**Provision of Food Policy – Aberchirder Nursery**

**Policy Statement**

Aberchirder Nursery adhere to the School’s Visions and Values of:

* **‘Yes We Can’**
* **P.R.A.I.S.E: Persevere, Respect/Responsible, Attitude, Included, Safe, Enthusiastic**

We aim to ensure your child is adhering to the school’s Visions and Values through the Provision of Food Policy.

The development of this Policy has been underpinned by National and Local guidance from:

* “Children and Young People (Scotland) Act 2014 Early Learning and Childcare” – *Scottish Government*
* “Setting the table, the nutritional guidance and food standards for the ELC sector” – *NHS, Health Scotland*
* “Food Matters” – *Care Inspectorate*
* “Eatwell Guide” – *Food Standards Scotland*
* “Hand Hygiene: Information to Support Improvement” – *Care Inspectorate*
* “A Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland- Funding follows the child” – *Scottish Government*
* “Infection Protection and Control in Childcare Settings” – *Health Protection Scotland*
* “Supporting Children with Special Dietary Requirements” – *Aberdeenshire Council*
* “Food Safety Management System: Nursery Edition” – *Aberdeenshire Council*
* Good practice guidance: prevention and management of choking episodes in babies and children” – *Care Inspectorate*

This policy statement on the Provision of Food is written to meet the expectations of the relevant Health and Social Care Standards and aims to provide outcomes for children and families:

* 1.33 I can choose suitably presented and healthy meals and snacks, including fresh fruit and vegetables, and participate in menu planning.
* 1.34 If I need help with eating and drinking, this is carried out in a dignified way and my personal preferences are respected.
* 1.35 I can enjoy unhurried snack and mealtimes in as relaxed an atmosphere as possible.
* 1.36 If I wish, I can share snacks and meals alongside other people using and working in the service if appropriate.
* 1.37 My meals and snacks meet my cultural and dietary needs, beliefs and preferences
* 1.38 If appropriate, I can choose to make my own meals, snacks and drinks, with support if I need it, and can choose to grow, cook and eat my own food where possible.
* 1.39 I can drink fresh water at all times.
* 3.14 I have confidence in people because they are trained, competent and skilled, are able to reflect on their practice and follow their professional and organisational codes

**Aims/Principles**

The aims of this policy are as follows:

* Article 12 (respect for the views of the child) Every child has the right to express their views, feelings and wishes in all matters affecting them.
* Article 13 (freedom of expression) Every child must be free to express their thoughts and opinions and to access all kinds of information.
* Article 24 (health and health services) Every child has the right to the best possible health. Governments must provide good quality health care, clean water, nutritious food, and a clean environment and education on health and well-being so that children can stay healthy.

This guidance will provide a shared understanding of the procedures and guidance which will be followed by all staff to ensure safe and positive outcomes for their Health and Wellbeing. It will ensure consistency and quality across the setting.

**Procedure**

Funding

* Every Nursery child is entitled to a free school meal. This will be provided at lunch time and includes a minimum of a main meal and a dessert (Appendix 8).
* Parents/Carers are required to pay a snack fee of 50p per session. Those children who attend Nursery for a full day will be required to pay for 2 sessions.
* Snack fee’s will be collected termly. Should any parents/carers prefer to pay in instalments, please see Miss Duncan.
* Children who are up taking a split placement will still only be entitled to one funded meal per day. It is up to the funded provider, family and local authority to agree where the meal will be supplied at (Appendix 8).

