



AFTER SCHOOL AND BREAKFAST CLUB **FOOD SAFETY POLICY AND PROCEDURES**

Introduction and Aims

This policy is to aid Governors and school staff in the safe running of food retailers in this school and to adhere to Food Standards. Queensway School is a registered food retailer outlet. Queensway School is committed to ensuring that safe and healthy practices around the storage, preparation and service of food are followed at all times and maintained at times throughout our after-school club and breakfast club. This is in order that Queensway School complies with current legislation. We follow the guidelines set out in “Safer food, Better Business” (FSA) and is registered as a food business with the relevant local authorities (EH:05628). We are regularly inspected by Environmental Health to ensure that health and safety standards are being met.

Food Safety Folder

The school maintains a ‘Food Safety Folder’ which contains the following:

- This policy
- Food Hygiene Training records
- Medical, food allergies and dietary requirements for all pupils
- Record sheets for fridge temperatures and cleaning schedules

This is kept in the kitchen office as a point of reference.

Duties of the Servers

Staff involved in food handling have received Level 2 Food 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 cloths
- 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 hat and tying back long hair.
- Covering spots or sores on the hands and arms with a waterproof dressing
- Wear suitable food standard gloves and keeping fingernails short, clean, and free from varnish
- Wearing an apron for food service

The nominated member of staff has a responsibility to ensure that the fridge/freezer is monitored and recorded (on the daily risk assessment) and remains within specified limits. Past records are filed in the Food Safety folder.

At least one member of staff at each setting will have completed appropriated training in Food Safety at Work and this person will be responsible for overseeing the preparation and handling of food in the setting.

Personal Hygiene

Queensway School has high standards of personal hygiene for all members of staff involved in the handling and preparation of food. Members of staff will be responsible for ensuring that any children involved in the preparation of food follow strict hygiene procedures. In addition, any person showing signs of ill health will not be permitted to handle food.

All staff and visitors must adhere to the Queensway School No-Smoking Policy.

Food handlers, including children, should wash their hands regularly, especially:

- After visiting the toilet
- When entering the kitchen area
- Between handling raw and cooked food
- After eating, coughing, sneezing, blowing noses etc
- After handling waste food or refuse
- After handling cleaning materials
- After outside activities e.g., sports
- After returning from a staff break

In addition:

- Fingernails must be kept short and clean. Staff must wear plastic gloves during food preparation
- While preparing food, staff should not chew gum or sweets and must never taste the food by sticking fingers or eating off of cooking utensils. This is particularly relevant when children are involved in cooking activities
- Any cuts, spots or sores on the hands and arms must be covered completely with a blue, waterproof dressing. Staff should check children's hands before they participate in activities involving food
- No outdoor equipment or clothing should be brought into the food preparation areas. Aprons to be worn during service
- Staff should avoid touching their hair and face while preparing food. Wear a hat and tying back long hair.
- Staff and children should wash their hands after touching their face or hair
- Staff and children should under no circumstances continue to prepare food if they are feeling unwell or show symptoms of illness.
- Handwashing will take place in the kitchen or staff toilets and antibacterial hand wash is provided by Queensway School

Managing children with Food Allergies

- Staff involved in food handling have received training in Food Allergy and Intolerance training.
- The school is working towards compliance with Benedict's Law from September 2026
- Food allergies can affect a child at any time of their life. Parents/carers are required to complete an allergies form when the child starts school or when the child's allergy becomes known to the parent/carer. This is reviewed annually in September.
- Completed allergies form are sent to the school office by the parent/carer and managed by the School Office. Allergy details for each child booked into a club are provided on the daily register and also in the Food Safety Folder.
- The allergy to nuts is the most common high-risk allergy and the SCHOOL IS A NUT AWARE SCHOOL.

