

Food Safety policy

Knutz Out of School Club is committed to ensuring we always follow safe and healthy practises around the storage, preparation and service of food. Staff involved in food handling and preparation must meet high standards of personal hygiene. Any member of staff showing signs of infection or ill health will not be permitted to handle food.

Knutz Out of School Club follows the guidelines set out in 'Safer Food, Better Business' (FSA) and is registered as a food business with our local authority. We are subject to inspection by Watford Council Environmental Health to ensure that health and hygiene standards are being met.

All staff involved in food handling have received food handling and hygiene training. When preparing food, staff follow the requirements of current food hygiene legislation, including:

- Always washing hands with anti-bacterial soap and hot water before and after handling food and using the toilet
- Using clean, disposable or washable cloths
- Using the correct colour coded chopping boards (e.g. white-bread/dairy, green-salad/fruit)
- 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 or gloves may be worn during food preparation and service.)
- Covering spots or sores on the hands and arms with a waterproof dressing
- Keeping fingernails short, clean, and free from varnish. (Or gloves may be worn during food preparation and service.)
- Food must be prepared in a way to prevent choking.
- Food provided must be appropriate to cater for any allergies, intolerances and special dietary requirements of the children attending.

Supervision while eating

A staff member with a current paediatric first aid certificate must be in attendance whilst children are eating.

The children must be within sight and hearing of a staff member while they are eating.

Choking can be completely silent; therefore, part of our everyday routine will be for staff to watch children's faces whilst they are eating. Staff will remain vigilant that children are eating safely. Staff will stay alert and ready to react to any unexpected allergic reactions.

Allergies and dietary requirements

Before a child is admitted to the setting, the club will seek information regarding any specific dietary requirements, preferences, food allergies and intolerances that the child has. Also to find out about any pertinent health conditions.

Such information is available to staff in the Children's Health and Wellbeing folder. Staff involved in preparing and handling food must check the dietary requirements for the children attending each session.

The manager is responsible for ensuring the dietary requirements list is maintained up to date and that the nominated team members understand their responsibilities. Nominated team members are allocated according to their role on the rota.

- The staff member on Breakfast duty must check the dietary requirements for that day's breakfast service.
- The staff member on Dining Hall duty must check the dietary requirements for that day's after school club snack service and communicate these details to staff preparing and/or providing food to children.

- At holiday club the staff members on early shift must check the dietary requirements of that day's children and communicate these details to staff preparing and/or providing food to children.

The club will ensure ongoing communication with Parents/Carers and, where appropriate, health professionals so we have up-to-date management plans for known allergies and intolerances.

Allergen information will be available to parents via the menu plan on our website at

<https://www.knutzclub.co.uk>

Staff training and Allergen Awareness

The Club ensures that all staff have Paediatric First Aid Training, Food Allergy Awareness training and practise using an autoinjector.

Incident recording

When a child experiences a choking incident that requires intervention, Knutz Out of School Club staff must record details of where and how the child choked and make Parents/Carers aware. Record on Ovivio using more, safeguarding, accidents and select choking as the accident type.

Knutz Out of School Club will review records periodically to identify trends or common or recurring features of incidents that could be addressed to reduce the risk of choking. Appropriate action will be taken to mitigate any concerns identified during this review process.

Food storage

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 food quality is maintained.

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

Cleaning

- The fridge is spot cleaned daily. It is emptied and cleaned thoroughly, with warm, soapy water, on a termly basis.
- Food is checked for freshness – anything past the use by date will be disposed of.
- Freezers are defrosted and cleaned once a year before closure for the summer break.
- All food preparation surfaces are wiped clean after use with anti-bacterial cleaner and clean cloths.
- All chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and then thoroughly rinsed or washed in the dishwasher.
- Food storage cupboards are kept clean and tidy and inspected weekly for evidence of pests.
- Appropriate controls are implemented to reduce the risk of cross contamination.

Policy last updated:	October 2026	Next review due:	September 2027
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Reviewed by: *Sue Vovrosh*

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