

**Food & Drink Policy and Procedure**

At Woven Nursery Enterprise Ltd it is our policy to provide children with healthy, balanced and nutritious meals, snacks and drinks.

Those responsible for the preparation and handling of food in the setting will be competent to do so.

**Procedure**Before a child is admitted we will obtain information about any special dietary requirements, preferences and food allergies, and any special health requirements.

We will collect, record and act on information from parents about a child’s dietary needs.

We will also provide children with clean, age-appropriate crockery and eating utensils. In order to minimise the risk of infection, we will ensure children’s plates, cutlery and cups are not shared and are cleaned and disinfected regularly.

Woven Nursery Enterprise Ltd respects the diversity of practice around mealtimes e.g. use of chopsticks or fingers for eating, while following appropriate hygiene practices.

We will provide children with healthy meals, snacks and drinks as appropriate, following NHS and government guidelines.

Fresh drinking water will be available and accessible at all times, both inside and outside the setting. We will also ensure children do not share drinking cups.

As a provider of meals and snacks we are aware of our responsibilities under food hygiene legislation. This includes registration with my Local Authority Environmental Health Department. If we are contacted by the Environmental Health Department, Woven Nursery Enterprise Ltd are happy to have our premises inspected by a food safety officer.

We will detail any allergens that are present in the food that we prepare for children in accordance with EU Information for Consumers Regulation 2014 and detailed on www.food.gov.uk.

We will ensure suitable sterilisation equipment is used for babies’ food.

Baby changing facilities will not be near food preparation areas.

Woven Nursery Enterprise Ltd will ensure that we, and everyone caring for children, as well as the children themselves, are aware of good hand washing procedures and how these are carried out. Hand washing procedures will be carried out regularly throughout the day. Where this isn’t possible then sanitising hand gel will be used.

If there is an outbreak of food poisoning affecting two or more children looked after on the premises, Woven Nursery Enterprise Ltd will notify Ofsted as soon as possible but definitely within 14 days of the incident occurring in order to comply with regulations. This includes incidents which occur outside childcare business hours (e.g. at home).

We will keep all food receipts, including those under £10, so that if there is an outbreak of food poisoning on our premises, we will be able to trace the outlet where the food was purchased.