Snack Time

* Child snacks will be supplied following ‘Setting the Table’ guidelines and the ‘Eatwell Guide’ (Appendix 8 and 9).
* Children will all have the opportunity to be a ‘Healthy Hetty’ where they can select a healthy snack from a variety of photos and help staff to prepare it (Appendix 1).
* For snack, children will be offered fruit/veg and a healthy savoury/sweet option and a choice of either milk or water to drink (Appendix 1).
* Snack will be ‘free flow’ so children can choose to come for their snack at anytime during the session. Any children who have not come to snack when it is nearing the end of the session will be encouraged by staff (Appendix 1).
* Children can be given seconds of fruit if requested (Appendix 1).
* Children will be given a drink any time during the session upon request (Appendix 1).
* All dietary requirements and individual cultural needs will be met. The parent/carer must ensure they inform staff prior to the child attending the setting or as soon as such requirements arise. A discussion between Early Years staff, Catering Staff and the parent/carer will take place to create a care plan to ensure all parties involved with the child understand their individual needs (Appendix 8 and 9).
* If a child is regularly refusing food or drink, a discussion will be had between the staff and parent/carer to discuss how we can support the child with this.
* Good manners are always encouraged at the table with staff baring in mind that children can be polite without having to use the words ‘please’ and ‘thank you’ (Appendix 1).

Outdoors Snacks

* As part of our free flow system, children can choose whether to have their snack indoors or outdoors. Outdoor snacks will be stored in a cool box and kept between 1-5 degrees (Appendix 4).
* Children will wash their hands with running water and liquid soap before having their snack (Appendix 4).
* Water will be available at all times upon request (Appendix 1).
* Children will still be issues with appropriate plates, cups and cutlery (if required) for outdoor snacks and will be given the same snack options as indoors
* A Forest School Risk Assessment is in place for snack being prepared on a Campfire

Aberchirder Lunch Time

* All children are entitled to a funded meal. Meals are prepared on sight by Aberdeenshire Council Catering Staff.
* Menus operate on a 4 week rotation and are changed termly. Menus will be on display on the notice board for parent/carers. An electronic copy will also be emailed out to all parents/carers.
* Lunch will be served at 12 noon for those children who attend a morning or full day session.
* Children will receive a minimum of 1 main meal and a dessert and will be offered water to drink unless the menu states milk will be offered that day.
* Children will be encouraged by staff to try their lunch but a fuss wont be made if they refuse (Appendix 1).
* If a child is regularly refusing food or drink, a discussion will be had between the staff and parent/carer to discuss how we can support the child with this (Appendix 1)
* What a child eats and how much they eat will be recorded and parents will receive feedback at the end of the session (Appendix 1).
* A substantial afternoon snack will be provided for all children should they not eat their lunch or only have a small amount.
* No child will be punished for not eating or trying their food (Appendix 1).
* Lunch time will be a social and independent time. Children will have the opportunity to interact with adults and other children at the table. They will collect cutlery, pour their own drink (Staff will be serving food/drink and will set out plates, cups, cutlery etc for now due to Covid-19 guidance. The children will be encouraged to feed themselves using a fork and knife and encouraged to try new foods (Appendix 1)
* Children all eat at different paces so staff will ensure lunch time is a relaxed time and only when everyone at the table is finished can the children clear away plates (Appendix 1).
* Good manners are always encouraged at the table with staff baring in mind that children can be polite without having to use the words ‘please’ and ‘thank you’ (Appendix 1).
* If a child misses lunchtime, leftovers will not be kept due to infection control (Appendix 1).
* Aberchirder Nursery cannot allow children to bring packed lunches. This is due to our Infection Control Guidance and lack of refrigeration space.

Food Storage

* Food will be stored as per the guidance on the packaging
* All food being served to children will be within the expiry date
* Any open packets will be sealed and placed in a box. These packets will have a label with the date the product, when it has to be used by and the expiry date
* All open packets will be used first before opening anything new
* Outdoor snacks will be stored in a cool box (with ice blocks if necessary) between 1-5 degrees.
* Any freezer food will be cooked as soon as it is removed.
* Food being stored in fridge will be placed in accordance with Food Hygiene Guidelines to avoid cross contamination (REHIS)

Meeting Children’s Needs

* Aberchirder Nursery will aim to meet all children’s dietary requirements
* Expert help may be required to plans snacks/meals for particular children for medical reasons. It is important for staff and parents and any health professionals work together to meet the needs of the child. A care plan may be required but this will be done in partnership so all parties involved are in agreement and have a full understanding of the procedures required to be followed
* Food required to meet the needs of vegetarian, vegan or religious faiths/beliefs will be provided.
* Some children will need the food they are offered to be modified; e.g. special and therapeutic diets, including those for allergies.
* Children with Additional Support Needs may need to have their food prepared in a particular way. This should be communicated to staff and a care plan will be created with the parent/carer and staff.

