FOOD HYGIENE POLICY

Reviewed September 2026

Elite Sports Academy believes that the provision of healthy and well-balanced food is of upmost importance when serving breakfast and snacks to children in our care.

Elite Sports Academy also believes that staff have a duty of care to ensure that all children should be kept as safe as possible from poisoning and related food-associated illness by the adoption of high standards of food hygiene and food preparation. Poorly prepared, stored or contaminated food can be the source of potentially fatal infections such as salmonella and listeria.

Providing healthy, balanced and nutritious food ensures that all children get the right amount of nutrients and energy to grow, which is especially important for children at home who might not have access to healthy food. Developing positive eating habits early on will guide them through healthy choices throughout their lives.

AIM OF THE POLICY

This policy is intended to:

● Ensure that children are presented with food that is prepared safely and of a nutritional background

● Ensure that children with special dietary backgrounds are supported

● Protect staff and children from food related illnesses

FOOD HYGIENE POLICY

Elite Sports Academy believes each child should have access to a healthy breakfast/snack of their choice during their time with us. To accomplish this, we provide a variety of food that allows children to choose what they would like to eat, including different types of food that can be eaten by children with allergies/dietary requirements.

At Elite Sports Academy we follow the guidance set out by Safer Food Better Business published by the Food Standards Agency.

WITHIN ELITE SPORTS ACADEMY

● All food will be prepared and stored in accordance with the high standards required by the Food Safety Act 1990 and the Food Hygiene Regulations 2005

● Each child will be offered breakfast/snack when coming into our care each morning/evening

● Cold drinks including water and milk will be available at all times

● Religious, personal or cultural food requirements will be specially catered for

● Mealtimes will be unhurried and relaxed to allow children to eat their snacks in their own time, staff will sit with the children and observe the eating area facing the children.

● Staff should encourage children to eat. If they are struggling to find something they would like to eat, staff should suggest other items of food for them to consume

● All food preparation areas will be designed to permit good hygiene practice and be easy to clean and disinfect

● All food preparation and storage areas will be designed and sited to provide adequate ventilation and to protect food against external sources of contamination such as pests and vermin

● All food preparation areas, storage areas and serving areas will be kept in good condition at all times

● All food preparation areas, storage areas and serving areas will be kept clean at all times – the kitchen will be subject to regular cleaning and staff using the kitchen on that day should clean their areas straight away

● Adequate sanitary and hand washing facilities will be made available for both children and staff

● Risks will be assessed and recorded based upon the HACCP (Hazard Analysis Critical Control Points)

● Staff preparing food will take all actions to ensure the risk of contamination is avoided

● All utensils and surfaces will be kept clean at all times

● Staff must have adequate training and maintain a high level of personal cleanliness

● Staff should use the correct labelled chopping boards when handling different groups of food eg. meat, dairy and fruit and vegetables

● All food should be stored correctly, and containers should be labelled with their use by date. Food should not be kept for any longer that the packaging advises

● Fridge and freezer temperatures should be checked daily and recorded

● The fridge should always read a temperature between 0 – 4c and the freezer should be around -18c

SICKNESS

● Any member of staff who is unwell should not come into work until completely recovered. If vomiting is involved, they should not be around food for at least 48 hours since the last time they were sick

● Staff who fall unwell at work should leave the kitchen immediately and go home. They should not return until fully recovered. Food areas, storage areas and service areas should be cleaned and sanitised thoroughly

● Children who are unwell should be taken into another room and areas they have been in should be thoroughly cleaned. Parents must be called and a record of them being unwell must be recorded. Staff must make the manager aware

TRAINING

All staff will undergo food hygiene training to ensure that everyone can handle food to the best and safest standard.

Staff who regularly run the wrap around provision will be offered extra training that goes into further detail on food handling, storage and illnesses.

All staff will be offered ongoing training to develop their skills in food handling and ensure that their infection control techniques are up to date.

