Food Management/Safety Policy and Procedures 2026

Funtastic Kids 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 all throughout our holiday camps, after school clubs and breakfast clubs. This is in order that Funtastic Kids 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. We are regularly inspected by Environmental Health to ensure that health and safety standards are being met.

Supervisors and some additional 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 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 or wearing gloves
- Covering spots or sores on the hands and arms with a waterproof dressing
- Keeping fingernails short, clean, and free from varnish or wearing gloves.

Supervision whilst eating

Whilst children are eating there **must** always be a member of staff in the room with a valid paediatric first aid certificate. Children must always be within sight and hearing of a member of staff whist eating. Funtastic Kids staff recognises that choking can be completely silent, therefore visual supervision of children's faces whilst eating is part of our everyday practice. Staff will remain vigilant that children are eating in a way that prevents choking and are ready to react to any unexpected allergic reactions. Food standards EYFS choking hazard/food safety advice poster and table will be displayed in the food preparation area of all our settings. Small round fruits such as grapes and cherry tomatoes will be cut lengthways then in half again(to make quarters). For EYFS children we cut cheese and bread/toast into strips

Allergies and dietary requirements

Before a child is admitted to the setting we will obtain information about any special dietary requirements, preferences, food allergies and intolerances that the child has, and any special health requirements. This information will be shared with all staff in the preparing and handling of food through reading and signing the FK food allergy sheet. At each meal and snack time the Supervisor will check that the food being provided meets all the requirements for each child. The food allergy information sheet will provide this information.

We will have ongoing discussions with parents/carers and where appropriate health professionals to develop allergy plans for managing any known allergies/intolerances. This information will be kept up to date by the setting and shared with staff.
We communicate allergy information to parents through meal planners.
We ensure parents provide us with allergy action plans and they are updated as needed.
We ensure that staff have completed training on recognising symptoms and treatments for allergies and anaphylaxis, the differences between allergies and intolerances and that children can develop allergies at any time. We do this by getting staff to complete the Level 2 food hygiene course.
If a child does experience a choking incident that requires intervention, FK will record the details of where and how the child choked and inform parents. We will review these records as needed to identify trends or common features to reduce further risk of choking. Appropriate action/changes will be taken if required

Personal Hygiene

Funtastic Kids 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 Funtastic Kids 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. If wearing nail varnish, 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
- Staff should avoid touching their hair and face while preparing food and ideally tie long hair back. 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 handwash is provided by Funtastic Kids.

Identification and Handling of High Risk Foods

It is the responsibility of the supervisor to ensure that any high risk foods have been identified and adequate control measures have been identified and applied. Refer to the Food and Cooking Risk Assessment. All members of staff have a responsibility for ensuring that they apply to the identified controls and to ensure that the fridge/freezer is monitored and recorded (on the daily risk assessment) and remains within specified limits.

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.

When frozen meat or fish is cooked a temperature probe will be used to ensure the foods have reached the required minimum temperature-fish (**145 f**) and chicken nuggets (**165c**). Probe wipes are provided to ensure they are cleaned sufficiently after use.

Before each use the food probe will be calibrated. A simple way to check a digital probe is to put it in iced water and boiling water: The readings in iced water should be between -1°C and 1°C. The readings in boiling water should be between 99°C and 101°C.

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. Chopping boards are cleaned after use with warm soapy water, anti-bacterial cleaner and are thoroughly rinsed.

When anti-bacterial spray is used, we use BS EN 1276 standard products that are active in 30 seconds

Children should always be seated on chairs or benches to eat with a table in front of them to rest their food.

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.

Food Safety

E.coli

E.coli 0157 can cause serious health issues, including fatalities and kidney damage, even from a very small infection. Key control measures involve:

- separation of equipment and staff involved in handling raw food from staff that handle ready-to-eat food
- effective cleaning and disinfection
- personal hygiene and handwashing

The Food Standards Agency provides guidance https://www.gov.uk/government/publications/e-coli-cross-contamination-guidance/e-coli-o157-cross-contamination-guidance and the control of cross contamination.

Separation

Cross-contamination is one of the most common causes of food poisoning. It happens when harmful bacteria are spread onto ready-to-eat food from other food, surfaces, hands or equipment.

Identifying separate work areas, surfaces and equipment for raw and ready-to-eat foods is the only certain way of preventing E. coli 0157 contamination.

If there has been a risk of contamination, all work must stop until the surfaces and equipment in the area have been sufficiently cleaned and disinfected, or replaced. Any potentially contaminated food should not be supplied for consumption. If it is suspected that contaminated food has gone to consumers, appropriate action must be taken.

Other ways to stop E.coli spreading

Work areas: Provide separate working areas, storage facilities, clothing and staff for the handling and storage of ready-to-eat food. This is the designated clean area.

Storage: Use separate storage and display facilities, including refrigerators and freezers. Where separate units are not provided, the clean areas should be sufficiently separated and clearly identifiable.