Hygiene

* Children will wash hands before snack and lunch using warm running water and soap. Staff will observe to ensure this is done thoroughly (Appendix 1).
* Fridges and Cool boxes will be kept between 1-5 degrees and temperatures will be checked and recorded on a daily basis (Appendix 1).
* Fridges will be cleaned out on a weekly basis and recorded on the cleaning records.
* Food will be prepared in a clean snack area using clean utensils (Appendix 1).
* Any staff who are not feeling very well will avoid the snack area (Appendix 1).
* Work surfaces will be cleaned after use (Appendix 1).
* Coloured chopping boards will be used for different foods to avoid cross contamination (i.e. raw, cooked etc). This guidance will be on display in the kitchen area for everyone to adhere to (Appendix 1).
* Raw food and vegetables should be washed under a running tap before being prepared (Appendix 1).

Choking

To avoid the risk of choking at snack and lunch times, staff will ensure they:

* Remove any stones before serving
* Slice, halve or chop small fruit and vegetables
* Cut large fruits into slices rather than chunks
* Avoid whole nuts

(Appendix 1)

**Staff Training**

* Staff are all trained in Infection Control and is this is refreshed every 3 years
* Staff are all trained in Food Hygiene and this is refreshed every 3 years

**Appendices**

Appendix 1

NHS, Health Scotland ,2014, “Setting the table, the nutritional guidance and food standards for the ELC sector”

<https://hub.careinspectorate.com/media/1615/setting-the-table-nutritional-guidance-and-standards-for-childcare.pdf>

Appendix 2

Aberdeenshire Council, 2012 “Supporting Children with Special Dietary Requirements”

[https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Education%20and%20Children's%20Services/Education%20and%20Learning/Children's%20Services/Special-Dietary-Requirements-.aspx](https://aberdeenshire.sharepoint.com/sites/Arcadia/services/Pages/Education%20and%20Children%27s%20Services/Education%20and%20Learning/Children%27s%20Services/Special-Dietary-Requirements-.aspx)

Appendix 3

Care Inspectorate, 2014, “Hand Hygiene: Information to Support Improvement”

<https://hub.careinspectorate.com/media/1523/hand-hygiene-information-to-support-improvement.pdf>

Appendix 4

Health Protection Scotland, 2018, “Infection Protection and Control in Childcare Settings

<https://www.hps.scot.nhs.uk/resourcedocument.aspx?id=6606>

Appendix 5

Food Standards Agency, 2016, “Guidance on Temperature Control Legislation in the United Kingdom”

<http://www.foodstandards.gov.scot/downloads/Guidance_on_temperature_control_legislation.pdf>

Appendix 6

Care Inspectorate, 2018, “Food Matters”

<https://hub.careinspectorate.com/media/3241/food-matters-nurturing-happy-healthy-children.pdf>

Appendix 7

Aberdeenshire Council, School Meals Service, “Food Safety Management System: Nursery Edition” Policy Guidance Writing Template.

Appendix 8

Scottish Government, Dec 2018, “A Blueprint for 2020: The Expansion of Early Learning and Childcare in Scotland- Funding follows the child and the national standard for early learning and childcare providers: Operating Guidance”

<https://www.gov.scot/publications/funding-follows-child-national-standard-early-learning-childcare-providers-operating-guidance/>

Appendix 9

Food Standards Scotland, “Eatwell Guide”

<http://fss-eatwellguide.scot/>

Appendix 10

Care Inspectorate 2019, “Good practice guidance: prevention and management of choking episodes in babies and children”

<https://hub.careinspectorate.com/media/3913/good-practice-guidance-prevention-and-management-of-choking-episodes-in-babies-and-children.pdf>