour, such as bread, pasta, cakes, pastry, meat products, sauces, soups, batter, stock cubes, breadcrumbs, foods dusted with flour.
Celery	This includes celery stalks, leaves and seeds and celeriac. Also look out for celery in salads, soups, celery salt, some meat products.
Lupin	Lupin seeds and flour in some types of bread and pastries.
Mustard	Including liquid mustard, mustard cress, mustard powder and mustard seeds, in salad dressings, marinades, soups, sauces, curries, meat products.
Sesame seeds	In bread, breadsticks, tahini, houmous, sesame oil.
Soya	As tofu or beancurd, edamame, tempeh, soya flour and textured soya protein, in some ice cream, sauces, desserts, meat products, vegetarian products.
Sulphur dioxide (when added and above 10mg / kg in the finished food and drink)	In meat products, fruit juice drinks, dried fruit and vegetables, wine, beer.

Reporting of food poisoning

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 will contact the Environmental Health Department and the Health Protection Agency, to report the outbreak and will comply with any investigation.

Any confirmed cases of food poisoning affecting two or more children looked after on the premises are notified to Ofsted as soon as reasonably practicable, and always within 14 days of the incident.

This policy was adopted by: In2Sport	Date: 6 th September 2022
To be reviewed: September 2023	Signed: L M Hall