Food Preparation

- All foods must be prepared as close as possible to the time of display for consumption or the time of delivery. After preparation they should be refrigerated until immediately before service
- Cold food should not be displayed for more than one hour. At the end of service all foods left over which have left on the service counters should be disposed of
- Colour coded boards must be used for different types of foods as follows:

Bakery & Dairy Products	white
Fish	blue
Cooked meat	yellow
Raw meat & poultry	red
Salad & fruit	green
Vegetables	brown

Food should not be left out at kitchen temperature for any longer than 20 minutes whilst being prepared. Once preparation has finished the food should be served, refrigerated or cooked depending on the circumstances.

Cleaning of Food Preparation Areas

All members of staff should be aware of the importance of keeping food preparation areas clean and tidy.

- All surfaces being used to prepare food, including for activities involving food, and eating food (packed lunches) should be wiped initially to remove loose debris and then wiped down with an antibacterial wipe or antibacterial spray and cloth. Identified chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and are thoroughly rinsed. Washing up sinks should be between 50C and 60C. Weekly water temperature checks are undertaken by the caretaker to ensure suitable temperatures.
- Children should always be seated on chairs or benches to eat their food with a table in front of them to rest their food. Snacks may occasionally be eaten while sitting on the floor or outside (e.g., picnic) but where possible, it is better to sit on a chair with a table to eat.
- NO CHILD EVER EATS UNSUPERVISED OR WHILE MOVING AROUND
- After food activities or food preparation, the above procedure should be repeated.
- Floors should be swept regularly after each eating period to avoid build-up of dropped food.

Fridges and Freezers

Staff are to log daily recordings of the fridge temperature. Staff also have a responsibility to ensure that the fridge is cleaned at least once per week, items in the fridge should be checked daily for freshness and items should not be kept in the fridge when they are past their use by or best before date. Cleaning of the fridge should include:

- Taking out the shelves and drawers and cleaning them in warm, soapy water
- Cleaning the inside walls, top and bottom of the fridge with anti-bacterial cleaner
- Cleaning the seals around the fridge door to ensure that there are no spillage or stains
- Written records of temperature checks must be kept for at least three months and must include chilled and frozen deliveries, chilled and frozen storage, cooking, cooling and hot and cold display. Past temperature logs are kept in the Food Safety folder.

Cross Contamination

Staff have a responsibility to ensure the correct implementation of appropriate cross contamination controls as listed in "Safer food, Better Business" (FSA)

[Safer food, better business \(SFBB\) | Food Standards Agency](#)

No raw meat or fish is ever provided at our clubs.

Food Storage

Food will be stored in cupboards and fridges/freezers. All foods are stored according to safe food handling practices at a correct temperature, to prevent the growth of food poisoning organisms to ensure that food quality is maintained. Fridge temperatures are checked and recorded on a daily basis as part of the daily risk assessments. If there are temperature fluctuations that are not explained by simple error (e.g., failure to close the fridge properly), a new fridge may be purchased.

- Opened food will be labelled to show the date when it was opened.
- Cooked meats will be thrown away three days after opening.
- To save food, some cooked meats and other foods may be separated and part of the packet frozen. Food will be contained in food bags or plastic containers in the freezer or fridge.
- Frozen cooked meats will be labelled to show when they were frozen.
- After tinned food has been opened, food must be decanted into a suitable container and not kept in an opened tin.
- Suitable containers would be plastic bowls covered with cling film or plastic lidded containers.

- When taking food out of the freezer, it will be labelled with the date to show when it was taken out and will be thrown away three days after defrosting.
- Food in the fridge and freezer will be regularly checked to ensure food dates are checked and if appropriate, out of date food will be thrown away.
- Freezers are defrosted, if necessary, and cleaned once every half term.

Reducing choking risks

- Children always eat in full view of staff and sat down
- Small items such as cherry tomatoes and grapes etc are cut up – quartered, raw carrots and cucumber are cut into batons not rounds
- Staff are trained in recovery techniques
- A calm environment is kept to limit distractions
- Consideration is given to the size of the child when serving food and how it is cut up
- Having a drink available during eating times

Policy Review

This policy will be reviewed every 3 years by the SLT

Head Teacher:

Date