Utensils: Separate chopping boards and utensils must be used for raw and ready-to-eat foods unless cleaned and disinfected in a commercial dishwasher between use.

Packaging: Packaging materials for ready-to-eat food should be stored in a designated clean area and the outside surfaces of any wrapping materials for ready-to-eat food brought into a clean area must be free from contamination.

Cleaning products: Separate cleaning materials, including cloths, sponges and mops should be used for the designated clean area.

Acrylamide

Acrylamide is a chemical substance formed when starchy foods, such as potatoes and bread, are cooked at high temperatures (above 120°C). It can be formed when foods are:

- baked
- fried
- grilled
- toasted
- roasted

Acrylamide is not deliberately added to foods – it is a natural by-product of the cooking process and has always been present in our food.

It is found in a wide range of foods including:

- roasted potatoes and root vegetables
- chips
- crisps
- toast
- cakes
- biscuits
- cereals
- coffee

Potential health effects of acrylamide

Laboratory tests show that acrylamide in the diet causes cancer in animals. Scientists agree that acrylamide in food has the potential to cause cancer in humans as well. We recommend that the amount of acrylamide we all consume is reduced, as a precaution.

How to reduce acrylamide in the workplace

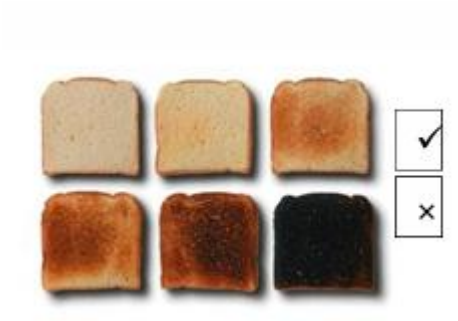
To reduce your consumption of acrylamide when preparing food in the workplace, we advise you should:

- aim for a golden yellow colour or lighter when frying, baking, toasting or roasting starchy foods
- follow the cooking instructions on the pack when cooking packaged foods like chips and roast potatoes

Avoid storage of raw potatoes in the fridge, as this lead to the formation of additional sugars (known as cold sweetening) which can then convert into acrylamide when the potatoes are fried, roasted or baked. Do not overcook jacket potatoes.

Toast

- **Heat and Browning:** When bread is toasted, natural sugars and the amino acid asparagine react under high heat.
- **Darker Means More:** The darker or more burnt the toast becomes, the higher the concentration of acrylamide. Over-toasting bread can significantly increase acrylamide levels compared to lightly toasted bread



Fridges and Freezers

Staff check and record fridge temperatures daily-we expect the temperature to be between 3-5 Celsius. The legal requirement is 8c or below. If it is above this number we would adjust the temperature and monitor. If we have any concerns over chilled food we would throw it away. If there are temperature fluctuations that cannot be explained by simple user error (e.g. not closing door properly), a new fridge will be purchased.

The freezer should be set at -18c or below. If it is above this number we would adjust the temperature and monitor. If we have any concerns over frozen food we would throw it away.

All members of staff at wrap around care clubs 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

On arriving at a school site for a holiday camp, the fridge should be inspected and cleaned following the procedure above if deemed necessary by the supervisor before the food arrives.

Sinks
If the kitchen has only one sink -to avoid the risk of cross contamination i.e – fruit & veg is washed in a colander, a bowl is used for washing utensils / equipment etc and the sink (without anything inside) is used for hand washing and is thoroughly cleaned in between each activity.

Cross Contamination

All members of staff have a responsibility to ensure the correct implementation of appropriate cross contamination controls as listed in the Food and Cooking risk assessment.

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 our 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 will be purchased.
Opened food will be labelled to show the date when it was opened and when it should be disposed of. Supervisors are responsible for checking the storage instructions of individual items e.g. Cooked meats will be thrown away 2 days after opening. Most cooked meats (unless stated) cannot be frozen. **Grated cheese will be thrown away 3 days after opening**. Food will be contained in food bags or plastic containers in the freezer or fridge. 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. **These decantated food items should have a label indicating when opened and should be thrown away after 2 days** (or depending on specific guidance on labels).
All opened items e.g. biscuits should have a sticker/label stating when opened and when to throw away e.g. a week-see individual storage instructions for advice
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 **3 days after defrosting.**
Freezers are defrosted, if necessary, and cleaned once every half term.

Food deliveries
Club and camp food is delivered weekly using an online supermarket booking system. On arrival the Supervisor will visually check all items and get the van fridge/freezer temperature from the driver. This will be recorded on the daily environmental check sheet

This policy was adopted by: Funtastic Kids	Date: November 2026
To be reviewed: November 2027	Signed: Marcus Holloway Director

Written in accordance with the *Statutory Framework for the Early Years Foundation Stage (2026): Safeguarding and Welfare Requirements: Food and drink [3.63], Safer Eating [3.64 - 3.71] and Food and drink facilities [3.72].*