Zac’s Club Limited 

Food and Drink Policy and Procedure

**Aim:**

At Zac’s Club we aim to provide a healthy nutritious breakfast and after school snack, which meets all children’s individual dietary needs where required. We also provide a nutritious hot lunch during the school holidays.

1. Allergies and special dietary requirements are advised to all staff and appropriately catered for.

* Parents/guardians will be asked to fill in the appropriate allergy and dietary requirement details online when registering their child within our setting.
* All staff will be informed of any child who has an allergy or a dietary requirement, and an appropriate Care Plan drawn up in conjunction with parents and Health Professionals.
* Vegetarian options are always included in our offering, and children guided appropriately in order that they can make the correct food choices applicable to them. Vegan options can also be offered if needed.
* Where a child has an allergy, we ensure that we provide appropriate food, and that the child understands what they are eating and how to keep themselves safe from the risk of an allergic reaction. Such food will be prepared first, and separately from other food to ensure we reduce the risk of cross contamination.
* Allergies and dietary requirement needs will be displayed in the food preparation area so that whoever is preparing snack can see.
* A home visit is offered where appropriate to discuss specific dietary needs if complex.
* We will work closely with parents if a child develops emerging dietary requirements or allergies, and regularly review and document any changes to conditions in Care Plans.

2. We wish to provide a healthy and nutritious breakfast or snack at each session.

* Zac’s Club Limited understands the importance of healthy eating. The snack that we provide will be a healthy nutritious snack, with any special dietary requirements taken into account.
* We want to try and introduce new foods to the children. Foods from other cultures which the children may not be used to may be introduced offering a range of textures and tastes. We may include this in our programme of events from time to time in addition to the usual food provision, ensuring any dietary requirements are catered for.
* We will not provide nuts and we will not use foods that contain nut ingredients in them.
* Water will be available at all times for the children to help themselves.
* As well as water we will offer milk and apple or orange juice at breakfast time, and diluted no sugar added squash at snack time. Water is offered with lunch during Holiday Club.
* Our daily menu is displayed on our notice board to advise parents of the foods we are offering. We display our lunch menu on the website a month in advance of the sessions starting.
* We encourage the children to put the spreads on their toast, scoop their cereal in their bowl and pour their own fruit juice, this is to promote their independence. They also help themselves to snack, and are actively encouraged to contribute to, and take part in food preparation for snack time, and lunch.

3. Food is presented in a café style designed to encourage choice, and children to serve themselves.

* We are not able to force your child to have snack, but we will encourage it as much as we can, and allow children to self-select their food, and pour their own drinks.
* Children will be asked to wash their hands before snack.
* Snack time will be café style and will be available for those who wish to have some for roughly 40 minutes to allow children to come up a few at a time.
* Staff will supervise the café to encourage children to take an appropriate amount and mix of food.
* Given the very serious nature of some of the allergies that may be present in the setting, all food preparation is undertaken by staff qualified in food safety at level 2, and who have completed the food allergy awareness course to avoid any cross contamination, however child independence and understanding of what we eat is actively promoted, and involvement in both choice of snack or breakfast is encouraged. Children can for example, make up their own wraps at snack time from self-selected ingredients, or build their own cracker. At lunch, depending on the menu, they will be able to build their own pitta pizza or choose from a range of fillings for baked potatoes. They can also assist in peeling fruit etc.

4. Food hygiene regulations are fully complied with to ensure the safety of all, in the provision of food and drink.

* Food will be cleaned and prepared hygienically. All staff hold a food safety qualification. A copy of the certificate is kept on file as these need to be renewed every 3 years.
* Training in food hygiene has also been conducted for all staff, along with renewal training.

5. The safety of children and staff in dealing with food and drink is of paramount importance.

* Where staff have hot drinks, they must ensure that they at no time leave their cup unsupervised in a child area, and the cup is returned to the kitchen area. Children are not served hot drinks. Where possible hot drinks should be stored in a sealed, spill proof container.
* All children have to eat there snack at the table at all times. so staff can see and hear them at all times this is to reduce the risk of choking.
* Children are allowed to assist in the preparation of food under supervision, but are reminded about the dangers of sharp knives, and staff will not allow them to be handled by children. Sharp knives are to be kept locked away.
* Zac’s Club uses all of its own food preparation equipment and storage, to reduce any likelihood of cross contamination issues with the school, and all staff are suitably trained.
* Food and drink is stored in either a fridge, freezer or cool dry place as appropriate.
* Freshness of food and use by dates are checked on a daily basis.
* Food deliveries are unloaded straight into the fridge from the weekly order.
* All Care Plans are regularly updated and staff made aware of any allergies to ensure they serve appropriate food to the children and know what action to take in the event of an allergic reaction.
* All staff must be Paediatric First Aid trained either before their employment or during their probationary period with us, and before being issued with a permanent contract. Before handling food staff must have completed their food hygiene and food allergy training.