DIETRY REQUIREMENTS

All children's allergies and dietary requirements are documented during the enrolment process and stored securely. Parents and caregivers are required to provide accurate and up-to-date information regarding any food allergies, intolerances, or specific

dietary needs at the time of registration, and are encouraged to update this information if circumstances change. This information is reviewed regularly by staff and is accessible to all relevant team members, including staff that are covering, to ensure the correct meals are provided and risks are minimised. It is the responsibility of all staff involved in food preparation service to refer to the allergy and dietary information documented and follow the appropriate procedures to ensure each child's needs are safely met.

The host school will also share any additional information they have on dietary requirements and allergens on their existing and any new pupils who arrive at the school.

EARLY YEARS

Out of school clubs also have other statutory regulations that they must adhere to when providing food and drink for the children in their care if they are registered with Ofsted. The welfare requirements of the Early Years Foundation Stage state that:

"Before a child is admitted to the setting the provider must also obtain information about any special dietary requirements, preferences and food allergies that the child has, and any special health requirements... Providers must record and act on information from parents and carers about a child's dietary needs."

[para3.55Statutory Framework for the Early Years Foundation Stage, 2024]

Staff will follow the and drink guidelines outlined in table 2 page 13-16 in the Early Years Foundation Stage Nutrition Guidance.

When serving food to children, make sure the food is cut to the correct size to avoid choking.

It's important that you cater for the cultural and dietary needs of the children in your care.

The most common dietary requirements in early years are:

● Food allergies: Allergies to foods can cause serious reactions, including death.

● Food intolerances: Food intolerances often cause stomach pain and discomfort.

● Vegetarianism: A vegetarian won't eat meat of any kind, including fish. They also won't eat by-products of animal slaughter, such as gelatine. Most people who choose to be vegetarian do so for religious, health or moral reasons.

● Veganism or eating a plant-based diet: A vegan is someone who eats a diet based on plants (such as vegetables, grains, legumes, nuts, seeds and fruits) and foods made from plants. Vegans don't eat foods derived wholly or partially from animals

(such as meat, fish, eggs and honey). Some people refer to this as eating a plant based diet.

● Pescetarianism: A pescetarian avoids meat but eats fish and seafood. They may also consume dairy and eggs. People choose this diet for health, environmental, or ethical reasons, believing fish is a more sustainable or ethical option than other meats.

● Religious preferences: Some religions or faiths have strict dietary requirements. Although eating certain foods won't physically harm children, it is vital to respect their religious and cultural beliefs. Religious dietary requirements include (but are not limited to):

• only eating halal foods

• avoiding pork or beef

• keeping kosher

• eating specific foods only on certain days.

Children with special dietary requirements may need specific foods excluded or included. Where a food is excluded from a child's diet you should consider substitutions and replacement ingredients.

Providers should create a safe and inclusive environment for all children to eat and children with special dietary requirements should be included in mealtimes with other children as far as possible.

You should have ongoing discussions with parents and/or carers about their child's dietary needs. Parents and/or carers may assist by sharing guidance from healthcare professionals, and providers should seek professional advice for menu planning when needed.

FOOD ALLERGIES

From December 2014 new food regulations came into force which mean that all food providers - including out of school clubs if they serve food - have a legal duty to provide information to consumers if any of 14 specified allergenic ingredients are contained in their food.

They are:

● Celery

● Cereals containing gluten (such as wheat, barley and oats)

● Crustaceans (such as prawns, crabs and lobsters)

● Eggs

● Fish

● Lupin,

● Milk,

● Molluscs

and oysters)

● Mustard

● Peanuts

● Sesame

● Soybeans

(such as mussels

● Sulphur dioxide and sulphites (if the sulphur dioxide and sulphites are at a

concentration of more than ten parts per million)

● Tree nuts (such as almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans,

pistachios and macadamia nuts).

When creating menus, you should also consider substitutions and replacement ingredients for children with special dietary requirements. These may be linked to food allergies, intolerances or coeliac disease, religious and cultural beliefs, and vegetarianism or veganism.

Meal plans

Planning snacks will also allow staff to ensure they are keeping track of what has been offered and is balanced. Staff will write up a weekly food plan visible for parents to see.

Menus need to include a variety of foods, tastes, textures and colours.

Menus, will also be spoken to in liaison with the host school so the same foods are not offered from school lunch and the afterschool wrap around provision.